

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

211A



SUBMITTAL DATE:
June 2, 2009

FROM: Assessor-County Clerk-Recorder

SUBJECT: Riverside County Archives Commission Annual Report for 2009.

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for fiscal year 2009 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 April 15, 2009 meeting, the Archives Commission completed and approved their Annual Report for 2009, and instructed the Assessor-County Clerk-Recorder designee, as Secretary to the Commission, to transmit the report to the Board of Supervisors.

Larry W. Wald, Assessor-County Clerk-Recorder

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:

RECEIVE AND FILE

BY:

Rob Rockwell

County Executive Office Signature

- Dept's Recomm.: Consent
- Per Exec. Ofc.: Consent
- Policy
- Policy

SEP 2 11 11 44:22

Prev. Agn. Ref.:

District:

Agenda Number:

2.12

RIVERSIDE COUNTY ARCHIVES COMMISSION

ANNUAL REPORT 2008-2009

Commissioners:

District 1 Laura L. Klure, Vice Chair
Kathleen Dever

District 3 Heloise Marsh
Virginia Sisk

District 2 Chuck Wilson
Vacancy

District 4 Dan Callahan
Christie Moon Crother

District 5 **Barbara Howison, Chair**
Emma L. Motte

Historical Commission Representative
Vacancy

COMMISSION REPORT, VACANCIES & APPOINTMENTS: The Commission's 2007-2008 Annual Report was submitted to the Board on June 10, 2008. The Board reappointed Commissioner Wilson to another four year term on June 3, 2008.

Vacancies on the commission continued to be a problem in 2008, and commissioners and staff worked steadily to find appropriate volunteers, so that two vacancies were filled in 2009. Newly appointed Commissioner Christie Crother, District 4, attended her first meeting in February, and Kathleen Dever was appointed in March. Historical Commission member Charlotte Fox attended the February meeting as a visitor. A formal liaison or representative from the Historical Commission, to replace Muriel Schwartz, who resigned from the Archives Commission, had not been selected as of May, 2009.

MEETING DATES AND SITES: Meetings were held on July 16, September 17, and February 18 at the Assessor-County Clerk-Recorder's facility in the Box Springs area. The regular January meeting was postponed to February, to assure a quorum. A meeting was held April 15 at the La Quinta Public Library.

Communications & Condolences: Commissioners and staff expressed well-wishes to Commissioner Callahan, who was in the hospital. Condolences were extended to Commissioner Marsh, on the death of her husband Paul Marsh. Sympathy also went to Commissioner Sisk, on the death of her son, James Gordon Sisk.

Resolution to Recognize Commissioner Barbara Anderson

The Commission unanimously approved a resolution to recognize Commissioner Barbara Anderson, who resigned after 12 years of service.

Election of Officers

Commissioner Howison was elected Chair for 2008 – 2009; and Commissioner Klure was elected Vice Chair for 2008 – 2009.

COMMISSION GOALS adopted for 2008-2009

- Goal A. Distribute Archives Month bookmarks to outlying areas of the county.
- Goal B. Support the operation of the county archival facility.
- Goal C. Support the development of the Archives website.

Board of Supervisors, and Executive Office: Jim Hofer reported that the Board of Supervisors appointed Bill Luna as the new County Executive Officer. The Executive Office conducted a review of all county commissions established within the county government to make sure all were fulfilling their objectives. This report further outlines the Archives Commission's progress on our objectives.

Actions Taken toward fulfillment of Goals:

Goal A: Archives Month (Standing) Committee:

The Commission approved the design and distribution of bookmarks commemorating Archives Month, October 2008. Commissioner Sisk enlisted the help of her husband, Gordon Sisk, in developing the design, which called attention to the collection of livestock brand designs in the Archives, and informed bookmark users about how to contact the Archives. The bookmarks cost approximately \$400 for 2500 bookmarks. They were distributed to historical organizations, the county Book Mobile, and selected libraries this year. Commissioners decided that next year distribution could focus on the community centers.

A resolution celebrating national Archives Month in Riverside County was approved by the Board of Supervisors on September 30. Several Archives staff members and members of the Commission attended the Supervisors' meeting to accept the resolution.

Goal B: Support for the operation of the Archives:

Commissioners Motte, Klure, and others have repeatedly expressed approval for how well RMAP is running the Archives Program. Commissioner Howison, as Chair, has expressed appreciation for the staff reports and responsiveness of staff to questions.

Friends of the Archives – In September, Commissioner Klure suggested establishing a "Friends of the Archives" group as a non-profit 501(c) (3) organization, as defined by the Internal Revenue Service, to raise awareness, increase use, raise funds, and support various functions of the Riverside County Archives. The Commission unanimously approved the motion to establish a task force to investigate the feasibility of a "Friends of the Archives" group as a non-profit 501(c) (3) organization. Commissioners Klure, Wilson, and Motte volunteered to serve on the task force. The task force formulated a series of questions, designed to determine whether such a support group was feasible. The first step was to obtain an opinion from the County Counsel regarding any legal limitations or requirements for such a group

County Counsel responded in March, indicating that the Office of the County Counsel could not assist in forming a 501(c)(3) Friends of the Archives, and that outside legal counsel should be consulted. Regarding fundraising to support operations of the Archives, County Counsel's office stated that any donations to the County Archives must be presented to the Board of Supervisors and accepted by the Board.

RMAP Staff Reports – At every meeting, RMAP staff reports provided opportunities for Commissioners to ask questions about facility operations, share ideas, and provide feedback, advice to staff. Learning from these expert staff reports also strengthened the Commissioners' fulfillment of requirement #8 in the Commission's Roles & Responsibilities (background and experience necessary to serve).

Tauna Mallis reported that Larry Ward presented the Archive's budget request to the Board of Supervisors. Although there is support for the Archives, the Board of Supervisors did not fully fund the request. Jim Hofer reported that staffing for the Archives has been frozen due to the current financial situation. The Archive's public hours were reduced to Tuesday through Thursday, 9:00am to 12:00pm or by appointment; currently they have been further reduced to "by appointment only."

Mary Cox reported that the California State budget difficulties do impact RMAP. Board Policy A-43 is being looked over for possible funding ideas. RMAP has been working carefully on operational plans, and is developing fee schedules that will help support the Archives.

Following state document retention laws and guidelines, Mary Cox reported that RMAP destroyed 2,612 boxes of obsolete records in 2007 – 2008. As of March, 2009, 9,750 boxes of inactive records had been destroyed during the first three quarters of the current fiscal year, for a 273 percent increase. County Departments pay for the destruction, which adds income for the program. The Departmental Records Retention Schedule for Human Resources, as well as revisions to the General Records Retention Schedule went before the Board of Supervisors in October. Cox's reports gave Commissioners a feeling for how the retention schedules fit in with the historic preservation criteria of the Archives.

EDUCATIONAL AND OUTREACH EFFORTS: The following activities served to increase Commissioners' understanding of the operations of the archives and of local historical issues, and to increase outreach to other members of the community interested in historic preservation. These activities were also designed to encourage public support and participation (Goal B):

Brochure -- Assisted by comments from Commissioners, RMAP and Archives staff have developed an Archives brochure. The brochure is geared toward informing people who have a particular interest in finding out what materials are available for research. Brochures have been distributed at various meetings.

Historical Commission Tour – On September 18, the Riverside County Historical Commission met at the Clerk-Recorder Building, and Jim Hofer gave those commissioners a tour of the Robert Fitch Archives. Commissioner Schwartz, then acting as a representative on both Historical and Archives Commissions, attended the tour.

Riverside County History Symposium -- The Riverside County History Symposium, sponsored by the Riverside County Historical Commission, took place on October 17th at Crestmore Manor. Some Archives Commissioners and staff members Tauna Mallis and Jim Hofer attended. They distributed information on the County Archives, and spoke with participants visiting a display of the Brand Book and historical county maps from the Archives.

Fitch Archives Orientation – On October 23, 2008, Archivist Jim Hofer and Assistant Assessor-County Clerk-Recorder Tauna Mallis hosted a two-hour orientation/training session at the Riverside County Archives. Commissioners Sisk, Motte,

and Klure were among the attendees, plus a few members of the public interested in historical research. This worthwhile introduction to the collections saved staff time, by teaching some general principles to a small group, rather than to each person individually. Commissioners participating gained further appreciation for how long it can take to answer research questions. Follow-up individual research sessions were scheduled as appropriate.

Orange County Archives Visit -- Jim Hofer reported that Jean Pasco and Jennifer Lowe from the Orange County Archives paid a surprise visit to the Riverside Fitch Archives on July 30, 2008. Jim Hofer and Mary Cox gave them a tour of the Riverside Archives. It was arranged for Riverside County people to tour the Orange County Archives on October 30th. Staff members attending the OC tour were Tauna Mallis, Mary Cox, and Jim Hofer, along with Commissioners Muriel Schwartz and Laura Klure. The tour was very educational.

Hofer and Klure reported briefly on their OC observations at February's Archives Commission meeting. Water damage from a plumbing leak at the OC Archives underscored the importance of maintaining a secure, environmentally controlled facility. The visit also prompted renewed thoughts about the need for a consistent mission and clear collection guidelines for the Riverside County Archives.

Historical Societies – With assistance from Commissioner Klure, Jim Hofer distributed information about the Archives at a Riverside Historical Society meeting in October. Stimulated by the presence of Archives bookmarks in the Hemet Library, Commissioner Sisk arranged for Hofer to talk to the Hemet Historical Society. Sisk said, "They were delighted" with Hofer's information about vital records and the Archives.

Goal C: Support the development of the Archives website:

RMAP is investigating collections management and cataloging software that will help staff to complete the inventory of existing records in the Archives and eventually allow the posting of descriptive information on the internet. RMAP has acquired a new digital paper scanner and a microfilm scanner, both of which will facilitate computer and internet access to information.

Archives Commission members offered feedback to the staff regarding the needs of researchers and of the public, and this process should continue as the website expands in scope.

COMMISSION GOALS proposed for 2009-2010:

1. Support the operation of Robert J. Fitch Archives facility by increasing public awareness about and use of the archives.
2. Distribute Archives Month bookmarks to smaller libraries, as well as community centers, historical societies, other libraries, and appropriate interested groups within Riverside County.
3. Support the development of the Archives website, by visiting the site regularly and providing feedback to staff.
4. Work with the Board of Supervisors to fill any vacancies on the Commission.
5. Continue to monitor the County's fiscal situation with regard to support for the Archives program.
6. Communicate with the Board of Supervisors. Each member of the Archives Commission should request an opportunity to meet with their appointing Supervisor as a way of keeping them apprised of the ongoing work and needs of the County's archives program. This should be done once or twice per year.