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



**FROM:** Assessor-County Clerk-Recorder

**SUBMITTAL DATE:**  
June 2, 2008

**SUBJECT:** Riverside County Archives Commission Annual Report for 2008

**RECOMMENDED MOTION:** That the Board of Supervisors receive and file the attached Annual Report for fiscal year 2008 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 28, 2006 meeting, the Archives Commission completed and approved their Annual Report for 2008, and instructed the Assessor-County Clerk-Recorder designee, as Secretary to the Commission, to transmit the report to the Board of Supervisors.

AsseDepartmental Concurrence


  
Larry W. Ward, Assessor-County Clerk-Recorder

<b>FINANCIAL DATA</b>	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

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

**C.E.O. RECOMMENDATION:**

**RECEIVE AND FILE**

BY:   
Rob Rockwell

**County Executive Office Signature**

- X Consent
- Policy
- Consent
- Policy

er Exec. Ofc.:

# RIVERSIDE COUNTY ARCHIVES COMMISSION ANNUAL REPORT 2007-2008

## Commissioners

<b>District 1</b>	Barbara Anderson Laura Klure	<b>District 3</b>	Heloise Marsh Vice Chair Virginia Sisk
<b>District 2</b>	Chuck Wilson Chair Vacancy	<b>District 4</b>	Dan Callahan Vacancy
	<b>District 5</b>		Barbara Howison Emma Motte

**NEW MEMBERS:** Laura Klure (Dist. 1) and Emma Motte (Dist 5) were added to the membership of the Commission during this reporting period. Henry Weiss (Dist 4) was also appointed to the Commission.

**RESIGNATIONS:** Jan Holmlund, one of the original members of the Commission resigned after 13 years of service. Henry Weiss also resigned.

**MEETING SITES:** Meetings were held at the Assessor-County Clerk-Recorder's facility in Box Springs, the Woodcrest Community Library, and the Banning City Hall.

## COMMISSION ACTIVITIES

The Commission approved a motion to recommend that the Board of Supervisors name the new county archives in memory of Robert Fitch, a long-time county employee, former County Administrative Officer, supporter of Riverside County history and former member of the Riverside County Archives Commission.

On March 18, 2008 the Board of Supervisors designated that the new county archives facility be named in memory of Bob Fitch. The Commission wishes to express its appreciation to the Board and to the Assessor-County Clerk-Recorder's Office for their support of this recommendation.

Continuing in the tradition established in former years, the Commission worked to promote October as Archives Month in Riverside County through the distribution of bookmarks which illustrated an early cattle brand from the brand book in the County Archives. The Commission is indebted to Gordon Sisk for his work on the design of the bookmarks which were distributed to libraries throughout the county.

Jan Holmlund, who had been a member of the Archives Committee, which preceded the designation of the Commission, was recognized with a Commission Resolution noting her thirteen years of conscientious contributions to both the Committee and the Commission.

The Commission clarified the standards for accepted absences from Commission meetings.

An ad hoc committee on website development met with County Archivist Jim Hofer to discuss the elements in a user friendly and comprehensive Archives website.

A tour of the newly established Riverside County Archives was provided for the Commission prior to the naming of the facility for Bob Fitch. The establishment of a county archival facility had been a goal of the Commission for many years and the Commissioners were delighted to view the facility. In addition they were pleased to note some of the staff positions for the Records Management and Archives Program within the Assessor-County Clerk-Recorder's Office had been filled. They appreciated the work done in this respect by the Assessor-County Clerk-Recorder and his staff.

Commission members participated in the opening of the Robert J. Fitch Archives on April 29, 2008.

Progress made toward the organization and availability of the county's archival materials under the leadership of County Archivist Jim Hofer has been notable and appreciated by the Commission.

#### COMMISSION GOALS 2008-2009

- Distribute Archives Month bookmarks to outlying areas of the county
- Support the operation of the county archival facility
- Support the development of the Archives website