



CITY OF NORCO
HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

Tuesday, September 13, 2016
Council Chamber, 2820 Clark Avenue, Norco CA 92860

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Matthew Potter – Chair
Diana Stiller – Vice Chair
Patricia Overstreet – Commission Member
Mark Sawyer – Commission Member
Teresa Edwards – Commission Member

PLEDGE OF ALLEGIANCE: Chair Matthew Potter

TO BE READ BY CHAIR: “All discretionary actions before the Historic Preservation Commission are advisory in nature and final actions will be confirmed, modified or deleted by the City Council.”

1. **PUBLIC COMMENTS:** This is the time when persons in the audience wishing to address the Commission regarding matters NOT on the Agenda may speak.
2. **APPROVAL OF MINUTES:**
 - A. Regular Meeting of July 12, 2016 and Special Meeting of August 2, 2016;
Recommendation: Approval
3. **DISCUSSION / ACTION ITEMS:**
 - A. Requirements for a Non-Profit Associated with the Commission
 - B. Review of Collection Development Policy
4. **CONSULTANT UPDATES:**
 - A. Cultural Consultant Bill Wilkman
 - o Navy Update
 - o Status of National Register Nomination
 - B. Collections Management Services
 - o Review and Approve Proposal for CWA Consultants Services (Chuck Wilson)
5. **COMMISSION MEMBER/CONSULTANT/STAFF COMMUNICATIONS**
 - A. Outreach Subcommittee (Chair Potter/Consultant Wilkman)
 - B. Collection Advisory Subcommittee (Vice Chair Stiller/Consultant Wilkman)
6. **ANNOUNCEMENTS:**
 - A. Next Regular Meeting November 8, 2016

ADJOURNMENT

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
(28 CFR 35.102-35.104 ADA Title II). Staff reports are on file in the City Clerk's office. Any writings or documents provided to a majority of the Historic Preservation Commission regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue. This meeting is recorded.*



**CITY OF NORCO
HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES**

**Tuesday, July 12, 2016
Norco City Hall, Conference Room "A", 2870 Clark Avenue, Norco CA 92860**

CALL TO ORDER: 4:03 p.m.

ROLL CALL: Matthew Potter, Chair - **Present**
Diana Stiller, Vice Chair – **Present** (departed 5:04p.)
Teresa Edwards, Commission Member - **Present**
Patricia Overstreet, Commission Member - **Absent**
Mark Sawyer, Commission Member - **Present**

PLEDGE OF ALLEGIANCE: **Commission Member Sawyer**

TO BE READ BY CHAIR: "All discretionary actions before the Historic Preservation Commission are advisory in nature and final actions will be confirmed, modified or deleted by the City Council."

1. PUBLIC COMMENTS: **None**

2. ELECTION OF CHAIR AND VICE CHAIR

M/S SAWYER/STILLER to re-appoint Matt Potter as Chair for fiscal year 2016/2017; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

M/S EDWARDS/POTTER to re-appoint Diana Stiller as Vice Chair for fiscal year 2016/2017; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

3. APPROVAL OF MINUTES:

A. Regular Meeting of May 10, 2016

M/S STILLER/SAWYER to approve the regular meeting minutes of May 10, 2016, as written; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

4. DISCUSSION / ACTION ITEMS:

A. Approval of FY 2014/2015 CLG Annual Report:

Consultant Wilkman indicated that the report, which should have been completed in January, was recently forwarded to the State Historic Preservation Officer (SHPO) with no penalty. He explained that the Annual Report sets goals for the coming year and reminded the Commission Members that CLG status requires them to attend regular training sessions.

M/S POTTER/STILLER to approve the CLG Annual Report: the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

B. Professional Services for the Norco Historical Collections:

Consultant Wilkman reported that Theresa Hanley has resigned due to realizing that the scope of the contract was not exactly what she was looking for. Chuck Wilson, who previously assisted with the start of its Policies & Procedures Manual, will be submitting his proposal for review and consideration. Mr. Wilson plans to use university interns to assist. Consultant Wilkman suggested field trips to small museums in the area, such as Perris, Riverside, Corona or Glendora.

C. Work Schedule for FY 2016/2017 of Norco Historical Collections:

Consultant Wilkman noted that Chuck Wilson could not be in attendance but stated that it was essential that Commission Members make a commitment to assist Mr. Wilson at the Community Center. Several Commission Members eagerly volunteered to assist.

D. Requirements for a Non-Profit Associated with the Commission:

Chair Potter previously asked staff to look into the benefits of creating a 501(c)(3) nonprofit entity to assist with potential fundraising for the collection and the Heritage Room. In response, Consultant Grody stated he was not fully prepared to address the issues at this time, but surmised that many contributors would feel more comfortable donating to a nonprofit organization than a municipality. Consultant Grody promised to return in September with more details.

Commission Member Sawyer wondered if the creation of another preservation-oriented nonprofit would drain resources from the Lake Norconian Club Foundation.

5. CONSULTANT UPDATES:

A. Cultural Consultant Bill Wilkman

o Navy Base

Consultant Wilkman reported on a meeting held on June 8, 2016, in which the Navy discussed their desire to thin some plants around the lake, taking out as many as 500 trees. While some of these are "volunteer" palms and pepper trees that grew on their own and not part of the original landscaping, he stated his concern that some of the targeted trees may be significant. He stated that he would like to know which trees are being considered, and suggested that one or more Commission Members accompany him to the lake along with a Navy representative and/or its contractor. Consultant Wilkman further reported on the reroofing of Building 514, which he feared the Navy would execute with asphalt shingles

instead of the red tiles that were originally used; but the Navy has decided to use the red tiles after all, which was good news. Consultant Wilkman also reported on the historic building that was being renovated to accommodate a Blimpie sandwich shop. The restaurant project has been canceled, unfortunately the architecturally significant window has already been removed. It is, however, in storage, so there is hope that this building can someday be returned to its original condition.

- Status of National Register Nomination:

Consultant Wilkman reported that the nomination, which would add the Norconian property to the National Register of Historic Places for its WWII and Post-War eras, currently listed for the resort era, is entering its final phase and will be submitted to the SHPO within a couple of months. Consultant Wilkman indicated a draft version has been completed and is being reviewed by Mayor Bash, who has been a valuable resource. He also noted that local leaders are building a constituency of supporters for the nomination, which would include the Riverside Historical Society and other local historical societies throughout Riverside County. Consultant Wilkman reported on an Army Hospital in Riverside County that was successfully listed on the National Register despite having less national historic significance than the Norconian. Studying that case may prove to be beneficial.

- Landmark Designation of Norco Community Center and Park

Consultant Wilkman distributed copies of the signed resolution that was adopted by City Council on June 15, 2016, designating the Community Center a historic local landmark. He also reported that he and Chair Potter attended the Parks & Recreation Commission meeting of July 11, 2016, to make a PowerPoint presentation on the project and explained to the Commission that very few restrictions are imposed regarding maintenance of the building.

6. COMMISSION MEMBER/CONSULTANT/STAFF COMMUNICATIONS

A. Outreach Subcommittee (Chair Potter/Consultant Wilkman):

Chair Potter shared that EZ-Up pop-up tents, with customizable graphics, are available at an affordable price which could be valuable for future events. He also presented a sign he recently acquired from a local resident from Schafer's Egg Ranch, which operated until the 1960s.

B. Collection Advisory Subcommittee (Vice Chair Stiller/Consultant Wilkman):

Vice Chair Stiller shared a letter discovered in the collection, dated December 1, 1966, which was written by an elementary school student to George Ingalls in Vietnam. A moving message read, "Hope you get home safely" was likely delivered just before or after he was killed while saving his fellow troops. She reported on a very successful day of organizing with the City's Parks & Recreation staff.

7. ANNOUNCEMENT:

A. Next Regular Meeting on September 13, 2016, to be held in the Council Chamber, 2820 Clark Avenue, Norco 92860

ADJOURNMENT: Chair Potter adjourned the meeting at **5:41 p.m.**



**CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES**

Tuesday, August 2, 2016

Norco City Hall, Conference Room "A", 2870 Clark Avenue, Norco CA 92860

CALL TO ORDER: **4:02 p.m.**

ROLL CALL: Matthew Potter, Chair - **Present**
Diana Stiller, Vice Chair – **Present**
Teresa Edwards, Commission Member - **Present**
Patricia Overstreet, Commission Member - **Present**
Mark Sawyer, Commission Member - **Present**

PLEDGE OF ALLEGIANCE: **Commission Member Edwards**

1. DISCUSSION / ACTION ITEM:

- A. Presentation of the Draft 2016 City of Norco Strategic Plan. **Recommended Action: Recommend approval of the 2016 City of Norco Strategic Plan to the City Council.** (City Manager)

City Manager Okoro introduced the 2016 Norco Strategic Plan to the Commission. He discussed its intent and the development process; he then proceeded to narrate a PowerPoint presentation that included the five major Strategic Directions, each one with specific, measurable Action Plans.

City Manager Okoro answered questions from the Commission throughout his presentation. Action was taken to approve the Draft Plan.

M/S POTTER/OVERSTREET to approve the Draft 2016 Norco Strategic Plan with no substantive changes; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, OVERSTREET, SAWYER

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

ADJOURNMENT: Chair Potter adjourned the meeting at **5:15 p.m.**

NORCO HISTORY COLLECTIONS POLICIES AND PROCEDURES MANUAL

HISTORIC PRESERVATION COMMISSION APPROVED

AUGUST 12, 2014

CWA CONSULTANTS

WILKMAN HISTORICAL SERVICES

FUNDED BY A GRANT FROM THE LAKE NORCONIAN CLUB FOUNDATION

COLLECTIONS COMMITTEE MEMBERS:

Linda Dixon, Lake Norconian Club Foundation
Matt Potter, Historic Preservation Commission Chairman
Diana Stiller, Historic Preservation Commission Vice Chairwoman

CONSULTANTS:

Chuck Wilson – CWA Consultants
Bill Wilkman – City of Norco Cultural Resources Consultant
Roger Grody – City of Norco Economic Development Specialist

NORCO HISTORY COLLECTION
POLICIES AND PROCEDURES MANUAL
SECTION I POLICIES

NORCO HISTORY COLLECTION

POLICIES

Introduction	3	
Mission Statement		3
Collection Development Policy		3
Organization	4	
Advisory Committee		4
Staff		4
Standards	6	
Training of staff and volunteers		6
Loans		6
Accessions	7	
Deed of Gift		7
Accessions Register		7
Collections List		7
Processing	8	
Manuscripts		8
Record Groups		8
Collections		8
Series		8
Artifacts		9
Photographic Material		9
Film		10
Preservation		10
Finding Aids		10
Reference	12	
Access to Material		12
Reference Request Forms		12
Exhibits	14	
In House		14

Loans	14
Security	15
Facility Interior	15
Facility Exterior	15

INTRODUCTION

MISSION STATEMENT

The Norco History Collection seeks to collect and preserve the historic materials associated with the history of the community of Norco and make these available to educate the public.

COLLECTION DEVELOPMENT POLICY

A vital component of the Norco History Collection is the Collection Development Policy. This sets the standard for what is collected and why some items are accepted into the collection and others are not.

The Collection Development Policy is also something which should not be easily changed. As circumstances change, however, it should have some flexibility. In fact, the policy should be reviewed on a regular basis about every 5 years. What is collected could certainly change with a change in available space or the discovery of records which were not initially considered.

A copy of the current Collection Development Policy is found in the Appendix.

ORGANIZATION

ADVISORY COMMITTEE

An advisory body which has responsibility for supporting the Norco History Collection (NHC) and setting non-archival standards for the Collection could consist of five members

Typical policy standards associated with the advisory body would include setting the hours and days the NHC is open and the fees for services such as document reproduction provided by the NHC staff. Encouraging and providing funding for continued staff education in archives and museum work should also be an advisory committee responsibility.

STAFF

City Staff

The city staff member selected by the City Council shall have administrative responsibility for the NHC including:

- a. Approving orders for supplies and paying invoices
- b. Hiring outside help and consultants as needed

Collection Staff

The NHC staff consists of an Archivist/Curator, an Assistant Archivist/Curator, and Processing/Reference Volunteers. The Archivist/Curator reports to the Historic Preservation Commission at each meeting of the Commission.

Archivist/Curator and Assistant Archivist/Curator

These positions are appointed by the City Manager based upon nominations submitted by the Historic Preservation Commission. People serving in these positions should demonstrate a familiarity with archival and museum standards for the care and handling of unique material. Training in these standards could come from library education courses which include an archival component, archival training through such institutions as the Western Archives Institute, workshops provided by various professional organizations such as the Society of California Archivists and the Society of American Archivists, or knowledgeable reading of current archival and museum literature. A basic reading list, which may be used in lieu of more formal training is included in the Appendix.

Archivist/Curator shall

- a. Be responsible for maintaining the professional level care of the NHC

- b. Be responsible for the selection, training, and supervision of volunteer staff
- c. Provide periodic status reports to the Historic Preservation Commission
- d. Provide an annual report to the Historic Preservation Commission for transmission to the City Council
- e. Serve as a liaison to the Historic Preservation Commission and the public for the care of historic materials relating to the city and community.
- f. Process material within the NHC
- g. Provide appropriate reference services to the public
- h. Develop and install appropriate exhibits of NHC materials

Assistant Archivist/Curator shall

- a. Undertake the duties of the Archivist/Curator when the Archivist/Curator is not able or available to complete those duties
- b. Provide assistance to the Archivist/Curator as needed and directed.
- c. Work with the Archivist/Curator to process material within the NHC
- d. Work with the Archivist/Curator to provide reference services to the public
- e. Assist with the development and installation of exhibits
- f. Work with the Archivist/Curator in the training and supervision of volunteers

Processing/Reference Volunteers shall

- a. Undergo training in the care and preservation of documents as well as the procedures established for the NHC.
- b. Work under the supervision of the Archivist/Curator or the Assistant Archivist/Curator
- c. Assist with the processing of material
- d. Assist with reference services
- e. Assist with the installation of exhibits

All staff members must be able to lift boxes weighing 30-50 pounds.

STANDARDS

TRAINING OF STAFF AND VOLUNTEERS

All staff and volunteers must have a basic knowledge of archival standards and of the Norco History Collection Procedures Manual.

There must be a unique relationship between material in the Collection and:

- a. The origin of the material which is expressed in the Deed of Gift
- b. The accessioning of the material found in the Accession Register
- c. The description of the material found in the Collection List
- d. The location of the material noted in the Reference Request Slip
- e. The finding aid for the material which is developed from processing the material

LOANS

Loans of original material from the Collection may not be approved for entities which are not recognized museums or libraries with appropriate security and preservation policies in place and which can provide for appropriate transport to and from the facility.

Original material from the Collection may not be loaned to individuals.

ACCESSIONS

DEED OF GIFT

The Deed of Gift is the basic legal document which transfers material from the legal owner, not just the possessor, of the material to the City of Norco for the benefit of the Norco History Collection. It should fully describe the material being donated, indicate the disposition of material to be included in the Norco History Collection, indicate the status of copyright, and be signed and dated by both the donors and an official representing the City of Norco

This is the beginning of the unique relationship within the Norco History Collection. See Appendix for Deed of Gift Form.

ACCESSIONS REGISTER

The Accessions Register is the transition document from the Deed of Gift to the Collections List. It records basic information from the Deed of Gift – Description, and Date – on a database or spreadsheet and adds an Accession Number, Quantity, and Location information.

Whenever possible, the quantity should be expressed in cubic feet (c.f.). A standard record storage carton 12 x 15 x 10” constitutes a single cubic foot. Quantity may be expressed in fractions of a cubic foot.

COLLECTION LIST

All newly acquired material shall be assigned a collection number and entered into the Collections List.

Collection Names will adhere to the standards described in the Society of American Archives publication, Describing Archives: A Content Standard, Part II Sections 10-12.

The Collection List will have a column used to indicate when a collection has been processed and the date processing was completed.

PROCESSING

MANUSCRIPTS

Written or printed material, loosely referred to as manuscripts, is organized in a hierarchical format.

Provenance is the term usually used to describe original order of materials. If there is an order established by the original author, office, or organization for the material, that order should be retained, even though it may seem unusual or awkward.

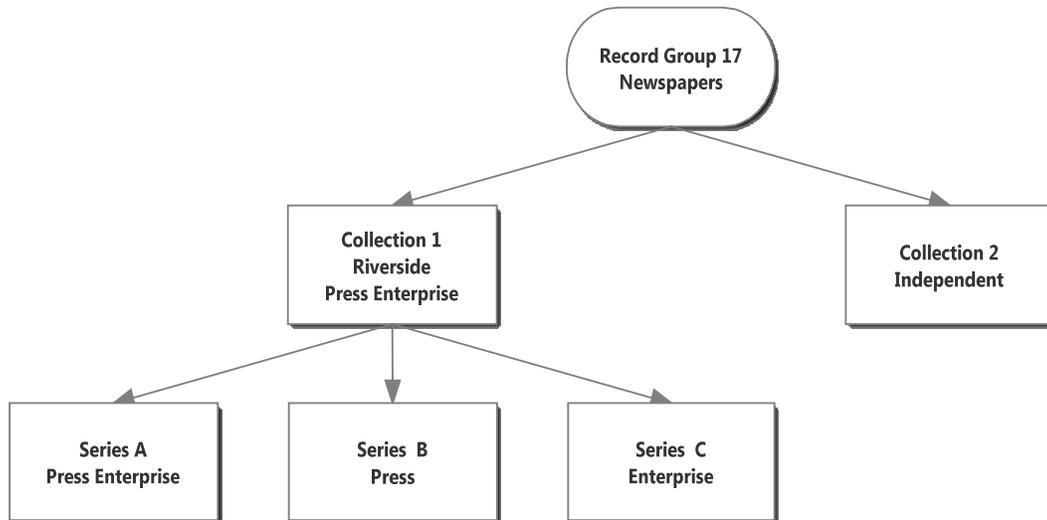
Record Groups, Collections and Series are the levels of intellectual organization used in finding aids, which assist researchers in gaining a “first look” at the material. Whenever possible, they should correspond to the original organization of the material. They do not require any physical reorganization of a collection. Collection, Record Group, and Series identification must be unique and inclusive.

Record Group – is a body of organizationally related records established on the basis of provenance with particular regard for the administrative history, the complexity, and the volume of records and archives of the institution or organization involved. A Record Group may often consist of several collections.

Collection - is a group of materials with some unifying characteristic. It may be materials assembled by a person organization, or repository from a variety of sources; an artificial collection. A collection often includes several series. Not all collections will also have series.

Series - A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity.

A typical structure for Record Group 17 – Newspapers, would begin as illustrated below. The additional Collections within the Record Group would continue as Collections 3 through 11.



These intellectual groupings are unique. A Collection which is part of Record Group A cannot be part of any other Record Group. Series apply only within Collections and material which is part of Series A cannot also be part of Series B.

Archival material should be handled with care. Often documents are fragile and are easily torn.

Archival material should be stored in appropriately sized archival containers – letter sized documents in letter sized file folders, legal sized in legal sized file folders, and oversized material in containers which allow for flat storage.

ARTIFACTS

Artifacts must be stored in appropriately sized and secure archival containers. If more than one artifact is stored in a single container, care must be taken to insure the artifacts will not be damaged when the container is moved.

Identification of individual artifacts should be completed with the least amount of alteration to the artifact. Usually tags attached to the artifact with string will suffice.

PHOTOGRAPHIC MATERIAL

White cotton gloves available from an archival supply vendor must be worn while handling photographs to protect them from finger prints and scratches.

Photographs should be placed in archival enclosures of the appropriate size.

Whenever possible, photos should be removed from non-archival photo albums and scrapbooks. The pages of these albums are often quite acidic and will damage the photos over time.

FILM

The National Film Preservation Foundation suggests the following when dealing with motion picture film.

Identifying the nature of film materials. Nitrate, acetate, and color materials require cold storage for long-term storage.

Assessing conditions helps organize preservation priorities and develop best-fit storage practices. The more advanced the decay of acetate film collections, the colder the storage should be.

Storing film under proper environmental conditions prolongs film life.

The best storage for motion picture film includes cold storage and moderate humidity conditions and good-quality storage enclosures. Metal or plastic cans are safe for film, provided that the containers are not rusty or broken. Archival-quality cardboard boxes are also safe

PRESERVATION

Preservation and conservation of the material in the collection can be done as a part of processing, if it is on the very elementary level.

Documents which are damaged due to the application of tape or have sustained water or other damage should be the responsibility of a trained conservator.

FINDING AIDS

The ultimate goal of processing is to provide a guide to the collection, usually referred to as a Finding Aid, which allows a researcher easy access to information about the contents of a collection.

Finding Aids convey the organization of the collection and basic information about the contents. They identify the Box Number and Folder Number followed by a description of the material within the folder, including dates or a span of dates as appropriate.

Data may be entered into the Finding Aid database during the initial processing. If processing is only to the file folder level – and this should be sufficient for most

collections – the information entered on the folder, with the addition of dates or date spans can be entered into the Finding Aid database at the same time.

Some collections may warrant processing to the item level either for security or ease of access. If this is desired, each item must be individually identified with the collection, box, and file number and each would be an individual item within the Finding Aid database.

Series may be assigned to the material as appropriate, but there should be sufficient quantity of material and sufficiently different subject matter within the collection to justify the use of series.

The initial segment of the Finding Aid provides a researcher with a general overview of the material in the collection and its organization. This could also include background information on the individual or subject matter covered in the collection. This information is usually gathered in draft form when initially processing the collection. It will usually be updated when the processing has been completed and more information about the material is known.

REFERENCE

ACCESS TO MATERIAL

Material is collected and preserved to make it available to the public. However, there needs to be the same “one to one” accountability with researchers as there is with accessioning and processing.

Access to the material in the collection is only through a staff member. Researchers are not allowed to browse the stacks. This standard holds true for all researchers, even if they have been donors of the material. Once the Donor Agreement has been completed, the material is the property of the City of Norco and under the jurisdiction of a staff member appointed by the city.

Researchers should provide a legally recognized form of identification which is filed with the staff when requesting material from the collection. This is placed in a temporary file and returned to the researcher when the requested material is returned.

Researchers should access the requested material one file at a time. If only a few files have been requested, the box in which they are stored may be placed behind the reference desk and staff will provide each file as requested. If many files or a box has been requested, the box may be placed on a table in front of the reference desk and the researcher may remove and use files one at a time, replacing the recently viewed file in the box.

In the case of collections or portions of collections which have been processed to the item level, folders should be checked for the appropriate number of items both before and after they are provided to a researcher.

Cameras or cell phones may be used to photograph documents. Flash photography is prohibited.

It is the researcher’s responsibility to ensure that reproduced materials adhere to copyright provisions.

REFERENCE REQUEST FORMS

Three part reference request slips will be provided for completion by the researcher. These will be together as a pad with each page a different color

Request slips will have space for the following information:

- Name and contact information for the researcher
- Collection, Box, and Folder number of the material being requested
- Date of request
- Date material pulled from stacks
- Date material returned to stacks
- Notes

EXHIBITS

IN HOUSE

Manuscripts and artifacts should be placed on exhibit for no longer than one year. Six months is preferable. This insures both the continued public interest in exhibits and the preservation of the material.

Material placed in exhibit cases should have the protection of UV covering on the exhibit case glass. Artifacts placed on exhibit should be protected from direct lighting or sunlight.

LOANS

Material may be loaned only to facilities which adhere to the loan standards set forth by the American Association of Museums with respect to security and display.

Original material may not be loaned to individuals.

Original material may not be loaned to agencies or organizations which do not adhere to the above standards.

Copies of the material may be provided at the established copy rate for displays which are not in house.

Whenever possible, copies of material in the Collection will be used for exhibits. Original material may be loaned to institutions which adhere to exhibit policies set forth by the American Association of Museums for transport and storage.

SECURITY

FACILITY - INTERIOR

There will be a single point of access to the facility. Researchers entering or leaving the research area will have to pass a staff position.

An emergency exit will be provided with a door alarm.

Seating at the reference table will facilitate easy viewing by staff of material being used. This will usually mean two chairs on either side of the table and a clear view of all items on the table by a staff member seated at the reference desk.

Pencils, paper and computers will be allowed at the reference table. Computers cannot block the staff view of the material being used.

All personal articles must be stored in key access personal lockers supplied for that purpose. Researchers will be provided individual keys by reference staff. The key will be returned to staff when the researcher's personal information is returned.

FACILITY - EXTERIOR

Doors and windows should be locked and the room alarmed whenever possible.

Access to keys and alarm codes should be limited to staff with immediate or emergency needs. A sign out register should be maintained for those who are issued keys or alarm codes.

Window treatments should discourage viewing of the research area from the outside.

NORCO HISTORY COLLECTION
POLICIES AND PROCEDURES MANUAL
SECTION 2 PROCEDURES

NORCO HISTORY COLLECTION

PROCEDURES

	Page
Accessions	2
Deed of Gift	2
Accessions Register	3
Collections List	4
Processing	5
Manuscripts	5
Artifacts	5
Photographs	6
Film	6
Finding Aids	6
Preservation	8
Reference	9
Reference Room Rules	9
Identification	9
Request Slips	9
Copy Requests	10
Exhibits	12
In House	12
Loan	12
Security	13

ACCESSIONS

DEED OF GIFT

1. All new material added to the Norco History Collection must be accompanied by a completed Deed of Gift.
2. In completing the top portion of the Deed of Gift, the donor must stipulate that he or she is the legal owner of the material being donated.
3. The donor, working with NHC staff must provide a complete and detailed description of the material.
 - a. "Five boxes of Norco history" is NOT a detailed description and is not acceptable.
 - b. "Three cubic feet (c.f.) of Chamber of Commerce papers relating to support for fairs and events"; "Two c.f. of Norco Fair publicity and organization" are examples of the more detailed information needed. This provides a definitive standard for the quantity of the material expressed in a standard archival term. It also provides information on the subject matter of the material.
 - c. Quantities of less than a c.f. can be expressed as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, etc. of a c.f. or as a number of folders, 6 file folders (6ff).
 - d. A cubic foot is a standard storage box 12x15x10". This is the size of the archival boxes used for storage of most of the NHC material which is not oversized. "Boxes", of course, can be of any size. The Deed of Gift Attachment page is used when there is not sufficient space for the above information on the initial page.
4. The NHC staff must advise the donor it is possible that not all the material accessioned will be added to the collection. During the processing material which is not within the Collection Development guidelines or duplicates material elsewhere in the Collection, may not be retained.
 - a. This may be returned to the donor or with the donor's permission, be offered to another institution.
 - b. This may be deaccessioned and disposed of by NHC staff.
 - c. Artifacts which are deaccessioned will be returned to the donor.
 - d. This choice must be made by the donor and indicated on the Deed of Gift.
5. Donors have the option of retaining any copyright they may have to the material they are giving to the HNC or signing that right over to the NHC. They must check one of the three options on the Deed of Gift.
6. If an Attachment page is needed, it should be completed at this point.
 - a. Indicate the number of the attachment at the upper left portion of the page

- b. Complete this page with the same detail of information as required on the initial Deed of Gift page.
7. Once the descriptive information has been completed, check to determine that all the required sections have been completed and have the donor read the document for any corrections or additions.
 - a. Add any additional information as needed
 - b. Have the donor sign and date the Deed of Gift
8. Sign and date the Staff signature line
9. Indicate to the donor that this is a gift to the City of Norco and the Deed of Gift will be forwarded to the city for final approval.
10. Provide a donor with a copy of the Deed of Gift and make a copy for our files.
11. Check the Accessions Register and enter the next available number in the designated space on the upper right hand portion of the Deed of Gift and all Attachment pages.
12. Send the original Deed of Gift to the appropriate city office for signature, indicating it should be returned to NHC.
13. Make a copy of the original Deed of Gift and mail the copy to the donor with the appropriate Thank You cover letter.
14. File the original Deed of Gift with the copy which does not have the city signature and is already in file.

ACCESSION REGISTER

1. Accession Numbers are assigned sequentially, and expressed as a three digit base number followed by a numerical year date e.g. 001-2014 would represent the first material accessioned in 2014.
2. Assign a Collection Number from the Collection List
3. If the material can be identified as part of an existing collection, that collection number should be used.
4. If there is no identification with an existing collection, the next available number on the Collection List should be assigned.

5. List the donor in the appropriate column. If the donor of material already in the Norco History Collection is unknown, enter "Legacy".
6. Enter the date the material was received into the NHC.
7. Enter any additional information in the Comments column.
8. Check the Unprocessed column, if appropriate.
9. Add a date to the Processed column when processing has been completed.
10. Place the material in appropriate archival containers and label the containers with the collection number and box number within that collection.
11. A single label for cubic foot record storage boxes shall be affixed to the lower right hand corner of the 10" side of each box.
12. A label for oversize boxes shall be affixed to the lower right hand side of the shortest side and a duplicate label to the lower left section of the adjacent long side of the container. This allows the box to be placed on the shelf with either the long or short side facing outward and still be clearly identified.
13. Place the boxes in the shelves
14. Whenever possible, shelve boxes from the same collection adjacent to one another.
15. Enter the location of the boxes in the Collection List.

COLLECTIONS LIST

1. The Collections List shall be maintained on an Excel spreadsheet.
2. Entries will be numbered sequentially, beginning with a base number and entered into an Excel spreadsheet which includes the number and name of the collection as well as the location within the facility and the Accession Number.
 - a. If the material can be identified as part of an existing collection, that collection number should be used.
 - b. If there is no identification with an existing collection, the next available number on the Collection List should be assigned.

PROCESSING

MANUSCRIPTS

1. When there is no initial provenance or organization of the material, it may be physically organized by the processor, with collections and series in mind
2. Archival material should be stored in appropriately sized archival containers – letter sized documents in letter sized file folders, legal sized in legal sized file folders, and oversized material in containers which allow for flat storage.
3. File folders should have a full tab for identification. The Collection Number, Box Number and File Number are written on the upper left section of the tab. This information is expressed as follows:
Col 245
Box 5
F 18
4. The remainder of the tab can be used to provide a brief description of the contents and the date or date span should appear in the upper right section of the tab.
5. Folders are numbered consecutively within each box.

ARTIFACTS

1. Artifacts which are obtained as part of an accessioned collection, retain the Collection identification and receive an individual number just as file folders are numbered individually.
2. If the artifact is associated with a particular file, it should receive the next file folder number and the Comments column in the finding aid should identify the artifact as an item related to the file from which it was extracted. It does not need to be added to the Accession Register as a separate entity.
3. Artifacts which are not part of a written papers collection should be given an Accession number and entered into the Accessions Register.
4. An artifact collection with several individual items should be given an Accession number and items within the artifact collection should have individual identification, just as file folders do in manuscript collections. They should have a collection number and item number.
Col 1584
F 1

5. Artifact identification will be added to archival tags which have strings to attach them to the artifact.

PHOTOGRAPHS

Photographs should be placed in archival enclosures of the appropriate size. A slip of archival paper may be inserted into the enclosure behind the image with collection, box, file and item identification, if desired. This should not cover any information which may be on the back side of the photo. The identification is expressed as follows:

Col 245 Box 5 F 18– 1

The number following the dash is the item number.

FILM

1. Motion picture film should be handled with care and only in the edges of the film roll.
2. The recommended environment for long term storage maintains a relative humidity (RH) of 20 to 50%, with a temperature that is as cold as possible.
3. If film is kept at or near room temperature, do not seal film inside tightly closed bags.
4. At all costs, avoid storing film in prolonged dampness. Under damp conditions, the film will stick together and mold may grow, ruining the emulsion.
5. Film may be stored in a frost free refrigerator.
6. Film containers should be labeled with a collection number and file number.
7. If the film is part of a larger collection, it should be identified with the collection number of the larger collection.

FINDING AIDS

1. Finding aids will be developed using Microsoft Word or equivalent.
2. Individual Finding Aids will relate to a single collection.
3. The Finding Aid begins with a Collection Overview which includes:
 - a. A general description which may be augmented with additional information as processing proceeds.

- b. Background information on the individual or organization or subject matter in the collection.
- c. The extent or size of the collection expressed in the number or archival containers.
- d. Any restrictions on the use of the collection.
- e. A statement on the availability of the collection.

4. The Descriptive Summary follows the Collection Overview and includes:

- a. The title of the collection
- b. Dates covered in the collection
- c. An Abstract of the information in the collection including types (newspapers, correspondence, flyers, etc.) and subject matter (Norco Rodeo, Chamber of Commerce Minutes, etc.)
- d. Publication Rights which is a statement on copyright
- e. Preferred Citation notation which specifies the way the material will be noted when used by the public (Identification of item, Name and number of Collection, Norco History Collection, City of Norco, California.)
- f. Acquisition Information describing how the collection came to NHC.
- g. Processing History indicating who processed the collection. This could include several people, but the general dates they worked on the collection should be noted.
- h. A Biography, if appropriate.
- i. Collection Arrangement which lists the title and number of any series or sub-series in the processed collection.
- j. Title of each series and the dates covered by material in that series
- k. A summary description to the material within that series.

- l. A summary description and title of any sub series within the series.
- m. A file level description of the material within the series or subseries which includes the box number, file number, and description, including dates

PRESERVATION

1. Preservation and conservation of the material in the collection can be done as a part of processing, if it is on the very elementary level. This could include:
 - a. Placing acid free papers between the pages of a document.
 - b. Removing photos from acidic backings
 - c. Placing photos and manuscript pages archival sleeves to ensure they are not damaged.
2. Removing tape and removing photos or other documents from a backing to which they have been adhered should be left for a trained preservation specialist.

REFERENCE

REFERENCE ROOM RULES

1. Provide the researcher with a copy of the reference room rules which include the copyright statement.
2. File the sheet in the administrative file.
3. Once the signed sheet is in the administrative file, frequent researchers do not need to sign additional sheets.
4. Copies of the reference room rules are placed at the reference desk and at the table at which researchers are working.
5. Direct the researcher to the lockers provided for personal effects, and provide a numbered key which corresponds to an available locker.

IDENTIFICATION

1. Researchers should provide a legally recognized form of identification.
2. The identification is placed in a temporary file at the reference desk.
3. Once the requested material has been returned and the researcher has completed use of the materials and returned the locker key, the identification will be returned.

REQUEST SLIPS

1. Three part reference request slips will be provided for completion by the researcher. These will be together as an NCR pad with each page a different color.
 - a. The top portion is completed by the researcher providing contact information.
 - b. Researchers must complete the City section.
 - c. Researchers must check the box indicating they have read the Reference Room Rules.
 - d. Staff completes the bottom portion of the slip, including initials and date for Paging and Refiling, and Location notation –R2 B4 F23, indicating Range, Box, and File number.
 - e. The Notes portion can be used to indicate material is on exhibit or being processed and unavailable.

2. When complete, the sheets of the pad are separated. The bottom sheet is placed in the stacks where the material has been removed. The middle sheet accompanies the material to the material to the researcher.
3. When the researcher has returned all the files and is ready to leave, the portion of the top and middle sheets are joined to accompany the material back to the stacks.
4. Once the material has been refiled, the bottom portion is added to the other two and placed in the administrative file in alphabetical order by city and chronological order within the city file.

COPY REQUESTS

1. Requests for reproductions of documents must be made using the Copy Request form.
2. The form must be completed in a legible format by the researcher and must contain the current date of the request and the box and file information for the document.
3. The requested quantity and description of the material to be copied must be completed.
4. The Location column must have the appropriate box and file number.
5. If more than one sheet is required, staple all the sheets together.
6. Enter the estimated total cost at the bottom of the first page.
7. Make two copies of the entire request form.
 - a. One copy goes into the Copies Pending file in the administrative files
 - b. The second copy is attached to the material to be copied which is placed on the Copy shelf in the stacks.
8. When the copy work has been completed, the request form front sheet is signed by the staff member who did the copying and dated on Date Completed space at the bottom of the form.
9. The completed copies and original material is returned to the Copy shelf in the stacks.

10. Provide the researcher with the opportunity to check the copy request sheet with the actual copies. Request payment for the copy work.
11. Using a receipt book with carbons, complete a receipt for the payment.
12. Provide the researcher with the copies and the receipt.
13. Place the payment in the locked cash box.
14. Remove the copy request sheet from the Copies Pending file and attach to the completed copy request sheet.
15. Place the completed copy request sheet in the Copies Completed administrative file.
16. When the receipt book is full, place it in the Copies Completed file.

EXHIBITS

IN HOUSE

1. Exhibits should relate to a single theme. There may be multiple aspects of the theme included, but all are related to the overall topic.
2. Exhibit labels shall be clearly written and presented in an easily read 12 point type or larger.
3. If original documents are used, they must be protected by an ultraviolet shield. An exhibit case which has UV glass or a UV coating is acceptable.
4. Documents must be presented in an easily read format and have a direct relationship to the labels.

LOANS

1. Original material may be loaned for a limited amount of time to institutions who have and adhere to the loan and display standards of the American Association of Museums.
2. A copy of the requesting institution's policy on exhibits and transportation of exhibits must be received and approved before any loan can be considered.
3. If the existing procedures meet the standards of the AAM, a contract may be developed stating the material to be loaned and the time frame of the loan and transport.
4. Original documents should not be loaned for a period of time which exceeds a year.
5. Once the contract has been completed for the loan and transportation, a copy, signed by NHC staff and the city representative, shall be filed in the administrative file.
6. A note shall be placed in the Pending file, indicating a contact date two weeks in advance of the final contract exhibit date. At this time staff should check with the institution which has the loaned documents to establish means and time of return.
7. When the documents have been returned, that information and date should be added to the contract in the administrative file.

SECURITY

1. Researchers should access the requested material one file at a time.
2. If only a few files have been requested, the box in which they are stored may be placed behind the reference desk and staff will provide each file as requested.
3. If many files or a box has been requested, the box may be placed on a table in front of the reference desk and the researcher may remove and use files one at a time, replacing the recently viewed file in the box.
4. In the case of collections or portions of collections which have been processed to the item level, folders should be checked for the appropriate number of items both before and after they are provided to a researcher.
5. It is the responsibility of the staff to maintain clear lines of observation between the reference desk and the research table.
6. Nothing can be placed on the research table which will obstruct the direct line of vision between staff at the reference desk and the material being used by researchers.
7. No material will be left on the research table after a researcher has completed their work.
8. At the close of the work day, all material must be either:
 - a. Returned to its original place in the stacks
 - b. Placed on the copy shelf pending completion of a copy order
 - c. Placed on the refile shelf pending refile in its original place in the stacks
9. At the close of the day, it is the staff responsibility to:
 - a. Check to ensure that all material is properly located.
 - b. Lock the cash box and place it in a locked file cabinet
 - c. Turn off the computers and lights
 - d. Check all doors and windows, including the door on the stage, to ensure they are locked.
 - e. Set the alarm
 - f. Lock the main entrance door from the outside, check the other outside doors, including the door to the storage room, and lock them as necessary.

NORCO HISTORY COLLECTION

APPENDIX

Deed of Gift

Initial List of Record Groups

Accessions Register

Collection List

File Label Identification

Reference Request Slips

Reference Room Rules

Request For Copies

Reading List

Norco History Collection

DEED OF GIFT

TO THE CITY OF NORCO

I (we) _____

of (address) _____

am (are) the owner(s) of the property described as follows:

Property Title	Description	Quantity
----------------	-------------	----------

____ See Attachment

The City of Norco, working through the Norco History Collection is authorized to:

____ Return material not accessioned into the Norco History Collection to the donors

____ Deaccession material not added to the Norco History Collection

I (we) desire to transfer said property as a gift to the City of Norco for the benefit of the Norco History Collection.

I (we) do hereby irrevocably assign, transfer, and give all my (our) right, title, and interest in and to the above described property) to the City of Norco, for the benefit of the Norco History Collection.

____ We wish to retain our copyright rights

____ We assign our copyright rights to the City of Norco

____ We hold no copyright to this material

I (we) have hereunto set my (our) hand(s), (donor) _____

(donor) _____

This _____ day of _____ 20 _____

Signature of Staff _____ Date _____

Signature for the City of Norco _____ Date _____

Norco History Collection

DEED OF GIFT

Attachment _____

Accession Number _____

Property Title

Description

Quantity

Norco History Collection

Initial Record Groups – Numbers and Names

1. Navy – Materials relating to the Navy presence at the Lake Norconian Club and the Norco community
2. Lake Norconian Club – Materials relating to the Lake Norconian Club and property which is not in the control of the Navy or the Department of Corrections
3. Clubs/Organizations/Churches – Materials relating to and originating from local clubs/ churches and organizations, including newsletters and flyers.
4. Prison – Materials relating to the portions of the Lake Norconian Club under the control of the California State Department of Corrections or related state agencies
5. Government/Safety/Norco Library – Material related to Norco City government, Public Safety and the Norco Library
6. Schools – Materials related to and originated by Norco public schools
7. Photos/Photo Albums
8. Businesses – Materials related to or originated by businesses in Norco other than the North Corona Land Company and the Orange Heights Water Co.
9. Chamber of Commerce – Material which originated with the Norco Chamber of Commerce and the various versions thereof
10. North Corona Land Company/Orange Heights Water Co. – Material related the development and operation of these two companies.
11. Biographies – Biographical material relating to Norco community leaders and elected officials.
12. Historical Society – Material relating to the Norco Historical Society or other historical societies.
13. Newspaper Clippings – Clippings from newspapers or magazines with material relating to Norco
14. Fairs and Events – Materials relating to fairs and events in the Norco community
15. General History – Material relating to the history of Norco which is not specific to one of the above Record Groups
16. Maps – Maps of all types relating to Norco

17. Newspapers – Full sheets of newspapers which have been printed for general public viewing

FILE FOLDER LABEL IDENTIFICATION

Col 1524 Box 3 F 14	Chamber of Commerce Fairs and Events	1954-1978

Norco History Collection

Reference Room Rules

Personal effects such as back packs and purses must be placed in a locker. Locker keys are provided at the reference desk.

Food and drinks are not allowed at the reference table.

Use only the No 2 pencil available at the reference desk for notes.

When working with photographs, gloves provided at the reference desk must be used.

Flash photography is prohibited.

Hard copies of records can be obtained for a fee. Check with the reference desk.

Turn pages carefully. Using two hands for large pages such as newspapers is suggested.

Do not lean on or place anything on the records.

THE NHC DOES NOT HAVE COPYRIGHT FOR MATERIAL IN THE COLLECTION. IT IS THE RESEARCHERS RESPONSIBILITY TO DETERMINE COPYRIGHT STATUS.

Signature _____

Date _____

Norco History Collection

Request for Copies

DATE _____

NAME _____

ADDRESS-----

CONTACT INFORMATION EMAIL _____

TELEPHONE _____

Quantity

Description

Location

Staff _____

Date Completed _____

Total _____

Paid _____

NORCO HISTORY COLLECTION

Reading List

Developing and Maintaining Practical Archives, A How-To-Do-It Manual, Second Edition, Gregory S. Hunter, Neal-Schuman Publishers, Inc. New York, London

Modern Archives Principles and Techniques, T. R. Schellenberg, Society of American Archivists, Chicago, IL

The Film Preservation Guide, The Basics for Archives, Libraries, and Museums, National Film Preservation Foundation, San Francisco, CA

Describing Archives, A Content Standard, Second Edition, Society of American Archivists, Chicago, IL

CITY OF NORCO STAFF REPORT

TO: Historic Preservation Commission Chair and Commission Members

FROM: Roger Grody, Economic Development Consultant

DATE: September 12, 2016

SUBJECT: Proposal for Archival Services from CWA Consultants

RECOMMENDATION: Approve Proposal from CWA Consultants and Direct Staff to Execute a Professional Services Agreement.

SUMMARY: Pursuant to the Commission's request, archivist Chuck Wilson has submitted a proposal for professional archival services under his consulting firm, CWA Consultants, for a proposed fee not-to-exceed \$6,000.

CWA has proposed to undertake the archival arrangement of the Norco History Collection, housed in the Bob & Karlene Allen Historical Room at the City's Community Center. Specifically, CWA has proposed to apply professional archival principals to organize the Collection, develop a database and house Norco History Collection records pursuant to previously adopted practices and procedures. CWA would ensure that the Collection is organized into appropriate categories, stored properly and entered into a computer database. CWA has proposed to attend Historic Preservation Commission meetings as required and will submit a final report at the conclusion of the project.

FISCAL IMPACT: \$6,000 previously allocated in FY 2016/2017 City Budget

Attachment: Proposal from CWA Consultants

RECEIVED
CITY OF NORCO

SEP 06 2016

CITY CLERK

TIME: _____



September 1, 2016

Mr. Andy Okoro
City Manager
2870 Clark Avenue
Norco, CA 92860

Subject: Archival Arrangement of Norco History Collection

Dear Mr. Okoro:

I am pleased to present this proposal for the archival organization of the Norco History Collection. I have spent over four decades working with archival collections. I look forward to providing the basic structure for and processing of Norco's historic records.

Thank you for the opportunity to submit this proposal. If you have any questions, feel free to call me at 951 686-7870 or contact me at cwa1989@sbcglobal.net.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Chuck Wilson', with a long horizontal flourish extending to the right.

Chuck Wilson
Principal

CWA Consultants
PROPOSAL
ARCHIVAL ARRANGEMENT OF NORCO HISTORY COLLECTION
SEPTEMBER 1, 2016

This proposal is being prepared for Andy Okoro, City Manager, City of Norco, California (Client) for an archival arrangement of documents in the Norco History Collection. The scope of work is described below.

SCOPE OF WORK

PROJECT UNDERSTANDING AND METHODOLOGY

CWA Consultants (CWA) understands the purpose of this work is to organize, using standard archival principals, develop a database, and house the Norco History Collection records currently located in the Norco Heritage Room at the Community Center or in city offices.

If authorized to proceed CWA will proceed as follows:

Review and Revise Existing Database: The database which was developed for the transfer of these materials will be reviewed to determine if it is sufficient to contain adequate fields and information. Appropriate location information will be added to reflect the permanent location of the materials in the Heritage Room.

Current Organization: Current storage units – file cabinets, ranges, units, and shelving - will be assigned appropriate numbering. Existing labels will be reviewed to determine they are correctly identified in the database and corrections will be made as needed.

Unlabeled Material: Documents which are currently housed in archival standard boxes will be identified and entered into the database. New labels will be printed and applied as new material is entered into the database. Once labels have been applied the boxes will be placed in their permanent shelf location.

Material which is not currently housed in archival standard boxes will be transferred to archival boxes to the extent that boxes are available and shelving space is available.

Material from the least attractive and functional filing cabinets will have priority in transfer to archival boxes.

Once the shelving space has been filled, material will be retained in filing cabinets which will be numbered and have the drawers numbered.

Documents which remain in file cabinets will be entered into the database and their location will note cabinet and drawer number.

Documents in the file cabinets will be placed in archival file folders which will be numbered and that information will be entered into the database.

Database: The database will consist of the following basic fields:

Description of documents

Date range

Series if applicable

Location

Comments

DELIVERABLES

At the conclusion of this project, the existing archival and artifact materials will be:

1. Organized into categories.
2. Located in archival storage containers, to the extent such containers are available.

3. Stored on archival shelving or in existing filing cabinets as available.
4. Entered into a computer database in a format acceptable to the City of Norco.

An initial report will be prepared not more than 60 days after the signing of the contract.

A final report will be prepared for presentation at the conclusion to the project.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF PROJECT

To successfully complete this project, it is essential that a minimum level of assistance, access, and equipment be available as follows:

1. At least eight hours of volunteer assistance per week in minimum blocks of 4 hours at a time.
2. Volunteers must be capable of lifting and carrying boxes weighing up to 25 pounds.
3. Unrestricted access to the Heritage Room.
4. The presence of a computer station set up and ready to use, complete with a printer
5. Labels and archival storage materials appropriate to the types of materials to be organized.

MEETINGS

CWA will attend regular meetings of the Historic Preservation Commission and staff meetings on the progress of the project as needed.

PERSONNEL

CWA Consultants is a sole proprietorship. All work will be performed by Chuck Wilson, MA, assisted by volunteers or interns hired using the City of Norco guidelines.

CONSULTANT FEE

The above work will be performed for a maximum fee of \$6,000.

The client will be invoiced as soon as possible, but not later than 30 days after the acceptance of the final report by the City.