

EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of September 26, 2006

AGENDA TITLE: Request to apply for California Regrant Project Grant from California State Archives

DEPARTMENT: General Services

DEPT/SIGNOFF:

CAO USE ONLY:

CONTACT: Mary Cory, Museum Administrator

DATE: 9/5/2006

PHONE: 5828

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

- 1) Authorize the Museum Administrator, Mary Cory, to apply for funds from the California Regrant Project Grant to help fund the re-housing and storage of El Dorado County government historical records. The grant deadline is October 1, 2006.
- 2) Authorize the Director of General Services to execute the Grant Application.

CAO RECOMMENDATIONS: *Recommend approval. Laura A. Hill 9/18/06*

Financial impact? () Yes (X) No

Funding Source: () Gen Fund () Other
Other:

BUDGET SUMMARY:

Total Est. Cost	\$10,000.00
Funding	
Budgeted	
New Funding	
Savings	
Other	
Total Funding	\$10,000.00
Change in Net County Cost	\$0.00

CAO Office Use Only:

4/5's Vote Required	() Yes () No
Change in Policy	() Yes () No
New Personnel	() Yes () No

CONCURRENCES:

Risk Management	_____
County Counsel	_____
Other	_____

***Explain** Required 25% match will be through volunteer in-kind services

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

Rev. 04/05

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____



The County of El Dorado

Department of General Services

Joanne Narloch, Director

Mary Cory, Museum Director
(530) 621-5865
museum@co.el-dorado.ca.us

Airports Parks and Grounds Division
Jordan Postlewait, Manager
(530) 621-5330

September 5, 2006

Board of Supervisors
330 Fair Lane
Placerville, Ca. 95667

Re: Request to apply for California Regrant Project Grant from California State Archives

Dear Board Members:

Recommendation:

The Department of General Services recommends the Board:

- 1) Authorize the Museum Administrator, Mary Cory, to apply for funds from the California Regrant Project Grant to help fund the re-housing and storage of El Dorado County government historical records. The grant deadline is October 1, 2006.
- 2) Authorize the Director of General Services to execute the Grant Application.

Reason for Recommendation:

The grant, offered through the California State Archives, assists local governments to provide better care of their historical documents and records. The grant requires a match of 25% or more that will be provided through donations of volunteer time to carry out the physical work of transferring files into archive-approved boxes and folders. The first priority is the collection of historical Superior Court case files in the Museum's holdings which receive regular use by genealogists, family members, current Superior Court staff, and other researchers. In order to provide a higher level of long term care, the grant will fund the purchase of standard acid-free archival boxes and folders. Other collections of government historical documents will be re-housed as the supplies funded through the grant are available. The grant will also provide funds needed to improve access to the collection through the creation of finding aids and will fund training at a qualified workshop, such as offered by the Society of California Archivists, on the handling and preservation of historical documents.

Fiscal Impact:

The maximum grant request is \$10,000. Matching funds through in-kind services will amount to \$2,500 or 100 hours of volunteer time.

El Dorado County Historical Museum
104 Placerville Drive, Placerville, CA 95667

Action To Be Taken Following Approval:

The Museum Administrator will submit the grant, due October 1, 2006 and if approved, provide notification to appropriate staff.

Sincerely,

A handwritten signature in black ink, appearing to be 'Joanne Narloch', written over a light gray rectangular background.

Joanne Narloch
Director of General Services

c: Jordan Postlewait, Manager of Airport Parks and Grounds
Cami Roberts, Fiscal Administration Manager
Mary Cory, Museum Administrator

California Regrant Project for Local Governments and Historical Record Repositories

Grant Application

1. General Information

Name of applicant:

Address:

Funding cycle applying for: first ☐ second ☐

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

Amount of funding requested: \$

2. Purpose and Goals of Project

3. Significance of Records

4. Plan of Work

5. Project Staff

6. 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
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

b. Supplies and Materials

Item	Method of Computation	Regrant Funds	Cost Sharing	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

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

Item	Method of Computation	Regrant Funds	Cost Sharing	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

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

Item	Method of Computation	Regrant Funds	Cost Sharing	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

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

Regrant Funds	Cost Sharing	Total
\$	\$	\$

7. Authorization

Printed name and title of authorized representative:

Phone number:

E-mail address:

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