

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

801 A



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
August 28, 2013

SUBJECT: Riverside County Archives Commission Annual Report for 2012 - 2013

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for Fiscal Year 2012 – 2013 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 their activities following the conclusion of the fiscal year.

At its July 17, 2013 meeting, the Archives Commission completed and approved their Annual Report for 2012 – 2013, and instructed the Assessor-County Clerk-Recorder designee, as Secretary of 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:	\$	In Current Year Budget:
	Current F.Y. Net County Cost:	\$	Budget Adjustment:
	Annual Net County Cost:	\$	For Fiscal Year:

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

C.E.O. RECOMMENDATION: APPROVE
BY:
Karen L. Johnson
County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: September 24, 2013

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

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

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

2-5

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

RIVERSIDE COUNTY ARCHIVES COMMISSION

Annual Report 2012- 2013

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 July, 2012 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
Joanne Pease-Simpson, District II

Barbara Howison, District V
Emma Motte, District V

Heloise Marsh, District III
Virginia Sisk, District III

Vacant,
County Historical Commission

Meetings:

In accordance with its bylaws, the Commission met four times during the 2012-2013 fiscal year. The Commission endeavors to meet in as many supervisorial districts as possible during the course of the year. In 2012-2013 meetings were held in the following districts:

District II	July 11, 2012	Robidoux Public Library, 5840 Mission Blvd, Jurupa Valley, CA 92509
District III	April 17, 2013	Grace Mellman Community Library, 41000 County Center Drive, Temecula, CA 92591
District IV	January 16, 2013	The Annenberg Retreat at Sunnylands, 37977 Bob Hope Drive, Rancho Mirage, CA 92270
District V	October 17, 2012	Perris Valley Museum Historical Archives, 400 South D Street, Perris, CA 92570

Supervisor Benoit joined us for the January meeting.

Meetings for the coming year have been tentatively scheduled for the 1st, 3rd, and 5th districts.

Outreach activities:

Archives Month

Plans for the 2013 Archives Month and for the 2013 bookmark were discussed at the January 2013 meeting. For the past several years the Commission had recommended the image of a cattle brand from those filed with the Recorder's office be included on a bookmark recognizing Archives Month and the Commission. However, the bookmarks, which were distributed to libraries, historical societies, and historic sites throughout the county cost about \$750 to print. The print run of 2500 often left some bookmarks available from previous years. These will be used for distribution this year until the supply is exhausted.

Although a new brand had been suggested for the bookmark this year, there was no funding available for the printing. The Commission discussed the prospect of asking for donations to support the print run, but this turned out to be more complicated than expected.

The Commission expressed its appreciation for the proclamation from the Board of Supervisors supporting Archives Month in October.

Archival Repository Survey

The Commission undertook the beginning stages of the Archival Repository Survey which will aim to compile a listing of the repositories in the county and an overview of the most important materials in their collections. A general survey form was developed and individual Commission members undertook the task of contacting repositories in their area. This is an ongoing project which will ultimately provide information about historic documents throughout the county available through the County Archives.

Archives Relationship with the Historical Commission

Contact continues to be made with the County Historical Commission to fill the seat designated for their liaison to the Archives Commission.

Access to the Archives

The Commission expressed its concern over the limited access to the county's archival records due to budgetary constraints. 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 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.

The Commission appreciated the fact that the serious mold problem discovered in the Archives facility was addressed promptly.

Recovery of Records

The Commission continued to support the efforts of the County Archivist and the Clerk/Recorder/Assessor's office to return a series of cattle brands to county custody.

GOALS for 2013-2014

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.

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2. Distribute Archives Month available 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.
3. Work with the County Historical Commission to fill the vacancy on the Archives Commission.
4. Continue to monitor the County's fiscal situation with regard to support for the Archives program.
5. Continue the Archival Repository Survey project.