

# California Regrant Project for Local Governments and Historical Record Repositories

## Grant Application

### 1. General Information

Name of applicant: **El Dorado County Historical Museum**

Address: 104 Placerville Dr. Placerville, CA 95667

Funding cycle applying for: first  second X

*Note: First cycle projects begin January 2007; second cycle projects begin April 2007.*

Amount of funding requested: **\$6,900**

### 2. Background Information about the Applicant

The El Dorado County Historical Museum was established in 1973 and is part of the General Services Department of El Dorado County. It currently has one full time employee and 81 regular volunteers. The 2006/7 budget of the County Museum, funded through the county's General Fund, is \$122,000. The County Museum is open to the public Tuesday – Sunday, with exhibits highlighting the history of El Dorado County, such as a premier collection of Native American baskets, the impact of the Gold Rush, the county's logging and railroad history, a restored 1853 Stagecoach, a historic general store and post office, and a changing exhibit area. In addition to the collection of artifacts and exhibits, the County Museum is a repository for historical and archival records which are utilized by the public on a daily basis. The County Museum has a Research Day "Open House" every Tuesday, so that the public can come in without an appointment and conduct research on a variety of topics. Trained research volunteers are available on Tuesdays and by appointment on other days of the week to assist the researcher. Because El Dorado County does not have a separately funded County Archives, the County Museum has filled that role for 30 years, preserving and making accessible to the public with the efforts of volunteers, a wide variety of county records, historical documents, photographs and maps.

### 3. Purpose and Goals of Project

This phase of our ongoing records project pertains to approximately 7000 civil and criminal court cases in old record file folders currently stacked in storage remote from our research facility. The treatment planned for these records will include the following:

1. Rehousing records into labeled acid free folders and boxes.
2. Conservation, including but not limited to inspection, cleaning and repair.
3. Environmental protection through relocation and rehousing, eliminating the need to transport folders between buildings, and other aspects of harsh handling steps currently necessary to access the records.
4. Safer and faster physical access (eliminate stacked boxes two rows deep.)
5. Better, faster and more efficient labeling using bar codes and text (enabling untrained county staff to locate and retrieve the correct boxes for specific researcher's use.)

6. Creation of a master index which will enhance the above capabilities and benefits and allow for greater accessibility to files by their content.
7. Records will be maintained by trained Museum staff.

#### **4. Significance of Records**

These records, of regional and local significance, are a unique view of the history of the development of El Dorado County's social and legal history from a very individual and collective view, c. 1880-1951. Loss of these records through environmental deterioration or mishandling would deny the information to current and future users (see attachments.)

The civil and criminal court records have recently been accessed by a variety of users. A large number of files were reviewed in order to establish current water rights based on past court cases on the behalf of the El Dorado Irrigation District. Recently a researcher was able to investigate a case in 1915 which identified his great aunt and clarified his grandparents divorce proceedings. A descendant of "Cock-eye" Johnson, the founder of "Johnson's Cutoff," an important early trail in El Dorado County has been researching a protracted land dispute that he was involved with for years. Attorneys regularly request access to these civil and criminal court files when researching current cases.

This collection of records will become more significant to researchers when there is a more comprehensive finding aid and easier accessibility. More wide ranging issues, such as trends in legal and social changes in El Dorado County could be analyzed as well as genealogical and property histories established.

#### **5. Plan of Work**

The first step will be to prepare a work space for processing the files, storing the equipment and tools that will be needed, and provide for a secure area for the files as they are processed. Supplies will be ordered. Concurrently with these preparations, volunteers will be recruited and trained. The Project Manager will conduct the training for each team, with two days allotted. Training will include standard archival techniques and basic conservation procedures. The volunteers will be scheduled to work in teams of two, and each team will be working on a different day of the week in order to utilize the available space more efficiently. Folder labels will be printed in advance with the case number.

Each member of the team will work on their own box. First they will place the correct case number on the new file folder, remove the contents of the file from the old folder and place into the new. The list of defendant and plaintiff names will be cross referenced with a case number as the folders are processed. Any missing numbers in the sequence of numbers will be noted. A bar code label generated with generic barcode software will be attached to the file and scanned. Also at this time, the condition and conservation needs of the file contents will be inspected, tested for acidity, assessed, noted and flagged for correction as the schedule permits. The file will be placed in sequence into a new box. When the box is full, it will be removed to a temporary storage area and another one brought to the volunteer.

Relabeling will provide an opportunity to confirm the master case list and assess the statistical parameters for ongoing studies and identify missing or misplaced records. The contents of the files will be reviewed and broad categories of subject matter noted. The barcode reader will facilitate the collection of information and will be an important component of the long term maintenance of this records collection. This will facilitate returning to the individual files to conduct additional cleaning and repairs, as well as content analysis as time permits. The Finding Aid for this collection will be compiled based on the names of the defendant and plaintiff as well as on these identified categories.

The above steps will be tracked on a spread sheet (see attachment) which will give running totals for completion of work to use in reports, cost analysis and timeline.

**6. Project Staff**

**Mary Cory**, Museum Administrator, will manage the project and supervise daily activities. Mary will train volunteer project staff in the proper handling of documents and basic conservation techniques. Mary has focused her recent training in the area of archives management and care (see resume) and will make available to other project staff basic conservation and archives resources and materials.

**County Administrative Staff** – purchasing and billing

**Museum Volunteers** – Project staff will be recruited from existing experienced volunteers familiar with the El Dorado County Historical Museum collections. Several volunteers are known to have advanced education or have attended workshops in the areas of archeology, law, records management and basic curatorial practices. At minimum, they will attend one of the Basic Archival workshop sponsored by the State Archives. Volunteers will be responsible for refolding, reboxing, relabeling, and conservation activities relating to the documents.

**7. Budget (round all figures up or down to nearest dollar; do not use decimals)**

**a. Salaries and Wages (including consultant fees)**

Name & Title	Method of Computation	Regrant Funds	Cost Sharing	Total
Mary Cory, Museum Administrator	20 days@\$292 per day (salary and benefits)	\$	\$5,840	\$5,840
Volunteers - six individuals to be recruited from existing pool	960 hours @ \$15 per hour	\$	\$14,400	\$14,400
El Dorado County Administrative Support Staff	2% of costs	\$	\$130	\$130

**b. Supplies and Materials**

Item	Method of Computation	Regrant Funds	Cost Sharing	Total
205 acid free record boxes Gaylord Ultimate Record Storage Carton	\$9.39 per box (includes cost of box, tax and CAM discount)	\$1,925	\$	\$1,925
96 boxes acid free legal file folders  *Note 1	\$28 per box (includes 100 folders per box, tax and CAM discount)	\$2,520	\$168 (6 boxes of file folders)	\$2,688
Delivery - Gaylord	Truck freight and delivery. Shipping is free due to CAM discount.	\$75	\$	\$75
File folder labels *Note 2	3 boxes (3000/bx) @\$44 ea	\$132	\$	\$132
Barcode labels *Note 3	6 boxes (2000 per box) @\$44 ea	\$264	\$	\$264

<b>Barcode reader</b>	<b>Metrologic brand sold by Gaylord</b>	<b>\$595</b>	<b>\$</b>	<b>\$595</b>
<b>Processing tools</b>	<b>4 staple removers @\$16 ea 4 boxes of gloves @\$20 ea 12 micron marking pens @\$4 ea 1 Processing cart @\$265</b>	<b>\$421</b>	<b>\$36 (1 box of gloves, 1 staple remover)</b>	<b>\$457</b>
<b>Conservation supplies</b>	<b>4 ph pens @ \$5 ea 1 Environmental test kit @ \$90 1 <i>Preservation of Library and Archives Materials: A Manual</i> @ \$50 ea 6 bxes filmoplast tape@\$24 ea, 4 boxes dust masks @\$21 bx</b>	<b>\$338</b>	<b>\$50 (1 box of tape, 1 ph pen, 1 box of dust masks)</b>	<b>\$388</b>

**c. Travel (transportation, lodging, food, parking)**

<b>Item</b>	<b>Method of Computation</b>	<b>Regrant Funds</b>	<b>Cost Sharing</b>	<b>Total</b>
<b>Attend Basic Archives workshop in Fresno</b>	<b>205 miles X 2 (.48/mile) for 3 teams of 2 volunteers</b>	<b>\$600</b>	<b>\$600</b>	<b>\$1,200</b>
<b>Meals for workshop attendees</b>	<b>6 people x \$40 (per day)</b>	<b>\$120</b>	<b>\$120</b>	<b>\$240</b>

**d. Services (printing, postage, long distance telephone etc.)**

<b>Item</b>	<b>Method of Computation</b>	<b>Regrant Funds</b>	<b>Cost Sharing</b>	<b>Total</b>

**e. Total Costs (add subtotals of a. – d. above)**

<b>Regrant Funds</b>	<b>Cost Sharing</b>	<b>Total</b>
<b>\$6,900</b>	<b>\$21,344</b>	<b>\$28,334</b>

**\*Note 1 – Many files have multiple folders**

**\*Note 2 – Many files have multiple folders**

**\*Note 3 – More than one barcode label can be used per folder**

## 7. Authorization

Printed name and title of authorized representative: **Joanne M. Narloch, Director of General Services, County of El Dorado**

360 Fair Lane, Placerville, CA 95667. (530) 621-5847, [jnarloch@co.el-dorado.ca.us](mailto:jnarloch@co.el-dorado.ca.us)

**Contact person: Mary Cory, Historical Museum Administrator**

Phone number: (530) 621-5828

E-mail address: [mcory@co.el-dorado.ca.us](mailto:mcory@co.el-dorado.ca.us)

Street address: 104 Placerville Dr., Placerville, CA 95667

Signature of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Mailing

Send the signed original application and twelve copies to:

California Historical Records Advisory Board

1020 "O" Street

Sacramento, CA 95814

For questions, contact Laren Metzger at (916) 653-3834 or [lmetzer@ss.ca.gov](mailto:lmetzer@ss.ca.gov)