

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

381



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
August 17, 2014

SUBJECT: Riverside County Archives Commission Annual Report for Fiscal Year 2013/14

RECOMMENDED MOTION: That the Board of Supervisors:

1. That the Board of Supervisors receive and file the attached Annual Report for Fiscal Year 2013/14.

BACKGROUND:

Summary

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 16, 2014 meeting, the Archives Commission completed and approved their Annual Report for Fiscal Year 2013/14, and instructed the Assessor-County Clerk-Recorder designee, as Secretary of the Commission, to transmit the report to the Board of Supervisors

Larry W. Ward
Assessor-County Clerk-Recorder

Departmental Concurrence

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost: | POLICY/CONSENT (per Exec. Office) |
|-----------------|----------------------|-------------------|-------------|---------------|---|
| COST | \$ NA | \$ NA | \$ NA | \$ NA | Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/> |
| NET COUNTY COST | \$ NA | \$ NA | \$ NA | \$ NA | |

SOURCE OF FUNDS: NA

Budget Adjustment: NA

For Fiscal Year:

C.E.O. RECOMMENDATION:

APPROVE

BY:

Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit 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 9, 2014
 xc: *MS 10* ACR

Kecia Harper-Ihem
Clerk of the Board

By: Deputy

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: *ALL*

Agenda Number:

2-11

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11:**

DATE: August 17, 2014

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

N/A

Impact on Citizens and Businesses

The Archives Commission serves as an advocate and liaison between the County Archives and the communities within Riverside County. The County Archives provides access and research services to county historical documents requested by researchers.

SUPPLEMENTAL:

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A

RIVERSIDE COUNTY ARCHIVES COMMISSION

Annual Report 2013- 2014

Commissioners:

The County Archives Commission is comprised of eleven members. Two Commissioners are appointed by each member of the Board of Supervisors, and they 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, 2013 is as follows:

Kathleen Dever, District I
Laura Klure, District I

Carol Leibowitz, District IV, Vice Chair
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

Steve Lech
County Historical Commission

Meetings:

The Commission was originally scheduled to meet four times during the 2013-2014 fiscal year, in accordance with its bylaws. However, the October meeting had to be cancelled, due to the lack of a quorum. The Commission endeavors to meet in as many supervisorial districts as possible during the course of the year. In 2013-2014 meetings were held in the following districts:

District I, July 17, 2013 ACR Offices, 2720 Gateway Dr., Riverside

District III, Jan. 15, 2014 Hemet Museum, 100 W. Florida Ave., Hemet

District II, April 16, 2014 Riverside Metropolitan Museum, 3580 Mission Inn Ave.,
Riverside.

Meetings for the coming fiscal year, 2014-2015, have been tentatively scheduled for the 1st, 2nd (or 3rd), 4th, and 5th districts.

Outreach activities:

Archives Month

Discussion of the October 2013 Archives Month continued in July. Bookmarks recognizing Archives Month and the Commission have been one of the Commission's projects for several years. However, the bookmarks (which were distributed to libraries, historical societies, and historic sites throughout the county) had cost about \$750 to print, and such funds have not been available during the recent tight budget situation. Some bookmarks left over from previous years were used for distribution in 2013-14.

The Commission expressed appreciation for the proclamation from the Board of Supervisors supporting Archives Month in October, 2013.

As of April, 2014, staff informed the Commission that funds will probably be available for printing a somewhat smaller number of bookmarks for October, 2014, and further plans in that regard will be discussed in July. A design for the bookmarks has already been created as a donation by artist Gordon Sisk, husband of Commissioner Virginia Sisk, and the Commission greatly appreciates his efforts.

An article about Archives Month and about the role of the Commission was published in the *Press-Enterprise* newspaper on October 28, 2013. Commissioners Pease-Simpson and Dever contributed to the article. Commissioner Pease-Simpson brought copies of that informative article to the April meeting.

Commission Newsletter

Efforts continued toward developing a new sletter about the Archives and the Commission, which would be distributed primarily by e-mail to libraries, historical organizations, and other interested individuals. Commissioner Crother is coordinating work on this project, which could be used as further publicity for Archives Month. Commissioner Wilson is also gathering material and contributing ideas and content for the newsletter.

Archival Repository Survey

The Commissioners have been gathering data for the Archival Repository Survey. Commissioner Wilson is compiling the information from all districts into a listing of the repositories in the county. To aid archivists and historians in answering research questions, this will provide an overview of where materials might be located. This is an ongoing project which will ultimately provide very useful information about historic documents, and will be available through the County Archives.

Access to the Archives

Again this year, the Commission has repeatedly 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. The budget cuts 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.

Archivist Hofer is to be commended for finding time to deal with many contacts by phone and e-mail, providing numerous researchers with information needed from the Archives.

Recovery of Archival Materials

The Commission supported the successful efforts of the County Archivist and the Clerk/Recorder/Assessor's office to return a series of cattle brands to county custody. The recovered brands are now in locked storage.

Policies Pertaining to the Archives

Commissioners have appreciated learning more about the County's Retention Schedules and other policies that are involved with the Archives. Staff reports have helped Commissioners understand which types of materials are being retained in the Archives, and what issues are involved in the creation of schedules for each County Department.

Vacancies on the Commission

The Commission is interested in the timely filling of any vacancies that occur, including the position for the representative of the Historical Commission.

GOALS for 2014-2015

Goals for the coming fiscal year are essentially the same as they were for 2013-2014, in keeping with the activities that are appropriate for the Commission:

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.
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.
3. Work with the Board of Supervisors and with the Historical Commission to fill any vacancies that occur.
4. Continue to monitor the County's fiscal situation with regard to support for the Archives program.
5. Continue the Archival Repository Survey project.