

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

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

**SUBMITTAL DATE:** May 17, 2012

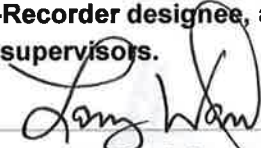
**SUBJECT:** Riverside County Archives Commission Annual Report for  
FY 2011 - 2012.

**RECOMMENDED MOTION:**

That the Board of Supervisors receive and file the attached Annual Report for Fiscal Year 2011 - 2012 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. On May 16, 2012 the Archives Commission approved the attached Annual Report for FY 2011 - 2012. The commission instructed the Assessor-County Clerk-Recorder designee, as Secretary to the Commission, to transmit the report to the Board of supervisors.

X 

Larry W. Ward, Assessor-County

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	<input type="text"/>
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	<input type="text"/>
	Annual Net County Cost:	\$ 0	For Fiscal year:	<input type="text"/>

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

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

County Executive Office Signature  
(FOR THE BOARD MINUTES ONLY)

BY:   
Karen L. Johnson

Policy   
Policy

Consent   
Consent

Dep't Recomm.:   
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: ALL

Agenda Number:

2.5

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

Departmental Concurrence

**RIVERSIDE COUNTY ARCHIVES COMMISSION**

DRAFT – Annual Report 2011 - 2012

**Commissioners:**

The County Archives Commission is comprised of eleven members. Two members are appointed by each supervisor 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 Archives Commission as of June, 2012 is as follows:

Kathleen Dever, District I  
Laura Klure, District I

Carol Leibowitz, District IV  
Christie Moon Crother, District IV

Chuck Wilson, District II  
Joanne Pease-Simpson, District II

Barbara Howison, District V  
Emma Motte, District V, Chair

Heloise Marsh, District III  
Virginia Sisk, District III, Vice Chair

Vacancy, Liaison  
County Historical Commission

**Meetings:**

As is the minimum required in the by-laws, the Archives Commission met four times during the 2011-2012 fiscal year, on the Wednesdays listed below, starting at 1 p.m. Continuing with the Commission's goal of meeting in as many County Supervisor Districts as is practical, the following were the meeting dates and locations in 2011-2012:

July 20, 2011	ACR Offices, 2720 Gateway Dr., Riverside
October 19, 2011	Rubidoux Library, 5840 Mission Blvd. Riverside
January 18, 2012	District III Supervisor's Office 43950 E. Acacia Ave., Hemet
April 18, 2012	Idyllwild Area Historical Museum, 54470 North Circle Dr, Idyllwild

The first meeting of 2012-2013 will be:

July 11, 2012      ACR Offices, 2720 Gateway Dr., Riverside

**Election of Officers, and New Commission Member:**

Elections were officially held at the July 2011 meeting, with Commissioner Emma Motte unanimously voted to serve as Chair, and Commissioner Virginia Sisk unanimously selected as Vice Chair for 2011-2012.

Joanne Pease-Simpson was appointed by Supervisor Tavaglione in 2011 to represent District II, which filled the vacancy in that District. Her term will expire 6/30/2014. The Supervisors were asked to stagger appointments, so that re-appointments for both positions in a District will not come up for approval at the same time.

The position of Liaison between the County Historical Commission and the Archives Commission continues to be vacant, as of May, 2012.

**Archives Month (Standing) Committee:**

The printing of bookmarks for Archives Month (October) was delayed, due to budget constraints. Bookmarks from previous years were available for distribution in October, and a reduced number of new bookmarks were distributed in January. Thanks are due to Commissioner Sisk and her husband Gordon Sisk for the continued production of the attractive Archives Month bookmarks.

Commissioner Howison continued to arrange distribution of the bookmarks at libraries, and other commissioners assisted with distribution at historical societies and at various other meetings.

**County Officials Profiles Project:**

Commissioners and staff considered the possibility of updating the profiles of Riverside County officials, in a format similar to Bob Fitch's 1993 book, "Profile of a Century." Various discussions were held exploring this idea, but the budget situation means that taking on such a new, large project is not practical at this time. Keeping the idea on the back burner, so to speak, will help assure that information is retained about all appropriate county personnel, so that a new book could be printed at some future time.

**Possible Relocation of the County Archives Facility:**

Several discussions occurred, starting early in 2011 and continuing during this fiscal year, about the possible relocation of the Archives. These considerations were prompted in part by the desire of the Registrar of Voters to have more space in the Gateway Drive buildings, and partly by the Archives' space limitations. Various possible new locations were discussed, with no concrete proposals being made.

Assessor-Clerk-Recorder Larry Ward conducted discussions with other county officials, and he conveyed the needs of the Archives, particularly regarding security, cleanliness, and environmental controls. Some tentative estimates of the costs and requirements of such a move were developed, especially with regard to a possible site in the Rubidoux area, at the corner of Jurupa and Wilderness Avenue. Other sites considered included the old Simmons Mortuary building on 11<sup>th</sup> Street, near the Courthouse in downtown Riverside.

In the final analysis, the costs of moving the Archives would be prohibitive, in the current budget situation. By the April 2012 meeting, it was clear that no relocation will be started in the foreseeable future.

**Outreach activities:**

Commissioners made announcements and brought literature to meetings to keep each other informed about activities and events pertinent to local history groups, libraries, and parks. All these types of activities seemed to be feeling the budget crunch. For example, Commissioner Sisk gave updates about the County's Gilman Park, and the Gilman Historic Ranch and Wagon Museum, which has undergone cuts and was open only Monday and Friday, 9 a.m. - 5 p.m.

Archivist Jim Hofer reported that he gave a presentation in December 2011 at the County Records Association meeting in Sacramento, describing Riverside County's Records Management and Archives Program. Other counties have used some of RMAP's procedures as good examples.

Hofer also attended the annual conference of the Society of California Archivists in April 2012, and is scheduled to attend the National Association for Government Archivists and Records Administrators (NAGARA) during the week of July 16, 2012 (which caused the Commission meeting to be scheduled for July 11).

Meetings of the Inland Empire Heritage Consortium were rather limited during the past year, but that group is currently trying to become active again.

Discussions began in April 2012 about the need to inform interested people about what sorts of archival materials are available in which local collections. In addition to informing the public about what is in the County Archives, it could be valuable to accumulate information about the holdings of city archives, libraries, and organizations within Riverside County. An outline of this information could be used to re-direct people who inquire at the Archives about types of documents that are not contained in the Fitch Archives' collections. Archivist Hofer and Commissioner Wilson will work on developing a questionnaire

that could be used to start accumulating such information, and this will be presented to the Commission for approval. The information gathering could be done by Commissioners as a volunteer project.

**Staff Reports:**

Commissioners have appreciated the excellent staff reports given at every meeting, which have kept the Commission informed about budgets, staffing, regulations, facilities, and various other meetings and activities at the county and state levels. Commissioners have been pleased to be assured that further cuts in the Archive program are not anticipated at this time.

Even with budget limitations, considerable progress has been made in developing and implementing RMAP's Retention Schedules for more County departments, and in training employees in various County departments about how to handle records. These activities seem to be working well, and RMAP staff should be commended.

Assistant Assessor-Clerk-Recorder Tauna Mallis and Archivist Jim Hofer kept the Commission informed about ongoing concerns regarding the security of documents and archival materials. Measures that are being taken to maintain security, prevent fraud, and recover any lost items were mentioned.

**Archives Commission Relationship with the Historical Commission:**

The position of liaison between the Archives Commission and the Historical Commission is vacant. Various brief reports about Historical Commission activities have been given by staff and commissioners who happened to be informed, but it would be better to have an active liaison.

In keeping with Goal #7 below, further contacts with the Historical Commission by staff or by commissioners are needed to promote filling the vacancy.

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

The 2011-2012 year was again one of restraint, due to the very difficult budget situation in the government, at all levels. The programs of the Clerk-Recorder and RMAP have continued at a slow, but steady pace, largely because of the fees that come from the various county departments to support the proper retention of records. 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. The Archives facility is currently available to the public by appointment only.

The County Archives program is not in any immediate danger of closing. The program is funded through the revenue generated by RMAP. Assessor-Clerk-Recorder Larry Ward is committed to maintaining the Archives program, and his continued support indicates that there should be no further cuts to the Archives program.

In keeping with the Commission's stated goals, Commissioners are willing to consider any practical ways to support the Archives, increase usage, and recruit qualified volunteers.

**GOALS – Fulfillment for 2011-2012 and Suggested for 2012-2013**

The goals of the Archives Commission have remained fairly consistent in recent years, and progress on all those goals has generally been modest, but significant. This trend has continued in 2011-2012, with some small actions having been accomplished on all these goals, in spite of the fiscal constraints the County is experiencing. The goals adopted by the Commission for 2011-2012 were essentially as follows, and the same goals are being proposed for 2012-2013:

1. Support the operation of the Robert J. Fitch Archives facility, and increase public awareness about the use of the archives. If alternate locations are proposed, the goal should be to maintain an appropriately sized, secure, and accessible county archival facility.
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, and we hope to continue producing and distributing bookmarks throughout the County.
3. Explore the development of volunteer assistance for the County Archives, including consideration of a Volunteer Coordinator. Support the maintenance and improvement of the Archives staffing level, recognizing that budgetary constraints may delay any staff increases.
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. 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 Robert J. Fitch Archives program. (Personal contacts have been minimal, due to the Supervisors being much occupied with urgent issues.)
7. Seek ways whereby the Archives Commission could collaborate with the County Historical Commission to advocate for the preservation of Riverside County's history. This might include such activities as transcribing oral history tapes and updating the Robert J. Fitch book on the history of the County.

The fulfillment of these goals during the past year was somewhat limited by the atmosphere of financial restraint. Nevertheless, some good efforts were made toward all the goals, and they are all considered to be worth continuing in the year to come.