

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

401A



FROM: Riverside County Archives Commission

SUBMITTAL DATE:
September 18, 2015

SUBJECT: Riverside County Archives Commission Annual Report for Fiscal Year 2014/15

RECOMMENDED MOTION: That the Board of Supervisors receive and file the attached Annual Report for Fiscal Year 2014/15.

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 15, 2015 meeting, the Archives Commission completed and approved their Annual Report for Fiscal Year 2014/15, and instructed the Assessor-County Clerk-Recorder designee, as Secretary of the Commission, to transmit the report to the Board of Supervisors.

Departmental Concurrence

Christie Fern Crother

Christie Crother
2015 – 2016 Chair, Riverside
County Archives Commission

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS:

Budget Adjustment:

For Fiscal Year:

C.E.O. RECOMMENDATION:

APPROVE

BY: *Samuel Wong*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Benoit
Nays: None
Absent: Ashley
Date: October 20, 2015
xc: Commission

Kecia Harper-Ihem
Clerk of the Board

By: *Kecia Harper-Ihem*
Deputy

A-30

Positions Added

4/5 Vote

Change Order

Prev. Agn. Ref.:

District:

Agenda Number:

2-4

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

FORM 11: Riverside County Archives Commission Annual Report for Fiscal Year 2014/15

DATE: September 18, 2015

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BACKGROUND:

Impact on Citizens and Businesses

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 The County Archives provides access and research services to county historical documents requested by researchers.

RIVERSIDE COUNTY ARCHIVES COMMISSION

Annual Report 2014- 2015

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, 2014 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

Steve Lech, County Historical Commission

Meetings:

The Commission strives to meet in each of the supervisorial districts on a rotating basis. During the 2014-2015 year, meetings were held in the 1st, 5th and 4th districts. The meeting sites reflect the diversity of the Commission's charge. We met at the offices of the Assessor-County Clerk- Recorder, the Cabazon Public Library, the Tolerance Education Center and the Rivera Library at UCR. The Commissioners have been responsible for selecting meeting sites and dealing with local arrangements, which usually includes providing information on the programs associated with the site.

District I, July 16, 2014

ACR Offices, 2720 Gateway Dr., Riverside

District V, Oct. 15, 2014

Cabazon Public Library, 50425 Carmen Ave, Cabazon

District IV, Jan. 21, 2015

Tolerance Education Center, 35147 Landy Lane,
Rancho Mirage.

District I, April 15, 2015

Tomas Rivera Library, University of California Riverside

Meetings for the coming fiscal year, 2015-2016, have been tentatively scheduled for the 1st and 5th districts. Meetings in the 2nd and 3rd districts are being discussed.

Outreach activities:

Archives Month

For the past several years, the Commission has produced a bookmark featuring a reproduction of one of the brands from the brand book in the County Archives, along with a short history of the brand. These have been distributed throughout the county to promote Archives month in October. The Commission voted to use only those brands which were filed after the founding of Riverside County in all future bookmarks.

The design of the bookmarks has been provided as a donation from artist Gordon Sisk and the Commission appreciates his work.

The Commission expressed appreciation for the proclamation from the Board of Supervisors supporting Archives Month in October, 2014.

Inland Empire Memories Initiative

Several years ago, the Commission, using the contacts of individual Commissioners, began a survey of institutions, agencies, and organizations which had archival holdings in Riverside County. It was originally thought this information could be compiled and distributed through the County Archives. However, this did not prove practical.

At the April 2015 meeting, Eric Milenkiewicz and Bergis Jules of the Department of Special Collections and Archives at the University of California Riverside, provided a presentation on Inland Empire Memories Initiative, which seeks to do much the same thing as the Commission survey, but with a broader scope of activity. University Librarian Steven Mandeville-Gamble joined the discussion on the project.

The Commission voted to support the Inland Empire Memories Initiative and to accept the offer to have a member of the Commission on the Inland Empire Memories Initiative advisory board. Commissioner Wilson volunteered to serve in this capacity. The information gathered in the Commission's survey will be shared with IEMI.

Riverside County 125th

The Commission initiated discussions with Steve Lech exploring its participation in the planning for the 125th Anniversary celebration for Riverside County. Although Steve is leaving the Commission, the contacts will continue as planning progresses.

Access to the Archives:

The Commission continues to be concerned 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 Jim 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.

Vacancies on the Commission:

In May 2014, Steve Lech filled the seat on the Commission which is designated for a representative of the Riverside County Historical Commission. This is a seat which had been vacant for some time. Steve has been an active member of the Archives Commission, but indicated in January 2015 that he would be resigning as the liaison representative from the Historical commission so that he could devote his time to the City of Riverside's Cultural Heritage Board. The Archives Commission continues to work with the Historical Commission to identify a new liaison.

Peter Aldana, the new Assessor-County Clerk-Recorder, joined us for the April meeting and expressed his support for the work of the Commission.

Shortly after the January meeting, the Commission was saddened to learn of the death of Commissioner Joanne Pease-Simpson, who had been an active member of the Commission from District 2 since 2011. In May 2015 Alison Scott was appointed to serve a three year term from District 2.

The Commission has noted on several occasions the problem of replacing Commissioners who have left the Commission before their term expires with new appointees designated to serve a full four year term rather than the remainder of the term for the member who has left the Commission. This practice has led to the terms of five Commissioners ending on the same date in 2018. Both the representatives from the 4th district and the 5th district are serving terms which expire in June 2018. Unless the reappointments were to be made expeditiously, this could leave the Commission unable to function. The Commission feels it would be better to stagger the terms of the two representatives from each district.

GOALS for 2015-2016:

Goals for the coming fiscal year 2015-2016 include:

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. Work with the Inland Empire Memories Initiative.
6. Participate in the planning for the 125th Anniversary.