



COUNTY OF LOS ANGELES
HISTORICAL LANDMARKS and RECORDS COMMISSION

383 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012
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Louis Skelton, CHAIRMAN · Helen J. Monteilh, VICE-CHAIR
Stephen Sass · Ivy Sun, COMMISSIONERS

MINUTES OF THE MEETING OF MAY 20, 2005
Room 372, Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles

PRESENT:

Louis Skelton, Chairman
Stephen J. Sass
Yolanda Duate-White

OTHERS PRESENT:

Lee Millen, Staff, Board of Supervisors
Dedie Ward, Staff, Board of Supervisors

EX-OFFICIO REPRESENTATIVES:

Tom Sitton, Los Angeles County Museum of Natural History
Robert Seal, County Library
Kathy Treggs, Registrar Recorder/County Clerk

GUEST SPEAKERS:

Dorothea Park, Principal Analyst, Chief Administrative Office

CALL TO ORDER

Due to the lack of a quorum, Chair Skelton called the meeting to order as a Committee of the Whole at 9:08 a.m.

RECORDS MANAGEMENT STATUS REPORT

Dorothea Park, Principal Analyst, CAO, gave an update on the status of the County's Records and Archives Management Program stating that the project is progressing, but is moving slower than was anticipated. Some Departments are finding it difficult to work on completing the archives project in conjunction with their departmental workload, and the due dates provided by the CAO may not have been manageable for all departments. Department have been requested to review their current due date and if necessary, provide the CAO with a revised completion date.

There are still some departments that have not requested an extension on their due date, and meetings have been held with each department to offer assistance, assess the project's progression, and address any emergent issues and questions. A new timeline for

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submittal of departmental Inventories and retention Schedules will be developed and Departments have been notified that their progress will be noted in the Records and Archives Management Program quarterly status report to the Board of Supervisors.

The completed Inventory and Retention Schedules already submitted are under review for possible revisions, and Ms. Park added that the CAO will continue to work with departments as they complete and/or refine their Inventory and Retention Schedules, and explore securing consultant assistance to advise the County on implementing a records and archives management system

Ms. Park is also in the process of developing standardized Retention Schedule guidelines that can be utilized by all County Departments; has recently completed the Retention Schedule for Administrative functions; will be reviewing the Departmental Retention Schedules in the County's Fiscal Manual for updating; creating retention schedules for other operational functions in areas such as Information Technology, Human Resources, Risk Management, Support Services, and Strategic Planning; and has been reviewing the Retention schedules of other states to determine if any of the methods can be adopted and formulated for the County of Los Angeles.

Kathy Triggs, Registrar Recorder's Office, reported that her department was concerned about maintaining the integrity of its historical birth and death records which were showing signs of deteriorating. The department has since implemented a Restoration Project and identified 200 volumes of birth and death records which have been sent out to a professional vendor for preserving and restoring the books. The vendor is located in Vermont and has done an outstanding job of restoring and preserving those books. The department has also converted over 40 million records between 1992-1998 digitally and are in the process of digitalizing birth and death records.

(Commissioner Duarte-White joined the meeting constituting a quorum)

CALL TO ORDER

Chair Skelton called the meeting to order at 10:00 a.m.

APPROVAL OF MINUTES

On motion of Commissioner Sass, seconded by Commissioner Duarte-White and unanimously carried, the Minutes of the Meeting of July 16, 2004 were approved.

CHAIRMAN'S REPORT

Chair Skelton introduced and welcomed Yolanda Duarte-White, the newest member appointed to serve on the Commission by Supervisor Gloria Molina and informed the Commission that due to medical reasons, Commissioner Monteilh will no longer be able to continue to serve on the Commission. The Commission will notify her appointing

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Supervisor and request a five-signature scroll be prepared for Commissioner Monteilh for her service on the Commission. The Commission is also considering having the scroll presented a Board of Supervisor's weekly meeting and also host an informal reception on behalf of Commissioner Monteilh.

STAFF REPORT – WEB PAGE

Lee Millen, staff, reported that a webpage could be created for the Commission for a fee of \$9,000. Discussion was held as to other funding alternatives the Commission could seek to pay for the web page such as applying for a Productivity Investment Fund grant during the next funding cycle or being linked to another County webpage already established. Other suggestions included adding a Commission link to the CAO's web site following the completion of the County's Archives project. Chair Skelton suggested sending a letter to the Executive Officer of the Board of Supervisors requesting assistance with procuring funding for the website.

Staff announced that the Commission has received an invitation to attend the upcoming Leadership Conference for Commissioners of Commissions on May 26. The Conference is held annually to familiarize Commissioners with the County's structure and to acquaint Commissioners with County Department Heads and Commissioners of other Commissions.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2005-2006

On motion of Commissioner Sass, and seconded by Commissioner Duarte-White, Commissioner Skelton was nominated to serve another term as Chair of the Commission. There being no other nominations from the floor, Chair Skelton was elected Chair of the Commission for 2005-2006 by unanimous consent.

On motion of Commissioner Duarte-White, and seconded by Chair Skelton, Commissioner Sass was nominated to serve as Vice Chair of the Commission. There being no other nominations from the floor, Commission Sass was elected Vice Chair of the Commission for 2005-2006.

SUNSET REVIEW

Following review of the Sunset Review for the Commission which expires in June 2005, Commissioners offered suggestions for modifications they would like included in the document. Staff will incorporate the revisions, update the document, and submit a draft for Commission review and approval.

REPORTS OF EX-OFFICIO MEMBERS

Robert Seal announced that Tom Sitton, Los Angeles County Museum of Natural History, has recently had a book published titled "L. A. Transformed".

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**MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON
THE AGENDA FOR ACTION AT A FUTURE MEETING)**

Discussion and comments on California Nomination for 2009 Angelcrest Drive in Hacienda Heights.

PUBLIC COMMENT

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:36 a.m.