

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

311
(1937)



FROM: Riverside County Archives Commission

SUBMITTAL DATE:
July 20, 2016

SUBJECT: Riverside County Archives Commission Annual Report for Fiscal Year 2015/2016

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file the attached Annual Report for Fiscal Year 2015/2016

BACKGROUND:

Summary

On April 5, 2005, Agenda Item 3.5, the Board of Supervisors 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 20, 2016 meeting, the Archives Commission completed and approved their Annual Report for Fiscal Year 2015/2016, and instructed the Assessor-County Clerk-Recorder designee, as Secretary of the Commission, to transmit the report to the Board of Supervisors.

Christie 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	\$ NA	\$ NA	\$ NA	\$ NA	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ NA	\$ NA	\$ NA	\$ NA	

SOURCE OF FUNDS: NA

Budget Adjustment: No
For Fiscal Year: NA

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*
Ivan M. Chand 8/5/2016

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: August 23, 2016
xc: RCAC

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: 2-4 of 10/20/2015 | **District:** | **Agenda Number:**

2-9

Departmental Concurrence

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

RIVERSIDE COUNTY ARCHIVES COMMISSION

Annual Report 2015- 2016

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 2016 is as follows:

Kathleen Dever, District I
Laura Klure, District I

Sherry Martinez, District IV
Christie Moon Crother, District IV, Chair

Chuck Wilson, District II
Alison Scott, 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 2015-2016 year, meetings were held in 1st, 5th, 3rd, 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 (ACR), the Perris Council Committee Room, the Valle Vista Library, and Cabot's Pueblo Museum. 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 15, 2015

ACR Offices, 2720 Gateway Drive, Riverside

District V, October 21, 2015

Perris City Hall Conference Room, 101 N "D" Street,
Perris

District III, January 20, 2016

Valle Vista Library, 25757 Fairview Avenue, Valle Vista

District IV April 20, 2016

Cabot's Pueblo Museum, 67616 Desert View Avenue,
Desert Hot Springs

Outreach activities:

Archives Month

Bookmarks recognizing Archives Month and the Commission have been one of the Commission's projects for several years. The bookmarks are distributed to libraries, historical societies, and historic sites throughout the county.

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

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.

Commission Newsletter/Website

It was determined that the creation of an archives newsletter was not practical. Much of the information on the Commission could be communicated via a revised website. The Assessor- County Clerk-Recorder's office provided the updated website.

Archival Repository Survey

The information gathered through the Archival Repository Survey has been conveyed to the County Archivist and to the Inland Empire Memories Initiative Project at the University of California, Riverside. It is projected that this information will be incorporated into the wider effort at UCR to identify records in the greater Inland Empire.

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.

County Archival Program

With the retirement of County Archivist Jim Hofer, a serious review of the county archival program was undertaken by the Assessor-Clerk-Recorder's office in conjunction with the Archives Commission. It was determined that the County Archivist position should be devoted full-time to the processing of county archival records and limited administrative duties.

After much discussion, the ACR adopted an archival program with a revised funding format for the next three fiscal years. The Commission expressed its appreciation for the

work done by ACR staff in developing this approach to funding. In addition, an administrator for the Records Management and Archives Program (RMAP) has been employed to deal with the non-archival program elements. It is anticipated that the County Archivist and support positions will be filled soon.

Vacancies on the Commission

The Commission received notice of the resignation of Commissioner Carol Leibowitz, representing District IV and expressed its appreciation for her service. Supervisor Benoit's office appointed Sherry Martinez to fulfill Commissioner Leibowitz's term.

Goals for 2015-2016:

Goals for the coming fiscal year are essentially the same as they have been for several years 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.