



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: 07/19/18
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mona Miyasato, County Executive Officer
Director(s)
Contact Info: Michael Allen, Chief Deputy Clerk of the Board, 568-2240

SUBJECT: **Approve An Agreement and Adopt a Resolution for Transfer of Records to the Regents of the University of California for the Purpose of Preserving These Records**

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Agreement with the Regents of the University of California enabling the transfer of Santa Barbara County Board of Supervisors' Minute Books to the Special Collections Library at the University of California at Santa Barbara, for the purpose of preserving these records;
- b) Adopt a Resolution authorizing the transfer of Santa Barbara County historical records inclusive of Minute Books of the Board of Supervisors dating from November 18, 1850 to April 4, 1977, to the Regents of the University of California, for the purpose of preserving these records;
- c) Find that the above action is in the best interest of the County, and does not amount to a gift of public funds prohibited by the California Constitution, because it serves public purposes which include preservation and access to public records; and
- d) Determine that the proposed action is not a "project" under the provisions of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines section 15378(b)(5), as it is a governmental administrative activity that will not result in direct or indirect changes in the environment.

Summary Text:

In 2016 the Clerk of the Board completed a phased project to digitize over one million pages of Board of Supervisors' records spanning nearly 150 years. These records are now online and available 24 hours a day to the public and county staff, as well as to research institutions and government entities.

Phase 1 of this project involved digitizing approximately 90,000 pages of Board of Supervisors minute books from the years 1850 to 1977. These records included 10 bound, handwritten ledgers dating from the first meeting of Santa Barbara County Government on November 18, 1850 to August 5, 1907 and also included 174 typed post bound ledgers which date from September 3, 1907 to April 4, 1977.

During this project, the County Executive Office partnered with staff from the University of California at Santa Barbara Special Collections Library (UCSB Special Collections). Primary goals included the creation of a permanent electronic archive of the material and to vastly expand the availability of his legislative history via the county webpage. Another stated goal of the project was to evaluate the current storage environment for the oldest and most fragile volumes and to make recommendations as warranted.

Currently, the Phase 1 volumes are stored in the County Administration Building basement. This is not a temperature or humidity controlled space. In addition, the presence of overhead water and electrical lines as well as a fire suppression sprinkler system all combine to create a relatively high risk environment for the documents.

To mitigate these risk factors and to ensure that these materials are stored in a manner which best preserves them in perpetuity, the County and UCSB Special Collections discussed the transfer of the ledgers to UCSB. After assessing the current storage environment, UCSB Special Collections has agreed to accept and store the volumes, and make them available to the public during normal working hours of the UCSB Special Collections Library. The approval of the attached Resolution (Attachment A); Inventory of Transferred Material (Exhibit A); and Gift Agreement (Attachment B) would facilitate the transfer of the Phase 1 documents to UCSB Special Collections for the purpose of preserving these records.

According to the National Archives, "Storage is the first and best means of defense in safely preserving archival holdings. Choices made in storage type and methodology have the greatest influence on the long-term preservation of records." Moisture, light, mold and mildew, insects and inconsistent temperature and humidity can all conspire to compromise the integrity and long term stability of historical documents.

The transfer of the ledgers to UCSB Special Collections offers the most stable storage environment available in the County. In addition to the temperature and humidity controlled environment, other advantages include the potential for conservation efforts by University archivists, ease of record retrieval, proper structural support/space and security for the collection. The volumes, which are currently available on the County website, would be available for research purposes, review, and reproduction during all normal working hours at the UCSB Special Collections Library.

The adoption of the Resolution would also grant the County Executive Officer the discretion to transfer additional historical County records to UCSB Special Collections provided that those records shall be catalogued, converted into an electronic format and made available on the County website. These volumes are ancillary to the Board of Supervisors Minute Books and could include historical Road Books, Ordinance Books and Board of Equalization records to name a few. The County Executive Office would be required to return to the Board on a periodic basis to report on any additional County records transferred to UCSB Special Collections.

Background:

The Clerk of the Board is responsible for maintaining various public records including the Minute Books of the County Board of Supervisors and is in possession of this record dating from 1850 to today.

In 2014 the Clerk of the Board requested and received funding from the Board of Supervisors to begin a phased project that would digitize a large volume of historic records spanning the 149 years between 1850 and 1999. Primary goals of this project were to: 1) Increase governmental transparency - providing 24/7 online access to over one million pages of County Board of Supervisors' records previously available for viewing only at the County Administration Building; and 2) Providing for the proper archival storage of fragile historic ledgers.

Performance Measure:

N/A

Fiscal and Facilities Impacts:

There is no anticipated fiscal impact associated with this request.

Fiscal Analysis:

N/A

Key Contract Risks:

N/A

Staffing Impacts:

N/A

Special Instructions:

Please return a copy of the Minute order and a copy of the executed Resolution and Gift Agreement to Mike Allen, Chief Deputy Clerk of the Board, County Executive Office.

Attachments:

Attachment A – Resolution

Exhibit A – Inventory of Transferred Material

Attachment B – Gift Agreement with the Regents of the University of California

Authored by:

Mike Allen, Chief Deputy Clerk of the Board
568-2240

