



MINUTES

HISTORICAL RECORDS COMMISSION

GLENN COUNTY, CALIFORNIA

Thursday, February 22, 2007



Members Present

Joanne Overton
Marilyn Rehse
Vince Minto

Sandy Soeth
Doris Cooper

Guests

David Shoemaker, CAO
Marilyn Baker, Grand Jury

1. **Introduction and Announcements**

Joanne Overton convened the meeting at 9:40 a.m. and Sandy Soeth welcomed Grand Jury Member Marilyn Baker.

2. **Reports by Members**

Doris Cooper and Sandy Soeth submitted and reviewed an “overview of events over the last year”. Sandy advised that 395 law books were sold and sent to an attorney in Florida, and that the remaining books have been boxed and moved to an upstairs office in the Memorial Hall; she also advised that the newspapers and maps have also been moved to the same area and are accessible and still available for sale.

Discussion was held regarding the flyers made last year that were distributed at the Print Shoppe at the Glenn County Fair, whereby Sandy advised that she has a stack of the flyers in her office that can be used for this year’s fair.

Dave Shoemaker gave an overview of the future plans with the Memorial Hall in relation to possible space needs for the Historical Records Commission records.

Past inventoried records, such as the immigration records, were determined to still be in the Courts basement. Sandy advised that she has all inventory sheets that will be compiled into a spreadsheet as time allows.

Vince Minto advised that the first years of Assessment Rolls have been taken to Lohse’s Storage.

Doris advised that there are old tax rolls that have been kept, and advised that by law there is one book that had to be kept for census purposes.

Marilyn Rehse stated that the County Schools no longer wish to have the old records, and suggested that the Commission eventually acquire them to keep with the rest of the records for historical purposes.

3. **Discussion of Next Steps**

Dave advised that the County is progressing along in the remodel of the Memorial Hall, and realize that eventually there will be an area for a possible records retention center, museum and storage for HRC records, with the possibility of using the DA’s office in the future. The county is currently reviewing long range facilities needs or County departments, and once determined and funding is available, it is possible to use the upstairs area for storage and a work area for the Commission, and the downstairs portion could possibly be used as a County museum.

Sandy suggested that the Commission continue with inventory and leave it in its current space until such time as suitable space is available. Dave stated when the Board moves to the Memorial Hall, the Commission will still have access to the records that are currently being stored in the courthouse basement. Dave also stated that although there is more room to store records in the upstairs room in the Memorial Hall, there is no big rush to completely remove all records from the basement at this time.

Vince suggested that the Committee work on the oldest records first, and Sandy added that the Committee begins with records currently located in the courts basement.

Discussion was held on future meetings and it was decided that the Commission would meet on the third Thursday each month as work days to identify records and continue inventory. Joanne suggested that the Commission check the inventory sheets for items already inventoried and move those items to the room at the Memorial Hall.

5. **Unscheduled Matters**

Joanne requested that the Committee appoint a Chairman and Vice Chairman for the new year. It was general consensus to appoint Keith Hansen as Chairman and Marilyn Rehse as Vice Chairman.

Marilyn questioned Doris and Sandy regarding their attendance of the Historical Archives Workshop in Sacramento in June 2006. Doris gave an overview of the workshop and Sandy offered the Committee to view the information that they brought back.

Discussion was held regarding grants for the Commission, and it was stated that most grants are not for infrastructure, which the Committee needs. Further discussion was held on the need for a County Records Retention Center, and Vince gave an overview of what other counties have done, stating that there is a substantial cost involved.

6. **Public Comment**

None.

7. **Topics for Next Meeting**

None.

8. **Schedule Next Meeting/Work Session**

Upon discussion, it was decided to hold the next work session on **March 15, 2007 at 1:00 p.m.** to identify and remove inventoried records that are currently stored in the Courts portion of the courthouse basement and moved to the designated area at the Memorial Hall. It was general consensus to hold future Commission meetings as necessary.

9. The meeting was adjourned at 10:40 a.m.

Distributed on 02/27/07

E-mail: CAO, Department Heads, Board of Supervisors, Vince Minto, Sandy Soeth, Susie Alves, Joanne Overton, Pat Rumiano (v), Judy Schmidt (v), Patricia Hall (v), Di Aulabaugh, Doris Cooper, Cities of Orland & Willows, and Grand Jury Foreperson.

U.S. mail: Keith Hansen and Marilyn Rehse.