

918

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



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
May 24, 2007

SUBJECT: Riverside County Archives Commission Annual Report for 2007

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for fiscal year 2007 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 May 16, 2006 meeting, the Archives Commission completed and approved their Annual Report for 2007, 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

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

BY: 
Rob Rockwell

County Executive Office Signature

- Dep't Recomm.: Policy
- Per Exec. Ofc.: Policy
- Consent
- Consent

**Riverside County Archives Commission
Annual Report
July 2006 – June 2007**

PURPOSE

It shall be the purpose of the Commission to advise and make recommendations to the County of Riverside Board of Supervisors concerning the county archives and preservation of historical records of the County of Riverside.

INTRODUCTION

The Riverside County Archives Program identifies, collects, preserves, arranges, and describes records of historical significance relevant to the County of Riverside and County government, and educates the public as to their use. The Archives serves as both a repository for these unique documents and as a resource center open to County staff and to the public. Materials relating to the history of the County and surrounding area of influence are also collected to assist with the interpretation of these records and to place them in the context of the overall growth and development of the County.

GOALS 2006-2007

- Goal #1. Work with Board of Supervisors to fill vacancies on the Archives Commission.
- Goal #2. Continue observance of Riverside County "Archives Month".
- Goal #3. Adopt new Commission Standing Rules.
- Goal #4. Continue close cooperative relationship with the County of Riverside Records Management and Archives Program (RMAP).

MEETINGS

- Assessor-County Clerk-Recorder's Office, Riverside, California: October 18, 2006.
- District III, Supervisor Jeff Stone's Office, Hemet, California: January 17, 2007.
- District II, Riverside Public Library, Riverside, California: March 28, 2007.
- Assessor-County Clerk-Recorder's Office, Riverside, California: April 25, 2007
- District IV, Coachella Valley Association of Governments (CVAG), Palm Desert, California: May 16, 2007

PROCLAMATIONS

- National Archives Month, Proclaimed by the Board of Supervisors, Riverside County, California, October 3, 2006.

PERSONNEL/STAFF

Commissioners

District I, Barbara Anderson

District I, Charles Wilson

District II, Robert Fitch

District II, Vacant

District III, Heloise Marsh

District III, Virginia Sisk

District IV, Dan Callahan

District IV, Jan Holmlund

District V, Barbara Howison

District V, Kenneth R. Holtzclaw

Riverside County Historical Commission Representative: Muriel Schwartz

Appointments and Reappointments to the Commission: District IV, Dan Callahan, and Jan Holmlund, 6/6/2006; District V, Barbara Howison, 10/31/2006; District II, Robert Fitch, 11/7/2006; District V, Kenneth R. Holtzclaw, 3/12/2007.

Barbara Anderson and Jan Holmlund serve as Co-Chairs: January 18, 2006, to October 18, 2006.

Barbara Howison, Commission Chair, elected October 18, 2006.

Chuck Wilson, Commission Vice-Chair, elected October 18, 2006.

ASSESSOR-COUNTY CLERK-RECORDER OFFICE

Larry Ward, Assessor-County Clerk-Recorder, Department Head

Tauna Mallis, Assistant Assessor-County Clerk-Recorder

Beth Crawford, Administrative Manager, RMAP, resigned March 2007

Annette Bade, Executive Assistant, Assessor-County Clerk-Recorder

Anne Ostendarp, Archivist, RMAP, resigned September 2006

Jim Hofer, Archivist, RMAP, hired January 8, 2007

CONDOLENCES OFFERED

Commissioner Fitch upon the death of his wife Catherine Fitch.

BUSINESS

October 18, 2006

- The Commission approves a bookmark be created, bearing an early Riverside County brand, to promote National Archives Month in October 2007.
- 100 posters were published by the Assessor-County Clerk-Recorder Department and delivered by the Commission and the Department, throughout the County, to promote National Archives Month in 2006 (Goal #2, 2006-2007).

Archive Commission Annual Report cont'd

- The Commission approves participation in the Council of State Archivists' "Closest to Home" survey. The questions are: Resources for preserving and managing local government records; Developing and delivering training to local government officials in techniques and procedures for caring for records; Assessing the impact of information technology on creation, preservation and use of government records; Strengthening advocacy and raising awareness of the importance of local government records and archival programs.
- Dan Callahan is reappointed Commissioner from District IV, June 6, 2006 (Goal #1).
- Jan Holmlund is reappointed Commissioner from District IV, June 6, 2006 (Goal #1).

January 17, 2007

- The Commission is particularly interested in seeing a time line developed for safely archiving the present backlog of permanent and historic records and facilitating public access. RMAP staff indicated that limited access could be provided by December 2007.
- The Commission is very concerned about vacant staff positions, vacancies that lead directly to an inability to implement strategies outlined in the RMAP Business Plan; particularly as it relates to informed selection, and archiving of historical records.
- Barbara Howison is reappointed Commissioner for District V, October 31, 2006 (Goal #1).
- Robert Fitch is appointed Commissioner from District II, November 2006 (Goal #1).

March 28, 2007

- Commissioner Wilson hosts a reception for the California Historical Records Advisory Board.
- Commissioner Fitch is the Manager of the Riverside Veterans History Project. The Commission joined the Riverside City Library as a local partner in the Veterans History Project on August 21, 2002.
- The Assessor has undertaken a Heritage project to be displayed in the Assessor-County Clerk-Recorder Conference room at the County Administrative Center. It will include photographs, biographical sketches, and wall-mounted exhibits. It is hoped this will inspire other Departments to tell their history with archival documents.
- It is possible an area will be available to the County Archives, at the Gateway Facility as early as Summer 2007 where the public will, by appointment, be able to access original historic documents.
- Kenneth R. Holtzclaw is appointed Commissioner from District V, March 12, 2007 (Goal #1).

April 18, 2007

- Commission concern about vacant archival staff positions; Record Analyst I and II, were discussed. Archivist Manager Hofer identified the need to modify elements of the position descriptions as soon as possible to expedite hiring.
- Commission gave final approval of the brand symbol and the bookmark format to be used to promote National Archives Month in 2007.

May 16, 2007

- Commission retracts approval of the Standing Rules action of October 18, 2006.
- Commission approves an archival website formatted in the likeness of the Orange County site.
- Commission authorizes the printing of bookmarks to promote the annual Archives Month in October.
- Archivist Manager Hofer reports on the Human Resources approval of job descriptions for vacant archival staff positions. Vacancies are to be posted.
- Commissioner Fitch reports on the Veterans History Project and relates personal war stories as recorded during interviews with veterans. Commissioner Fitch concluded with an emotionally wrenching poem written by a wounded Marine.
- Commissioners congratulate Commissioner Fitch on his exemplary management of this important historical program. Further, that the work be added to the archives website as it is developed.
- Commission approves annual report to Riverside County Board of Supervisors.

GOALS 2006-2007

- Goal #1. All Commission vacancies, excepting one in District II, have been filled.
- Goal #2 Riverside County Archives Month was observed in 2006. Goal met.
- Goal #3 Commission Standing Rules were adopted October 18, 2006, and await approval of County Counsel, and Board of Supervisors. Goal met.
- Goal #4 The Commission continues to maintain a close working relationship with the County of Riverside Records Management and Archives Program and the Assessor-County Clerk-Recorder and his Department. Goal met.

GOALS 2007-2008

- Goal #1 Continue work with Assessor-County Clerk-Recorder Department to achieve public access to Archives.
- Goal #2 Participate in the annual Riverside County Archives Month.
- Goal #3 Work with Assessor-County Clerk-Recorder to fill archival positions.
- Goal #4 Work with Supervisors to fill position on Commission.
- Goal #5 Extend public information and education about Riverside County Archives through print and electronic media.
- Goal #6 Continue close cooperative relationship with the County of Riverside Records Management and Archives Program.