

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



SUBMITTAL DATE:
May 20, 2010

FROM: Assessor-County Clerk-Recorder

SUBJECT: Riverside County Archives Commission Annual Report for 2009 – 2010.

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for fiscal year 2009 - 2010 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 21, 2010 meeting, the Archives Commission completed and approved their Annual Report for 2009 - 2010, 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

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:

County Executive Office Signature Rob Rockwell

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Buster, Tavaglione, Stone and Ashley
 Nays: None
 Absent: Benoit
 Date: June 8, 2010
 xc: ACR

Kecia Harper-Ihem
 Clerk of the Board
 Deputy

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

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

2.6

RIVERSIDE COUNTY ARCHIVES COMMISSION

Annual Report 2009 - 2010

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, 2010 is as follows:

Kathleen Dever, District I
Laura Klure, District I, Chair

Carol Leibowitz, District IV
Christie Moon Crother, District IV

Chuck Wilson, District II, Vice Chair
Vacancy

Barbara Howison, District V
Emma Motte, District V

Heloise Marsh, District III
Virginia Sisk, District III

Charolette Fox, Liaison
County Historical Commission

The election of Commission officers for 2009-2010 was delayed, pending the official reappointment by the Board of Supervisors of Commissioner Klure, and potential filling of other vacancies. Commissioner Barbara Howison continued as Chair for the July 15, and October 21 2009 meetings. The Board of Supervisors approved the reappointment of Commissioner Klure on July 21, 2009 and appointed Commissioner Leibowitz to replace retiring Commissioner Dan Callahan on October 6, 2009. Elections were officially held at the October meeting, with Commissioner Laura Klure unanimously voted to serve as Chair, and Commissioner Chuck Wilson unanimously selected as Vice Chair for 2009-2010.

Recognition for Former Commissioner Dan Callahan:

Long-time Commissioners were particularly saddened when former 4th District Commissioner Daniel Martin Callahan, who had recently resigned from the Commission, died on October 24, 2009. Services were held on November 3, 2009, in Palm Desert. At the memorial service Vice Chair Chuck Wilson presented a framed certificate recognizing the more than ten years of service Mr. Callahan had provided to the Riverside County Archives Commission. Dan Callahan's children and family appreciated receiving the certificate in memory of their father. The Archives Commission was well represented at the memorial service.

Meetings:

As is the minimum required in the by-laws, the Archives Commission met four times during the 2009-2010 fiscal year. The Commission met on Wednesdays, from 1:00 p.m. to 3:00 p.m. at the Assessor-Clerk-Recorder's office, at 2720 Gateway Drive in Riverside, on July 15, 2009, and on January 20, 2010.

The regular October meeting was held on Wednesday, October 21, 2009, at Riverside International Automotive Museum, 815 Marlborough Avenue, Riverside, CA 92507. The Commission met at the Cathedral City Library, 33520 Date Palm Drive, on April 21, 2010.

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Archives Month (Standing) Committee:

Commissioner Sisk distributed the new bookmarks for the celebration of the October 2009 Archives Month at the July 15, 2009 Archives Commission meeting. The Archives Month Resolution was presented at the County Board of Supervisors meeting on September 29, 2009, with Commissioners Marsh and Sisk in attendance. The City of Banning also presented a Resolution for Archives Month to the County Archives on October 13.

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.

Commissioner Sisk discussed her research into the Rudecinda-Aguirre brand used on the 2009 Archives bookmark.

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

Outreach activities:

The **Society of California Archivists'** Annual meeting took place from May 7th to May 9th in Riverside. The office of the Assessor-County Clerk-Recorder received the Archives Appreciation award at this meeting, and Assessor-Clerk-Recorder Larry Ward accepted on behalf of the County of Riverside Robert J. Fitch Archives. Commissioner Wilson praised Larry Ward for bringing up concerns regarding the State Assembly bills, and for demonstrating his support of the Archives.

A few staff members and Commissioners attended a presentation by Archivist Paul Wormser, from the Pacific Southwest regional office of the **National Archives & Records Administration**. Wormser came to the Mission Inn on September 24. Commissioner Wilson noted Wormser's wealth of knowledge about local history. The Pacific Southwest regional office was primarily located in Laguna Niguel, in Orange County. Wormser outlined progress in moving the National Archives from Laguna Niguel to a facility already constructed in Riverside County, in the Perris area. Some functions are already located at Perris, and the entire operation was scheduled to be moved to our county in 2010. This will be an extremely valuable resource for our region.

Archivist Jim Hofer has been regularly 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. Meetings of the Heritage Consortium were held in July, October, and generally monthly in 2010, with the Mission Inn Foundation staff helping to organize the group. Cooperation and some assistance were also obtained from Cal State San Bernardino, but most of the people involved in the Consortium have been from Riverside County.

Commissioner Motte gave a presentation at the Moreno Valley Historical Society. Commissioner Klure informed the Commission about activities of the **Riverside Historical Society**, such as a talk about the Palms to Pines Highway, presented by Steve Lech in December. Commissioner Leibowitz announced that the **California Preservation Foundation** will host workshops on building restoration. Leibowitz also shared info about the Rancho Mirage Historic Preservation Society, and Commissioner Fox noted an exhibit at the La Quinta Museum.

As a function of the California Historical Records Advisory Board (CHRAB), Archivist Hofer and Commissioner Chuck Wilson (an Archivist at UCR) presented a **workshop** on California Basic Records Management requirements in Temecula on March 16. This was geared toward local government employees.

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State Legislation related to Archives:

Archivist Hofer kept the Commission updated about bills that were working their way through the California State legislature, which pertain to Archival matters: AB 827 would permit counties to assess fees on property related documents in order to raise funds for supporting county archival efforts. This bill was rendered inactive and no final action was taken by the State Legislature. AB 985 would have allowed the amending of official property records that had used discriminatory language. This bill was vetoed by the governor. AB 1245 allows the state to seek the return of local and state records that are in private hands. This bill was signed into law by the governor.

Archives Relationship with the Historical Commission:

The liaison between the Archives Commission and the Historical Commission was addressed at the Historical Commission meeting on November 19, 2009. Charolotte "Lottie" Fox was selected as the official liaison, and she has been attending Archives Commission meetings.

Summary of the Year, Budget Considerations:

The 2009-2010 fiscal year held some hopeful considerations, starting after a very successful open house at the RMAP facilities and the Archives on April 29, 2009. The open house served to educate county staff members from various departments and members of the public about the functions of the Records Management and Archives Program. Several Commissioners attended the open house, and they were very impressed with the new RMAP equipment and capabilities. Several tours were given by RMAP staff to County departments in June due to the positive response generated by the open house.

However, the 2009-2010 year was one of restraint, due to the tight budget situation in the 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.

Because of the national and statewide economic difficulties, the County of Riverside was forced to reduce staff hours. Mandatory Friday furloughs for County employees were approved by the Board of Supervisors, and became effective on August 14, 2009. RMAP is currently closed every Friday due to those mandated furloughs. 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 funding for the program does not derive from the general fund; rather, it is funded through the revenue generated by RMAP. Assessor-Clerk-Recorder Larry Ward is deeply committed to maintaining the Archives program. Ward understands the importance of preserving the County's historical documents and making them available to the public. With his continued support and genuine interest, there should be no further cuts to the Archives program.

Possible Friends of the Archives:

Beginning in 2008, several discussions were held regarding potential ways to increase interest in and support for the Archives. The possibility of organizing a group that would recruit volunteers, and perhaps raise funding was considered. There could be a "Friends of the Archives" group, modeled after the Friends of the Library groups that exist for some County libraries. Commissioners considered whether they wanted to pursue the Friends of the Archives idea, due to the two-year decline in County finances. RMAP cannot be directly involved, but staff can reference resources. Commissioner Wilson suggested establishing a committee to start the process.

Commissioner Klure noted that most non-profit groups are having difficulties during the economic downturn. There are several issues regarding volunteers, including the need for much staff training time, as well as the legal requirements for the security of the records. Fund raising is also an issue, because Archives are under the direction of an elected official. The consensus of the Commission was that it is not wise to be trying to start a new support group at this time. However, in keeping with the Commission's stated goals, Commissioners intend to continue to be open to any practical ways to support the Archives, increase usage, and recruit qualified volunteers.

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GOALS – Fulfillment for 2009-2010 and Suggested for 2010-2011

The goals adopted by the Commission for 2009-2010 were essentially as follows, and the same goals are being proposed for 2010-2011:

1. Support the operation of the Robert J. Fitch Archives facility, and increase public awareness about the use of the archives.
2. Distribute Archives Month bookmarks to historical societies, libraries, and other interested groups in the 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. 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.
7. A **new goal** for 2010 – 2011 is to seek ways whereby the Archives Commission can collaborate with the County Historical Commission to advocate for the preservation of Riverside County's history.

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.

Pertaining to **Goal #1**, the outreach activities mentioned above were significant, but more can be done if time is available. Staff time for presentations and other outreach efforts is limited, so Commissioners should consider what they can do to increasingly mention the Archives at meetings of other groups.

The Archives Month activities, **Goal #2**, have been one of the Commission's most successful projects. The Commission plans to continue to produce and distribute bookmarks.

The Archives website is still under construction, due to staff time constraints. To respond more fully to **Goal #3**, it is suggested that the website be mentioned on the agenda for every meeting, so commissioners are reminded to look at it and make comments.

Vacancies on the Commission have been reduced, under **Goal #4**. However, there is still a vacancy in District II, which is Supervisor John Tavaglione's district. The filling of vacancies and the approvals of re-appointments have been slow, due to the Board of Supervisors' understandable attention to pressing financial matters and other major issues. This has also made obtaining personal meetings/contacts with the supervisors more difficult, in some instances (**Goal #6**).

Goal #5 was discussed at some length above, regarding the budget. **Goals #4, 5, and 6 should receive more attention**, as long as the tight financial situation continues.