

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

344



FROM: Assessor - County Clerk - Recorder

SUBMITTAL DATE:
February 26, 2008

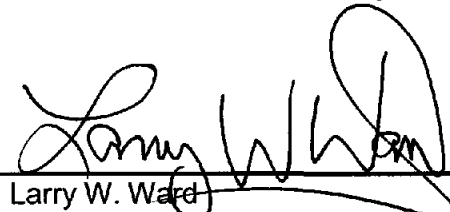
SUBJECT: County of Riverside Archives

RECOMMENDED MOTION: That the Board of Supervisors approve: 1) the establishment of a County Archives open to the public; 2) name the County Archives "The Robert J. Fitch County Archives" in honor of Robert J. Fitch.

BACKGROUND: The Board of Supervisors established the Riverside County Archives Commission in 1997 with Resolution 97-239. The Commission was charged with advising and making recommendations to the Board of Supervisors concerning the development of the County's Archives Program and preservation of county historical records and documents. In 2004 the Board of Supervisors revised Policy A-43, County Records Management and Archives Policy.

The Archives Commission has worked closely with the County Records Management section to establish a County Archives Program. This program will preserve the county's history and make thousands of government records available to researchers, historians, genealogists and the general public.

Departmental Concurrence



Larry W. Ward
Assessor-County Clerk-Recorder

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

SOURCE OF FUNDS: N/A	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

Dept't Recomm.: Policy Policy

Per Exec. Ofc.: Consent Consent

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The Board of Supervisors established Policy A-43 in 1991 and in December 2002 “directed the Executive Office to update Board Policy A-43 to clarify that the Board’s goals and objectives for the County’s Records Management Program include archival materials, and to formally establish a County archive.” In accordance to Policy A-43 the Assessor-County Clerk-Recorder “shall manage and operate the County Records Management Program and County Archives...on behalf of the County Board of Supervisors.” As part of the Records Management and Archives Program, the County Archives will provide services to all County departments and agencies. The records accessioned to the County Archives have been designated as permanent because of their historical value and significance to the County of Riverside and therefore are under the custody of the County Archives.

To honor the memory of Robert J. Fitch, former Chief Administrative Officer for Riverside County, and his many contributions to the history of Riverside County, it is recommended to the Board of Supervisors that the new public County Archives facility, located at 2724 Gateway Drive in Riverside, be named The Robert J. Fitch County Archives.

Mr. Fitch dedicated 34 years of his professional life to Riverside County. He began his service to Riverside County in 1950 and retired in 1984. He served with distinction as Chief Administrative Officer from 1977 to 1984. Following his retirement, Mr. Fitch became very active within the historical community of Riverside County. He served as chair of the Riverside County Centennial Advisory Board that organized and planned the activities to commemorate the 100th anniversary of the establishment of Riverside County. During this time he oversaw the republishing of the *History and Directory of Riverside County, 1893 – 1894*, and wrote *Profile of a Century: Riverside County, California, 1893 – 1993*. Both of these books are essential references for studying the formation and history of Riverside County, its people and government. In addition, Mr. Fitch served as president of the March Field Air Museum and continued to serve on the museum’s executive committee until his death in May 2007. In 2000, he became a part of the Riverside Veterans History Project, sponsored by the Riverside Public Library. He conducted 100 oral history interviews with veterans who served in World War II, the Korean War, the Vietnam War, and the Gulf War. In December 2006, Mr. Fitch was appointed by the Board of Supervisors to serve on the Riverside County Archives Commission.

As the official County Archives this program has the responsibility to “identify, collect, preserve, and make available the County’s documentary heritage of records of permanent value.” So that the County Archives is able to comply with generally accepted professional standards of archival practice, funding to support all of its mandated activities will be necessary. These activities include recruiting and maintaining professional and managerial staff; the purchasing of specialized archival supplies to properly store these permanent records; providing access and research assistance to the public and county staff; and promoting the use of these unique historical documents among county agencies, the general public, as well as educators and researchers.

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The history of the County of Riverside is in danger of being lost forever. It is critical that steps are taken now to preserve all historical records, whether they are paper, audio or videotape, analog or digital. The Board of Supervisors support of a county-wide Archives Program will ensure that the history of the County of Riverside is preserved, protected, and accessible for future generations.