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## OFFICE OF THE CITY CLERK

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# REPORT

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To The Honorable Mayor And City Council

DATE: July 10, 1990

REPORT NO: CC-90-03

SUBJECT: Application for grant funding from the National  
Historical Publications and Records Commission

### SUMMARY

Issue: Should the Council approve the application initiated by the City Clerk for grant funding from the National Historical Publications and Records Commission (NHPRC) for \$64,240 over a one year period in order to fund staff support for the completion of an inventory of archival records and for the input of this inventory into a retrievable database as part of LEGIS?

City Clerk's Recommendation: Approve the submission of the NHPRC grant application.

Fiscal Impact: Grant funding will allow archival records inventories to be completed approximately fifteen years earlier than otherwise possible. The addition of these records to LEGIS will greatly enhance information retrieval for both staff and the public.

### DISCUSSION

The adoption of Council Policy 000-25 in 1980 established a City-wide Records Management Program under the direction of the City Clerk. Article II, Division 26 of the Municipal Code adopted by the Council in 1982 further defined the parameters and

extent of the Program. As directed by this legislation, this program includes a number of elements such as the City Records Center, a Micrographics Program, a Vital Records Program, the Records Disposition Schedule Project, and a City Archives. Both the Records Management Division of the Municipal Code and the Council Policy on Records Management require that the City Clerk administer a City Archives for the maintenance of historically significant records.

To further that goal the City Clerk, as authorized by Resolution R-264839, submitted an application for Federal funding from the National Historical Publications and Records Commission (NHPRC) in January of 1986. In August of that year, the City was awarded \$72,588 from the NHPRC to complete departmental records inventories and establish a City Archives. This grant funding resulted in the inventory of 13,870 cubic feet of City records and the completion of Records Disposition Schedules for nine (9) departments. In addition, using Records Disposition Schedules as a guide, City historical records were identified and an Archives Program Plan was developed with a schedule for the preservation of these historical records. An Archives Policy and Procedure Manual was also produced to guide the administration of the Archives. An area of existing City Clerk basement storage area was set aside as a City Archives. Sixty boxes of City Clerk records (General Files) were transferred to the Archives, inventoried, and placed in acid free containers.

Since the conclusion of grant funding in September, 1988, the Clerk's Office has sought to continue the development of the City Archives using existing funds and volunteers. Recently we rearranged our Basement area to better utilize existing space. The Archives was relocated and enlarged and the Archives holdings were considerably increased.

However, despite this progress, much remains to be done. The City Clerk's General Files contain a wealth of information dating from 1850. However, the actual contents of these records is largely unknown due to poor record keeping prior to 1950. An inventory of the General Files is necessary to make the information contained in these files accessible and usable.

Preserving historical records such as the City Clerk General Files not only helps historical researchers, it may provide direct benefit to the City. Recent major lawsuits involving the City, such as the Chicano Federation lawsuit on Council representation and the City's lawsuit on asbestos in City buildings, required substantial research into historical City records including the General Files. The ability to find important historical records on the development of City policies may become crucial to the City's success in future legal actions.

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Therefore, in order to complete the inventory of General Files and then enter that information into LEGIS for computer retrieval, the City Clerk has prepared an application for a grant of \$64,240 from the NHPRC. These grant funds would be used to hire student interns to inventory the General Files and for a clerical position to input the inventory into LEGIS. The project will take approximately one year.

FISCAL IMPACT

No additional City funds will be required for the proposed grant project. This is a one time project and will not require any funding from the City following the conclusion of grant funding.



Charles G. Abdelnour  
City Clerk

CGA:GRP:kh