

# Oregon Museums Association records, 1973-2012

## Overview of the Collection

<b>Creator</b>	Oregon Museums Association.
<b>Title</b>	Oregon Museums Association records
<b>Dates</b>	1973-2012 (inclusive) 1973 2012
<b>Quantity</b>	6.9 cubic feet, (19 document cases)
<b>Collection Number</b>	Coll 596
<b>Summary</b>	Administrative records of the Oregon Museums Association.
<b>Repository</b>	<a href="#">Oregon Historical Society, Davies Family Research Library</a> Davies Family Research Library Oregon Historical Society 1200 SW Park Avenue Portland, OR 97205 Telephone: 503-306-5240 Fax: 503-219-2040 <a href="mailto:libreference@ohs.org">libreference@ohs.org</a>
<b>Access Restrictions</b>	The collection is open to the public.
<b>Languages</b>	English

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## Historical Note

The Oregon Museums Association (OMA) was founded as a non-profit organization in 1978, its mission being to support museums in the state of Oregon. As of 2017, it represented more than 200 museums and industry professionals.

## Content Description

The bulk of the collection consists of the Oregon Museums Association's administrative records and correspondence, including financial records, membership records, and meeting agendas and minutes. The collection additionally includes issues of the association's newsletter, "Dispatch," grant proposals and documentation, and publicity materials. Materials related to other museum and cultural associations are also present in the collection.

## Use of the Collection

### Restrictions on Use

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## Preferred Citation

Oregon Museums Association records, Coll 596, Oregon Historical Society Research Library.

## Administrative Information

### Arrangement

The collection is arranged in the following series:

Series A: Preceding and related organizations

Series B: Incorporation, administrative records, and organizational status

Series C: Newsletters

Series D: Activities, grants, and publicity

Series E: Other materials

### Acquisition Information

Lib. Acc. 28947.

### Processing Note

Processed by Sue Armitage and Jeffrey A. Hayes.

## Detailed Description of the Collection

### Series A : Preceding and related organizations , 1973-2017

Container(s)	Description	Dates
<b>Subseries 1 : Willamette Museums Association</b>		
Box/Folder		
	Meeting notes, correspondence, and financial records	1976-1979
	Workshops, museum guides, and publicity materials	1976-1977
	Artwork, photos and drawings of museums	circa 1976-1979
	Joint meetings with Oregon Museums Association	1983-1990

Box/Folder

Container(s)	Description	Dates
	Nonprofit Association of Oregon handout re need and benefits	undated
	Oregon Heritage Commission	1997-1999
	Oregon Heritage Commission	1999-2002
	Oregon Heritage Commission museum statistics	2004
<b>Subseries 2 : Oregon Museum Directors Association</b>		
Box/Folder		
	Correspondence	1977-1982
	Newsletters	1973-1978
Box/Folder		
	Oregon State Historic Preservation Office (SHIPO) - 1996 Oregon Historic Preservation Plan	1996
<b>Subseries 3 : Western Museums Association</b>		
Box/Folder		
	Annual meeting delegates	2007
	Conference rosters	1988-1995
	Conference correspondence	1991-1993
	Oregon Museums Association reports for Western Museums Association newsletter	1989-1996
Box/Folder		
	Other Museum associations	undated

## **Series B : Incorporation, administrative records, and organizational status , 1978-2012**

Container(s)	Description	Dates
Box/Folder		
2/5	Bylaws	1980-2004
2/6	Certificate of Incorporation	1978
2/7	Initial 501(c)3 application	1982-1994
2/8	501(c)3 status	1994; 2001-2003
<b>Subseries 1 : Committee records</b>		
Box/Folder		
2/9	Government relations committee	1988-2008
2/10	Membership committee records	2002
3/1	Program committee	1995-2000
3/2	Program committee agendas	1996-1998
3/3	Program committee - Meeting Planners Guide	1997-2001
<b>Subseries 2 : Correspondence</b>		
Box/Folder		
3/4	General correspondence	1984-1985
3/5	General correspondence	circa 1985
3/6	General correspondence	1986
3/7	General correspondence	2001-2002
3/8	Presidential correspondence	1978-1979
3/9	Presidential correspondence	1979-1982
3/10	Presidential correspondence	1982-1984

Container(s)	Description	Dates
4/1	Presidential correspondence	1984-1986
4/2	Presidential correspondence	1985-1987 September
4/3	Presidential correspondence	1987 September-1988
4/4	Presidential correspondence	1988-1996
4/5	Presidential correspondence	1996-2007
Box/Folder		
4/6	Director's handbook	2007 January
4/7	D-U-N-S number	2008-2009
<b>Subseries 3 : Evaluations</b>		
Box/Folder		
5/1	Evaluations	1980-1985
5/2	Evaluation policy	1986-1987
5/3-5/4	Evaluation team reports	1986-2000
5/5	Evaluation materials, Albany Regional Museum	1992
5/6	Evaluation, Brownsville Museum	1984
5/7	Evaluation, Crook County Historical Society	1985
5/8	Evaluation, Deschutes Historical Center	1991
5/9	Evaluation, Dufur Historical Society	1991
5/10	Evaluation, Gresham Historical Society and Seaside Museum	1985
5/11	Evaluation, Hood River Museum	1986

Container(s)	Description	Dates
5/12	Evaluation, Morrow County Museum	1988
5/13	Evaluation, Pine Valley Museum	1989
5/14	Evaluation, The Dalles and Columbia River Gorge proposal	1986
<p><b>Subseries 4 : Financial records</b> Some chronological overlap between folders.</p>		
<p>Box/Folder</p>		
16/1	General financial records	1980-1986
16/2	General financial records	1985-1988
16/3	General financial records	1986-1989
16/4, 17/1	General financial records	1990-1993
17/2	General financial records	1992-1994
17/3	General financial records	1994-1995
17/4	General financial records	1996-1997 February
17/5	General financial records	1997 February- August
17/6	General financial records	2000-2006
18/1	General financial records	2002-2004
18/2	General financial records	2004-2005
18/3	General financial records	2006
18/4	General financial records	2007
18/5	Accounts paid	2004-2005
18/6	Accounts paid	2005-2006

Container(s)	Description	Dates
18/7	Accounts paid	2006-2007
18/8	Accounts paid	2007-2008
19/1	Accounts paid	2008-2009
19/2	Accounts paid	2009-2010
19/3	Bills	2001-2004
19/4	Budget	2003-2004
19/5	Budget	2011-2012
19/6	Budget statements	1993-2009
19/7	Notes on finances	1984-1986
19/8	Financial reports	1981-2008
19/9	Financial reports	2000-2009
19/10	Financial reports Reports printed from floppy disk files.	2004-2006
<b>Box/Folder</b>		
5/15	IRS form 990	2004-2008
<b>Subseries 5 : Meetings and retreats</b>		
<b>Box/Folder</b>		
6/1	Agendas for annual membership meetings	1999-2008
6/2	Annual meeting at Gold Beach, Oregon	2005 October
6/3	Meeting agendas	1980-1997
6/4	Meeting agendas	1998-2007
6/5-6/6	Meeting agendas and minutes	1995-2008

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
6/7	Meetings calendars	1978-2000
6/8	Correspondence re meetings	1996-2001
6/9	General meeting minutes	1978-1988
6/10	General meeting minutes	1989-2008
7/1	Board meeting agendas	1984-2009
7/2	Board meeting minutes	1985
7/3	Board meeting minutes	1986-1990
7/4	Board meeting minutes	1988-2009
7/5	Board meeting minutes	2008
7/6	Board meeting in Coos Bay	2004 March
7/7	Board meeting in McMinnville, Oregon	2004 October
7/8	Board and general meetings in Portland, Oregon	2005 March
7/9	Board meeting in Pendleton, Oregon	2005 June
7/10	Board meeting in Salem, Oregon	2006 January
7/11	Board meeting in Eugene, Oregon	2006 March
7/12	Board meeting in Ashland, Oregon	2006 June
7/13	Board meeting in Hood River, Oregon	2006 October
7/14	Board meeting in Pendleton, Oregon	2007 May
7/15	Board meeting in Portland, Oregon	2007 August
7/16	Board meeting in Astoria, Oregon	2007 October
7/17	Board and general meetings in Roseburg, Oregon	2008 March



Container(s)	Description	Dates
8/1	Board meeting in Lafayette, Oregon	2008 June
8/2	Board meeting in Portland, Oregon	2008 October
8/3	Board retreat in Philomath, Oregon	2005 February
8/4	Board retreat in Eugene, Oregon	2007 January
8/5	Board retreat	2008 February
<b>Subseries 6 : Membership records</b>		
<b>Box/Folder</b>		
8/6	Address labels for members	1986
8/7-8/8	Institutional data forms	circa 1981
8/9	Membership booklet	2000
8/10	Membership database	2002
8/11	Membership database - individuals	2002
8/12	Membership database - institutions	2002
8/13-8/15	Museum membership forms	2008
9/1-9/3	Museum membership forms	2009
9/4-9/5	Museum membership forms	2010
9/6, 10/1-10/2	Museum membership forms	2011
10/3-10/4	Museum membership forms	2012
10/5-10/7	Membership lists	1983-2008
10/8	Membership pamphlet	2000
10/0-10/10	Membership rosters and forms	1978-2000

Container(s)	Description	Dates
11/1	Membership roster	1993
Box/Folder		
11/2	Post Office Box	1997-1998
11/3	State corportatiom CT-12 forms	2001-2006
11/4-11/5	Reorganization to 501(c) 3	1999-2005
11/6	Training and needs assessment survey	2008

### Series C : Newsletters , 1978-2009

Series contains issues of the association's newsletter, "Dispatch."

Container(s)	Description	Dates
Box/Folder		
11/7	"Dispatch" issues	1978-1984
11/8	"Dispatch" issues	1985-1988
11/9	"Dispatch" issues	1989-1994
12/1	"Dispatch" issues	1995-2002
12/2	"Dispatch" issues	2003-2007
12/3	"Dispatch" issues	2008-2009
12/4	"E-Dispatch" Printouts of electronic newsletter.	2008-2009

### Series D : Activities, grants, and publicity , 1978-2010

Container(s)	Description	Dates
Box/Folder		

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
12/5	20th Anniversary booklet	1998
12/6	American Association of Museums media kit	2007
12/7	Records re grants.gov website	2008
12/8-12/9, 13/1	Grants	1978-1999
13/2	Grant application, "Connecting to collections planning"	2008
13/3	Institute of Museum and Library Services (IMLS) grant	2000
13/4	Institute of Museum and Library Services (IMLS) grant	2010
13/5	IMLS grant coordination applicants	2010
13/6	Documents re IMLS contractor Ruth Metz	2010
13/7	State museums grants	1992-2003
13/8	Grants, Travel Oregon	2007-2008
13/9	Guidebook sponsorship and funding	2008
13/10	Correspondence re guidebook	2008
13/11	Guidebook design	2008
14/1	Guidebook distribution	2008
14/2	Financial documents re guidebook	2008
14/3-14/5	Legislative issues	1979-1991
14/6	Proposed marketing plan	2001
14/7	Miscellaneous museum brochures and information	undated
14/8	Museum development models	undated

Container(s)	Description	Dates
14/9	Correspondence and records re Oregon Department of Transportation signage	1981-1986
14/10	Oregon Museums Association/Oregon Historical Society exhibit, "Oregon History A-Z"	2003
15/1	Copies of pocket guides	1990-2004
15/2	Correspondence and records re pocket guides	1988-1995
15/3	Financial records re pocket guides	2002-2005
15/4	Video production information	1998
15/5	Records re OMA website	2000-2009
15/6	Museum profiles for website	2007

## Series E : Other materials , circa 1985-2009

Container(s)	Description	Dates
<b>Box/Folder</b>		
15/7	Board member history	1997-2006
15/8	Board policies	2009
15/9	Board president's report	2009
15/10	Guide to records management	1998
15/11	Photographs, Oregon Museums Association presidents	1998
15/12	Sample forms	undated
15/13	Webmail contact list	2008
15/14	Miscellaneous papers	1989-2001

# Names and Subjects

**Subject Terms :**

Museums--Oregon.

Professional associations--Oregon.

**Corporate Names :**

Oregon Museums Association--Archives.

**Geographical Names :**

Oregon--Professional associations.

**Form or Genre Terms :**

Administrative records.

Correspondence.

Financial records.

Grant proposals.

Grants.

Newsletters.

Printed ephemera.

**Titles within the Collection :**

Dispatch.

Finding aid prepared by Jeffrey A. Hayes  
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