

HISTORICAL LANDMARKS & RECORDS ADVISORY COMMISSION

The regular meeting of the Historical Landmarks and Records Advisory Commission was held on February 27, 2003.

- Members present: Virgil Ahlberg, Steve Barile, Aileen Bos, Judy Ganulin, Randy McFarland, Bud Olson, Roger Taylor
- Members excused: Anna Herrera, Mabelle Selland, Robert Wash
- Members absent: Ben Amirkhanian, Steve McDonald, Margaret Murphy, Prudence Zalewski
- Others present: John Kallenberg, Brandi Orth, Maria Gonzales, William Kettler, Jerry Prieto, Bob Vandergon

AGENDA ITEMS

- (1) The meeting was called to order by Chairman Randy McFarland.
- (2) Introductions were held and Mr. McFarland welcomed everyone to the meeting.
- (3) Adoption of Agenda: The agenda was adopted.
- (4) Approval of Minutes – The minutes of January 9, 2003 were approved.
- (5) Comments from the Public – Ms. Junell Walls of Fresno commented that the old Armenian Church on N Street is historic and should be saved. She also expressed concern about saving historic records. Chairman McFarland thanked her for her comments and indicated that the City of Fresno Historic Commission has jurisdiction on sites in the City rather than the County Commission.
- (6) **Records**
 - a) Commission members discussed the schedules below.

Record Type	Schedule Number	Department
1. All Departments	1125	Agriculture
It was moved, seconded and carried to approve the above retention schedule as recommended by staff for approval by the Board of Supervisors.		
2. Administration	1450.01.03	Human Services
This item was deleted from the agenda.		
3. Adult Probation Records	1525.03.01	Probation
It was moved, seconded and carried to approve the above retention schedule as recommended by staff for approval by the Board of Supervisors.		
4. Planning applications	1575.07.01	Public Works & Planning
It was moved, seconded and carried to approve the above retention schedule as recommended by staff for approval by the Board of Supervisors.		

- b) Report from County Clerk regarding new records storage facility and services for storage of archival records
 - In 1998 the records storage facility was in a leased facility on G Street. Due to budget restrictions a decision was made last year to move the

records to the County central warehouse. This facility is larger and has the capacity to store about 11,900 records boxes. The old warehouse held about 6,000 boxes. Some new shelving was purchased. Ms. Brandi Orth said an open house will be held and she invited the Commissioners to attend.

She also reported that the records management software program is being upgraded to a web-based program. This program will allow staff to search records to find out where they are stored, and it also allows the departments to cross-reference files electronically. A survey will be done countywide in an attempt to incorporate records stored in other places.

- c) Update on the records management training program for County staff.

Mr. Kallenberg and Ms. Orth have prepared an outline of the training program, which will be sent to the Commission for comment. They are considering an executive briefing to give senior County staff an overview and to get their support to send staff to the training program. If possible, they will try to have the draft ready by the March meeting.

Discussion was held about the records housed in various other locations throughout the County and the conditions under which they are being stored. Some documents become damaged quickly if they are not kept in optimum room temperatures.

- (7) Field tour of Courthouse Park monuments and memorials – Postponed to a future date.

- (8) Tour of Hall of Records – Held at the conclusion of the regular meeting.

(9) **Landmarks**

- a) Inventory of Historic Sites in Fresno County

- 1) Properties recommended to the Board of Supervisors since the last meeting – None.
- 2) Pending Applications – Action Needed – None.
- 3) Applications Under Review – None.
- 4) Fresno County Hall of Records application – Mr. Taylor will be preparing this application for submission to the Commission. Mr. McFarland recommended that since there would not be time for the tour of the Hall of Records, that it be scheduled when the Commission considers the application.

- b) Centennial Farm Applications – None.

- c) Centennial Businesses – None.

- d) Update on request to review markers/memorials and sculptures on the historic Courthouse Park grounds – Mr. Kallenberg is preparing a draft document to go to the Board of Supervisors to officially place the review of markers/memorials and sculptures on the Commission's list of duties. The draft will be presented to the Commission for review at the next meeting.

- d) Discussion of threatened buildings in Downtown Fresno – There was an updated on the Armenian church. This building is neither on the City's list nor the County's List of Historic places. A lawsuit over the environmental review process is pending.

(8) **Reports**

a) Chairman's Report

- 1) Terms of Office: Mr. Olson and Mr. McFarland have been reappointed to another term. Other appointments are pending.

b) Vice-Chairman's – No report.

c) Secretary's Report –

- 1) Revised duties of the Commission

Mr. Kallenberg and Mr. McFarland will be reviewing the revised duties of the Commission. Once the document is finalized, it will be forwarded to the Board of Supervisors for approval.

- 2) Appointment of Interim County Librarian

The County Administrative Officer has appointed Mrs. Karen Bosch Cobb as the Interim County Librarian until a permanent County Librarian is appointed effective March 17 when Mr. Kallenberg retires.

- d) Commission Member Comments – There were a few announcements and comments from Commissioners.

(9) **Announcements**

The next regular meeting will be held on Thursday, March 13, 2003, at 4 p.m.

(10) **Adjournment**

The meeting was adjourned to a tour of the Courthouse Park.