

929

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



SUBMITTAL DATE:
June 16, 2005

FROM: Assessor-County Clerk-Recorder

SUBJECT: Riverside County Archives Commission Annual Report for 2005

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for the six-month period ended June 30, 2005 for the Archives Commission.

BACKGROUND: On April 5, 2005, Agenda Item 3.5, the Board approved Resolution No. 2005-148 adopting revised uniform rules and procedures for the County's advisory committees, boards and commissions. Advisory groups are required to file an annual report of activities by June 30 each year.

At the June 15, 2005 meeting, the Archives Commission completed and approved their Annual Report for 2005, and instructed the Assessor-County Clerk-Recorder designee, as Secretary to the Commission, to transmit the report to the Board of Supervisors.

Larry W. Ward, Assessor-County Clerk-Recorder

Asse/Departmental Concurrence

FINANCIAL DATA	Current F.Y. Total Cost:	\$ NA	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ NA	Budget Adjustment:	NA
	Annual Net County Cost:	\$ NA	For Fiscal Year:	NA

SOURCE OF FUNDS: NA	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature

Policy
 Policy
 Consent
 Consent
 Exec. Ofc.

Prev. Agn. Ref | **District:** | **Agenda Number:** 2.9

**Riverside County Archives
Annual Report 2005
June 30, 2005**

This report covers the period January 2005 through June 2005. The previous annual report covered the period from January 2004 through December 2004. The reporting period is now in conformity with the fiscal reporting requirements of the County. The Archives Commission by-laws have been adjusted to reflect this change.

Meetings

The Archives Commission met January 26, at the Historical Society of Palm Desert, March 16 and May 18 at the County Assessor-County Clerk –Recorder's office in Riverside, and June 15 at the new National Archives and Records Administration facility in Perris.

Resolutions and Personnel

Resolutions honoring deceased Commission member Abraham Schwartz, deceased consultant R. Jackson Armstrong-Ingram, retiring Administrative Director RMAP and secretary to the Commission Jim Bridges, and Supervising Archives and Records Technician Terri Gonzales (who has assumed other responsibilities) were adopted. The Commission welcomed new member Muriel Schwartz filling the vacancy of the Historical Commission, Larry Ward, Assessor-County Clerk-Recorder, and Beth Crawford, Administrative Manager RMAP. Denise Harden continues to assist from the County Administrative Office.

Commission vacancies exist in District II and V. Two Commission terms expire on June 30, 2005; one from District III and one from District I. These have requested to be reappointed.

Professional archivist and support personnel are currently being recruited.

Business

The Commission by-laws were approved by the Board of Supervisors. Uniform Rules and Procedures for Advisory Committees were discussed and the by-laws and procedures were changed to be in conformity.

Updates on the RMAP program were given by Jim Bridges who was the liaison between RMAP and the Commission. 125K cubic feet of records are in the Record Center. The General Record Retention Schedule continues to have an impact on the number of documents destroyed, many of which are non-records. Seven County sections have record retention schedules that are Board-approved and RMAP is working with four departments that are actively developing departmental record retention schedules.

**Riverside County Archives
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Business – Cont'd

The State Archives publication Use of County Records was attached to the 2004 Annual Report.

The Commission is developing plans to call the public's attention throughout the county to National Archives Week in October.

Goals for 2005

Complete publicizing National Archives Week.

Continue updating of the Riverside County Archives communication segment of the Assessor-County Clerk-Recorder office website.

Continue to support the development of the RMAP program.