MONTEREY COUNTY

COUNTY ADMINISTRATIVE OFFICE

LEW C. BAUMAN
COUNTY ADMINISTRATIVE OFFICER

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August 31, 2017

The Honorable Mark E. Hood
Presiding Judge of the Superior Court
Monterey County Superior Courts
240 Church Street
Salinas, CA 93901

SUBJECT: Response to 2016-2017 Monterey County Civil Grand Jury Final Report "Preservation of Historical Documents of Monterey County"

Dear Judge Hood:

Attached please find the Monterey County Board of Supervisors Response to 2016-2017 Monterey County Civil Grand Jury Final Report "Preservation of Historical Documents of Monterey County" and the signed Board Order. The Board of Supervisors approved the response on August 29, 2017, which complies with the requirements set forth in Sections 933 and 933.05 of the California Penal Code.

The Board approved response should be deemed and accepted by the Presiding Judge of the Superior Court of Monterey County and the Monterey County Civil Grand Jury as the response of the Board of Supervisors, County Administrative Officer, and appointed department heads.

Sincerely,

Lew C. Bauman
County Administrative Officer

By: Manuel T. González
Assistant County Administrative Officer

MTG:mri

cc: Lew C. Bauman, County Administrative Officer
Office of the County Counsel

Attachments: Board of Supervisors Response
August 29, 2017 Board Order

File ID 17-0853 No. 62

Monterey County
Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
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Board Order

Upon motion of Supervisor Parker, seconded by Supervisor Alejo and carried by those members present, the Board of Supervisors hereby:

a. Approved of the response to the 2016 - 2017 Monterey County Civil Grand Jury Final Report: "Preservation of Historical Documents of Monterey County"; and
b. Directed the County Administrative Officer to file the approved response with the Presiding Judge of the Superior Court, County of Monterey, by September 4, 2017.

PASSED AND ADOPTED this 29th day of August 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Parker and Adams
NOES: None
ABSENT: Supervisor Salinas

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting August 29, 2017.

Dated: August 30, 2017
File ID: 17-0853

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____ Deputy

Monterey County Board of Supervisors

Response to the

2016-2017 Monterey County Civil Grand Jury Final Report

PRESERVATION OF HISTORICAL DOCUMENTS OF MONTEREY COUNTY

August 29, 2017

TABLE OF CONTENTS

I. Preservation of Historical Documents of Monterey County

Findings F-1 ..... *Page 3*
Findings F-2 ..... *Page 3*
Findings F-3 ..... *Page 3*
Findings F-4 ..... *Page 3*
Findings F-5 ..... *Page 3-4*
Findings F-6 ..... *Page 4*
Findings F-7 ..... *Page 4*
Findings F-8 ..... *Page 4*
Findings F-9 ..... *Page 4*

II. Preservation of Historical Documents of Monterey County

Recommendation R-1 ..... *Page 5*
Recommendation R-1 ..... *Page 5*
Recommendation R-1 ..... *Page 5*

REPORT TITLE: Preservation of Historical Documents of Monterey County
RESPONSE BY: Monterey County Board of Supervisors
RESPONSE TO: Findings F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8 and F-9

F1: The archivists and historians employed by the different agencies are well educated in their field and take great care in their duties.

Response F1:
The Board of Supervisors partially agrees with this finding because the Assessor-County Clerk/Recorder is only aware of the staff he oversees within the Office of the Assessor-County Clerk/Recorder's Office.

F2: Most agencies in Monterey County charged with the task to maintain and store historical records and artifacts do the best that they can with the facilities and funds they have available.

Response F2:
The Board of Supervisors partially agrees with this finding because the Assessor-County Clerk/Recorder is only aware of the staff he oversees within the Office of the Assessor-County Clerk/Recorder's Office.

F3: The documents stored and maintained in these repositories vary. The most modern and up to date methods are those maintained in a temperature and humidity controlled vault at the Monterey County Historical Society.

Response F3:
The Board of Supervisors partially agrees with this finding because the Assessor-County Clerk/Recorder is only aware that documents are stored and maintained in a variety of ways throughout Monterey County and its Offices. It is unknown by this office if the most modern and up to date methods are those at the Monterey County Historical Society.

F4: The volumes of records in the vestibule of the office of the Assessor-County Clerk/Recorder, although preserved, may be damaged by public use. These documents are neither temperature nor humidity controlled. Additionally, access to the title transfer records is uncontrolled.

Response F4:
The Board of Supervisors partially agrees with this finding because the volumes referenced are located in the County Clerk/Recorder's public access area and represent only a small number of books maintained by the Office of the Assessor-County Clerk/Recorder. These books have already been digitized and although customers are currently free to view these books on their own, the viewing area is subject to constant supervision and monitoring by way of a closed-circuit video camera surveillance system. In the very near future these volumes, as suggested and agreed upon, will be stored off-site and will be available only in supervised and arranged conditions.

F5: Historical documents and photos should be digitized and available to the public on-line, to lessen the amount of handling of documents.

Response F5:
The Board of Supervisors partially agrees with this finding. In 2010, the Monterey County Recorder's Office converted all of its official real property records (microfilm and books) dating back to 1850 into tiff images; current real property records are digitized on an ongoing daily basis and have been since 1996. As for vital records (birth/death/marriage), since 1996 they have been digitized in-house on a daily basis and, going backward from that date, vital record books/filings are being digitized in-house back to 1850 (currently the progress on digitization is at least back to 1963). Current law prohibits the placement of any of these images on the internet but they are accessible to the public through the use of computers in the County Clerk/Recorder's office public access area Monday – Friday between the hours of 8 a.m. and 5 p.m. Alternatively, the official real property record index, without images, may be viewed on the internet, 24 hours a day, via the County Clerk/Recorder's website. The vital record index, without images, may only be viewed in the Office upon completion of a State mandated request form.

F6: The historical documents and artifacts of Monterey County are valuable assets to the citizens of California, Monterey County and residents of the cities located within the county. As such they should be protected to ensure proper storage, maintenance, and handling.

Response F6:
The Board of Supervisors agree with this finding.

F7: Not all the locations that store and maintain historical documents are staffed by trained archivists.

Response F7:
The Board of Supervisors agree with this finding.

F8: Some entities, i.e. Monterey County Assessor-County Clerk/Recorder, are able to "hire" outside companies to digitize their data. Others rely on the generosity of volunteers.

Response F8:
The Board of Supervisors agree with this finding.

F9: Monterey County stores many of the historical documents in a warehouse. These documents are not I humidity or temperature controlled environments.

Response F9:
The Board of Supervisors partially agree with this finding because the Assessor-County Clerk/Recorder is only aware of the operations within the Office of the Monterey County Clerk/Recorder's Office and its hard copy original documents.

REPORT TITLE: Preservation of Historical Documents of Monterey County
RESPONSE BY: Monterey County Board of Supervisors
RESPONSE TO: Recommendations R-1, R-2, and R-3

R1: All Cities and agencies within Monterey County should catalog and index all historical documentation they maintain.

Response R1:
The Board of Supervisors agree with this recommendation. As one of its mandated duties, the Monterey County Clerk/Recorder's Office has always and will continue to maintain an index and image of all its recorded and filed historical documents.

R2: This index once created should be shared between each city and all county historical agencies.

Response R2:
The Board of Supervisors agree with this recommendation. The Monterey County Clerk/Recorder's Index is available on our website or can also be reviewed on the computers in our public access area Monday – Friday between the hours 8 a.m. and 5 p.m.

R3: Monterey County offices should have all their historical documents stored in humidity and temperature controlled environments. To address the lack of funding to protect these documents the County Clerk should add a small assessment on documents requested to generate revenue.

Response R3:
The Board of Supervisors agree that all historical documents should be stored in humidity and temperature controlled environments. This would require working with the State and the County to find the best viable way of providing funding for such a facility or adding humidity and temperature control components to our existing Records Retention facility. Such a financial burden cannot be imposed solely upon persons who are currently requesting documents from the Monterey County Clerk/Recorder's Office.