



CALIFORNIA ORIGINALS

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Training for Records Protection in Emergencies



When Hurricane Katrina devastated Louisiana and surrounding areas in 2005, the disaster also increased awareness of how records are used in rebuilding communities and restoring government operations. With a \$2.6 million grant from the Federal Emergency Management Agency, the Council of State Archivists developed the Intergovernmental Preparedness for Essential Records (IPER) project to work closely with government agencies across the country to create webinars that provide training on disaster planning and recovery topics.

Introduction to Records and Information Management is a 90-minute narrated presentation that focuses on the records and information practices fundamental to the efficient and economical operations of any government agency. When disasters strike, state and local governments with effective records and information management programs are more likely to be able to access essential records and resume critical business operations quickly.

Essential Records is a four-session course that prepares participants to identify an agency's essential records; analyze/prioritize records; assess specific risks and identify protection strategies; specify timeframes for essential records availability in emergencies; develop procedures to ensure access to and security of essential records; outline an essential records plan for inclusion in the Continuity of Operations Plan (COOP); and become familiar with federal, state, and local COOP regulations and procedures.

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From the State Archivist

In October 2012, I passed the 25-year mark working at the State Archives. Since being appointed as State Archivist and Chief of the Secretary of State's Archives Division in 2006, I spend little time with the records -- the documents, photographs, maps, audio-visual materials, and yes, digital records -- "the stuff" that makes up the California State Archives. I seldom handle reference requests and never process records anymore.

Being an administrator keeps me thinking about "the stuff," asking questions about how we can do better collecting, managing and preserving records and making them accessible. What can the Archives do to make sure we are receiving the historical records of state government for future generations? How can we make public records more visible and accessible? How can we be sure that the digital records of state government are not being lost? I invite our colleagues in state agencies, researchers, and anyone with a passion for preserving our state's historical record to share ideas with me so we can think about "the stuff" together.

Nancy Zimmerman Lenoil, State Archivist

"Preserving and Promoting the History of California"



Training, continued

Records Emergency Planning and Response is a four-session course that prepares participants to understand the benefits of records emergency planning; relate records emergency planning to COOP plans and procedures; plan, develop, analyze, test a records emergency action plan; assess the damage to records after an emergency and implement a response; identify federal, state, and local resources; and identify availability of intergovernmental personnel to assist when a disaster occurs.

The two webinars are offered periodically by instructors from the California State Archives and the California State Records Program. For further information about future classes, contact Laren Metzger at laren.metzger@sos.ca.gov.

By Laren Metzger, Deputy State Archivist

Program Notes

Reference Program

The California State Archives holds more than 118,000 cubic feet of material documenting the history of the Golden State. With so much material, the best way to go about finding what you're looking for is through the Reference Program. The Reference Program enables researchers to access the millions of paper documents, maps, photographs, and other records held at the State Archives. Reference archivists and support staff provide a variety of services to researchers including on-site access to original and microfilmed records; expert research; and reprographic, digital, and microfilm duplication.

The best way to begin your archival research is to use Minerva, the online descriptive catalog at www.sos.ca.gov/archives/minerva. This valuable tool allows researchers to explore finding aids and summary descriptions of records. The next step is to contact the State Archives Reference Program. The Reference Desk is open to the public Monday through Friday, 9:30 a.m. to 4:00 p.m. No appointment is necessary and admission is free. Last year the reference archivists assisted with more than 15,000 requests including more than 3,000 in-person visits, 2,500 email requests, and almost 10,000 telephone calls. You can reach a reference archivist by email at ArchivesWeb@sos.ca.gov, by telephone at (916) 653-2246, or by fax at (916) 653-7363. Want to visit or send a letter? The State Archives building is located in the heart of downtown Sacramento only two blocks from the Capitol Building, at 1020 "O" Street. Come on up to the fourth floor and visit the stellar Secretary of State staff who would love to help you dive into some history!

By Jessica Herrick and Melodi Andersen, Reference Coordinators

Meet the Staff

Deputy State Archivist Laren Metzger



Laren Metzger is Deputy State Archivist at the California State Archives, where he has worked since 1981. At various times during his career, he has served as program lead for processing, acquisitions, automation, micrographics, local government records, and oral history. Laren has a Bachelor of Arts and Master of Arts in history from Central Washington University and a certificate in archives and records management from Western Washington University.

He is the author of *The Historical Records of County Government in California* and has taught workshops on a wide variety of topics, including basic archives management, records management, grant writing, and disaster planning and recovery. He also established and developed the Western Archives Institute, an intensive program that teaches basic archival practices.

Laren has been active in the Society of California Archivists for many years, serving as president in 1998 and 1999. In addition, he has been a longtime member of the Society of American Archivists and the California Council for the Promotion of History.



Records in the Spotlight

Whitaker & Baxter Campaigns, Inc. Collection

Although nearly all of the record groups at the California State Archives originate in state government, there are a few private collections that add tremendously to understanding the state and its history. One of the best examples is the collection of Whitaker & Baxter Campaigns, Inc. (ID number C134). This collection spans 1933 to 1974 and contains approximately 178 cubic feet of records. The collection is organized into six series, the largest and most significant being "Campaign Files," which contains project files for both political campaigns and public relations work.

Whitaker & Baxter are often described as the inventors of modern political campaign management. The firm's extensive records trace the evolution of political campaign management and provide a window into the inner workings of the firm. The records also span the period during which the role of the media in political campaigns greatly expanded, and tools such as polling and mass mailing came into broader use.

The largest files relate to the costly campaign against government health insurance funded by the American Medical Association and California Medical Association. Also of particular interest are files about ballot measures including the Central Valley Project referendum in 1933, government pension measures (Proposition 1, 1939; Proposition 2, 1949; Propositions 10 and 11, 1952; Proposition 4, 1954), State Senate reapportionment (Proposition 13, 1948; Proposition 15, 1960; Proposition 23, 1962), and a constitutional revision resulting in a full-time legislature (Proposition 1A, 1966).

The firm's most significant candidate campaigns included Goodwin Knight (Lieutenant Governor, 1946; Governor, 1954; Governor and U.S. Senate, 1958), Earl Warren's first gubernatorial campaign in 1942, and the California portion of Richard Nixon's 1960 presidential campaign.

By Genevieve Troka (retired) and Jeff Crawford, Archivists



Leone Baxter and Clem Whitaker, Sr.
(ID Number C134, 10/19-1)

"Whitaker & Baxter are often described as the inventors of modern political campaign management."

Recently Processed Records

State Agency Records

- Integrated Waste Management Board
- Establishment of Academic Content and Performance Standards Commission
- Environmental Protection Agency
- Department of Rehabilitation

State Legislature Records

- | | |
|------------------------------|---|
| Assembly Education Committee | Senate Housing & Transportation Committee |
| Assembly Insurance Committee | Senate Transportation Committee |
| John Burton Papers | Richard Polanco Papers |
| Phil Isenberg Papers | Herschel Rosenthal Papers |

Collections

- California Federation of Business and Professional Women's Clubs Publications

Check Minerva, our online catalog, as well as the Online Archive of California, for descriptions of the Archives' records!



Staff Favorites

Images from the Fred Meyer Papers:

Asilomar State Beach and Conference Grounds

In 2013, Asilomar State Beach and Conference Grounds will celebrate its centennial. Created by the Young Women’s Christian Association (YWCA) as a training center for young women to learn trades and skills, Asilomar now serves as a location for conferences and meetings within a picturesque beachfront locale in Pacific Grove on the Monterey Peninsula. Renowned California architect Julia Morgan designed many of the original structures on the conference grounds. Thirteen of those structures still exist, comprising the largest collection of Morgan’s Arts and Crafts architecture in one location.

In the early 1950s, the California State Park Commission was looking to acquire new beachfront property after the legislature designated money in support of the expansion of the state park system. The commission turned to the Asilomar Conference Grounds that the YWCA had put up for sale.



Asilomar State Beach and Conference Grounds, C136.1 (1412 and 1416)

According to the State Park Commission at the time, adding 65 acres of valuable upland and “picturesque sand dunes . . . would increase the value of the existing Asilomar State Beach.” Asilomar State Beach and Conference Grounds became a state park in 1956. The park is completely self-sustaining, receiving no funds from the state.

The Fred Meyer Papers (ID number C136) contain five cubic feet of slides, photographs, and negatives primarily of California State Parks from the 1950s through the early 1980s. Meyer was a State Parks employee and appears to have taken the photographs on his numerous trips throughout the state to visit state parks, beaches, reserves, and recreation areas as well as sites that potentially could be added to California’s state parks and beaches system.

By Chris Garmire, A/V Archivist

Special Dates

- February 24 Theodore Roosevelt (T.R.) Schellenberg, author of *The Appraisal of Modern Public Records* and *The Management of Archives*, classic works in archival administration, was born on this date in 1903
- March 2 The California poppy, *eschscholzia californica*, became the official state flower on this date in 1903 when Governor George Pardee signed Senate Bill 251, entitled “An Act to select and adopt the ‘Golden Poppy’ as the State flower of California” (Chapter 251, Statutes 1903)

California State Archives
1020 O Street
Sacramento, CA 95814

Visit us on the web at www.sos.ca.gov/archives

For general assistance, call (916) 653-7715

For reference assistance, call (916) 653-2246
or email ArchivesWeb@sos.ca.gov

For event information, call (916) 653-7715
or email ArchivesEvents@sos.ca.gov

For the California Museum visit
www.californiamuseum.org



Search our online catalog at
www.sos.ca.gov/archives/minerva



Search state agency
records retention schedules at
www.sos.ca.gov/archives/athena



Visit the Secretary of State’s other divisions for election information, campaign finance filings, business records, and more.