



Heritage All-Star Community Check-in Attachments Checklist

1. Historic Preservation Program

- Evidence of at least one code review in the past four years. For example, minutes of a meeting that included the review.

2. Historic Sites Register

- Copy of your city's most recently updated list of historic sites (or link to an online list)

3. Non-Profit Partner

- Copy of the organization's updated bylaws, or board minutes documenting a review of the bylaws

4. History Museum

- Board minutes documenting review of bylaws
- Board minutes documenting review of collections policy
- An updated [PReP](#)
- If a new facility is added, provide: two photos, bylaws, collections policy, [PReP](#)

5. Cultural Heritage Coalition

- Documentation that the groups meets at least once a year (i.e., agendas or minutes)
- Two recent photos or products from the collaboration

6. Grant Funded Projects

- Two new photos or products from the five grants

7. School Programs

- Two new photos or products from each school program

8. Public Education

- Two new photos or products from the public education programs

9. Heritage Website

- A current screen shot of the main page
- Current screen shots from two other pages

10. Oregon Main Street

- No attachments required

11. Long-term Local Business

- One photo of each newly awarded business

12. Heritage Tourism Partnership

- At least two samples of promotions (i.e., photos, brochures) within past four years

13. Public or Historic Records Archive

- An updated collection policy or evidence the policy has been reviewed within 4 year
- An updated [PReP](#)

14. Photo Archive

- An updated collection policy or evidence the policy has been reviewed within 4 year
- An updated [PReP](#)

15. Oral Histories

- An updated collection policy or evidence the policy has been reviewed within 4 year
- An updated [PReP](#)

16. Heritage Events

- A flyer or documentation of the most recent event
- Five updated photos of the event
- If adding a new event, please provide: year established, primary orgs, contact info

17. Historic Cemeteries Designation

- A completed [PReP](#)

18. Cemetery and Genealogical Records

- An updated [PReP](#)

19. Award Recognition

- Two photos of each new award

20. Disaster Preparedness

- Board minutes or evidence that the plan has been recently reviewed

21. Untold Stories

- At least one photo of the new public interpretation

22. Diversity & Inclusion Plans

- Board minutes documenting most recent review of the plan(s)

23. Tribal Consultation

- Evidence of continued consultation process, such as a letter from the Tribes or a copy of a program with joint logos

24. Other Heritage Achievements

- An updated photo or product from each achievement