

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

124A



**SUBMITTAL DATE:**  
September 20, 2011

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

**SUBJECT:** Riverside County Archives Commission Annual Report for FY 2010 - 2011.

**RECOMMENDED MOTION:** That the Board of Supervisors receive and file the attached Annual Report for Fiscal Year 2010 - 2011 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 July 20, 2011 meeting, the Archives Commission completed and approved their Annual Report for FY 2010 - 2011, and instructed the Assessor-County Clerk-Recorder designee, as Secretary to the Commission, to transmit the report to the Board of Supervisors.

Departmental 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:**

**APPROVE**

BY:   
Karen L. Johnson

**County Executive Office Signature**

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

**Prev. Agn. Ref.:**

**District:** ALL

**Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

2.2

## **RIVERSIDE COUNTY ARCHIVES COMMISSION**

### **Annual Report 2010 - 2011**

#### **Commissioners:**

The County Archives Commission is comprised of eleven members. Two members are appointed by each member of the Board of Supervisors and serve at the pleasure of the appointing board member. The eleventh member is a Riverside County Historical Commissioner and is appointed by the Historical Commission. Members of the Commission serve without compensation or reimbursement for expenses.

The membership of the Riverside County Archives Commission as of June, 2011 is as follows:

Kathleen Dever, District I  
Laura Klure, District I

Carol Leibowitz, District IV  
Christie Moon Crother, District IV, Vice Chair

Chuck Wilson, District II, Chair  
Vacancy

Barbara Howison, District V  
Emma Motte, District V

Heloise Marsh, District III  
Virginia Sisk, District III

Charolette Fox, Liaison  
County Historical Commission

#### **Meetings:**

In accordance with its bylaws, the Commission met four times during the 2010-2011 fiscal year. The Commission endeavors to meet in as many supervisorial districts as possible during the course of the year. In 2010-2011 meetings were held in the following districts:

District I July 21, 2010 Assessor-Clerk-Recorder Upstairs Conference Room  
District III October 20, 2010 Gilman Ranch and Wagon Museum  
District IV April 20, 2011 73-710 Fred Waring Drive, Palm Desert  
District V January 19, 2011 National Archives, Perris

Meetings for the coming year have been tentatively scheduled for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> districts.

At the July 21<sup>st</sup> meeting Commissioner Wilson was elected Chair and Commissioner Crother was elected Vice Chair for the 2010-2011 term.

**Outreach activities:**

**Archives Month (Standing) Committee:**

Plans for the 2010 Archives Month and for the 2010 bookmark were discussed at the April 2010 meeting, and were implemented at the July 2010 meeting.

Commissioner Sisk distributed the new bookmarks for the celebration of Archives Month (October 2010) at the July 21, 2010 Archives Commission meeting.

Commissioner Howison arranged for distribution of the bookmarks at libraries, and other commissioners assisted with distribution at many historical societies and at various other meetings.

**Archives Facility**

The Commission has long been interested in maintaining a sufficient facility for the county's archival records. It was very supportive of the establishment of the Robert J. Fitch facility adjacent to the records center operation in the building on Gateway. However, there has been discussion at several meetings relating to moving the archives to a location more convenient to the public. Downtown Riverside has been mentioned, as it would allow the public easy access to local history materials in the Riverside Public Library and the Riverside Metropolitan Museum.

At the April meeting, the Commission was informed that another agency wished to be assigned the space currently allocated to the County Archives in the Gateway building. If the space is reassigned, the Commission strongly recommends relocating the County Archives to space sufficient to accommodate both public use and the adjacent storage of the county's archival records.

**Archives Relationship with the Historical Commission and Inland Empire Heritage Consortium:**

County Archivist Jim Hofer has been in contact with Keith Herron, the County Historic Preservation Officer, who is seeking cooperation with the Archives Commission in the transcription of a series of decades-old oral history tapes currently in the County Archives.

County Archivist Jim Hofer has asked the archives commissioners to participate in the updating of Robert Fitch's book *Profile of a Century: Riverside County, California, 1893-1993* on the people in county government, which was published by the Riverside County Historical Commission Press as part of the county's centennial celebration in 1993. Members of the Archives Commission will assist in developing a questionnaire for current officials and officers and for those who have served in the time since the book was published.

Archivist Jim Hofer has continued attending meetings of the Inland Empire Heritage Consortium, and a few Commissioners have also attended some Consortium meetings. The consortium meetings are a good opportunity for the Archives to network with other history and cultural related organizations.

At the April meeting, Charolette "Lottie" Fox, who had served as the liaison during this year, announced her resignation from the position. The Commission will work with the Historical Commission to find a replacement

#### **Recognition of Mary Cox**

At its July meeting the Commission presented Mary Cox, Chief Deputy Assessor, Clerk, Recorder, with a commemorative certificate upon her retirement from the Assessor, County Clerk, and Recorders Office. Mary was recognized for her outstanding and committed work in assisting the Archives Commission and with the County's Records Management and Archives Program (RMAP).

#### **Summary of the Year, Budget Considerations:**

The 2010-2011 year continued to be one of restraint, due to the tight budget situation in government, at all levels. Credit and thanks are due to the Riverside County Supervisors, the County Assessor-Clerk-Recorder Larry Ward, all the RMAP staff, and particularly to Archivist Jim Hofer, for their efforts to assure that the Archives have remained open.

#### **Access to the Archives**

Budget restraints have had their effect on the County Archives for the past several years and the Commission has been aware of this. The budget cuts along with a restructuring of RMAP have severely limited the time the County Archivist has to devote to servicing the public's research needs. The Archives facility is currently available to the public by appointment only.

At the July meeting, the Commission unanimously passed a motion toward getting volunteer assistance and a Volunteer Plan Coordinator for the County Archives. The County Archives currently has one volunteer working on special projects about 4 hours per week.

#### **GOALS for 2011-2012**

1. Support the operation of an appropriately sized and accessible county archival facility, and increase public awareness about the use and value of the archives. With the potential displacement of the County Archives, this becomes a major issue for the Commission.
2. Distribute Archives Month bookmarks to historical societies, libraries, and other interested groups in the county. The Archives Month activities have been one of the Commission's most successful projects. The Commission plans to continue to produce bookmarks and distribute them throughout the county.
3. Explore the development of volunteer assistance for the County Archives and a Volunteer Plan Coordinator. Budget constraints probably will prevent the archives from being fully staffed in the coming fiscal year and it cannot serve the public to the best extent possible with a single staff member. If it is to serve the public well, additional positions will be needed and these are likely to be volunteers.
4. Work with the Board of Supervisors to fill any vacancies on the Commission. Vacancies on the Commission have been reduced. There remains a vacancy in District II. One of the commissioners has suggested a possible candidate for the District II position. The filling of vacancies and the approvals of re-appointments have been slow, due to the

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Board of Supervisors' understandable attention to pressing financial matters and other major issues.

5. Continue to monitor the County's fiscal situation with regard to support for the Archives program.
6. Each Commission member shall contact their appointing Supervisor at least once per year, by phone, e-mail, or in person, to keep them apprised of the ongoing work and needs of the county's archives program.
7. Seek ways whereby the Archives Commission can collaborate with the County Historical Commission to advocate for the preservation of Riverside County's history. Both the program to transcribe the oral history tapes and the updating of the Robert Fitch book offer opportunities for cooperation on the preservation of our county's history.