

DEPARTMENT: County Clerk

BY: Keith M. Williams,  
PHONE: 966-2007

**RECOMMENDED ACTION AND JUSTIFICATION:**

Adopt a resolution authorizing the transfer of the Mariposa Gazette newspapers from the Administration Building storage to the Mariposa History and Mining Museum.

Since 1921 the Board has adopted resolutions for the archival of copies of the Mariposa Gazette. In 1922 the Board passed a resolution placing the Gazettes in the Court House vault. When the Administration Building was completed the Gazettes were moved to the Admin Storage Room. In 2006 the Board and the Mariposa Museum and History Center (Museum) entered in an agreement to store historical records in the new Museum vault.

Today's Board action follows the history of the Board's desire to provide for the safekeeping of the historical record of the Mariposa Gazette.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has previously passed resolutions providing for the storage and care of the historical copies of the Mariposa Gazettes.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Leave the Gazettes in the Administrative Building where they could be damaged by fire or flood.

Financial Impact? ( ) Yes (x) No	Current FY Cost:	Annual Recurring Cost: \$0
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		_____
Source:		_____
Internal Transfer _____		Agreement and Museum Procedures
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
( ) General ( ) Other		_____

**CLERK'S USE ONLY:**

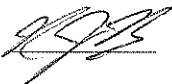
Res. No.: 11-148 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 Attest: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CAO: 

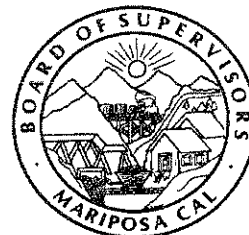


# COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

JIM ALLEN, CHAIR  
JANET BIBBY, VICE-CHAIR  
LEE STETSON  
LYLE TURPIN  
KEVIN CANN

DISTRICT V  
DISTRICT III  
DISTRICT I  
DISTRICT II  
DISTRICT IV



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: KEITH WILLIAMS, Treasurer/Tax Collector/County Clerk  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Authorize the Transfer of the *Mariposa Gazette* Newspapers from the Administration Building Storage to the Mariposa History and Mining Museum

RES. 11-148

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 12, 2011

#### ACTION AND VOTE:

3 **Treasurer/Tax Collector/County Clerk**  
Authorize the Transfer of the *Mariposa Gazette* Newspapers from the Administration Building Storage to the Mariposa History and Mining Museum  
**BOARD ACTION:** Chair Allen clarified that the vault is at the Mariposa Museum and History Center. Keith Williams/County Clerk, reviewed the history of the storage of the *Mariposa Gazette* newspapers and presented the request to transfer them to the vault at the Mariposa Museum and History Center. Discussion was held, and Keith Williams will advise when the transfer process is complete. (M)Cann, (S)Bibby, Res. 11-148 was adopted approving the transfer as requested. The motion was amended by the second, agreeable with the maker, to clarify that the newspapers are to remain in the temperature controlled vault at the History Center/Ayes: Unanimous.

Cc: Becky Crafts, Assessor  
Richard J. Benson, CAO  
Steven W. Dahlem, County Counsel  
Sandi Laird, Personnel  
Kris Schenk, Planning Director  
Mike Kinslow, Building Director  
Margie Williams, Clerk of the Board  
File

DEPARTMENT: LIBRARY

BY: JACQUELINE M. DODD MERIAM  
PHONE: 966.8478

**ORIGINAL**

**RECOMMENDED ACTION AND JUSTIFICATION:**

**AGREEMENT BETWEEN THE MARIPOSA MUSEUM AND HISTORY CENTER AND THE COUNTY OF MARIPOSA FOR THE PRESERVATION AND ACCESS TO THE DOCUMENTARY HERITAGE OF MARIPOSA COUNTY**

Authorize the Chairman to sign an Agreement with the Mariposa Museum and History Center for the support and development of policies, procedures, collection, care, and access to the documentary heritage of Mariposa County.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Mariposa County's various department heads (County Clerk, Assessor, and County Library) are working together to help create a centralized records management program for Mariposa County. In the past the records management has been decentralized. The County Librarian began the process for a records management program by formulating an agreement with the Mariposa Museum and History Center and Mariposa County to transfer the documents that are in the Government Center vault to the Mariposa Museum and History vault.

The Mariposa Historic Sites and Records Preservation Commission is unable to deal with the vast amount of work that is and would be involved in inventorying, transferring, and preserving Mariposa County's historical records and documents. The Commission at their last meeting, May 15, 2006, agreed to support the policies, procedures, collection, care, and access to the documentary heritage of Mariposa County.

The agreement is a collaborative effort with all the aforementioned groups. The Board of Supervisors has entered into an agreement with the Mariposa Museum and History Center to use their vault for storage of the Mariposa County's public records and documents.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

The Mariposa County Historical Documentary Heritage would be in peril and not be preserved.

Financial Impact? ( ) Yes ( <input checked="" type="checkbox"/> ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Agreement and Museum Procedures (Pages 1-15)
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	<input checked="" type="checkbox"/> 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

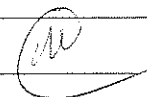
Res. No.: 06-218 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached ( ) No Action Necessary

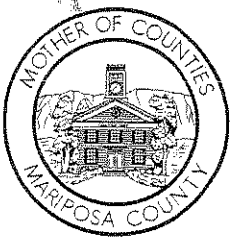
**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 \_\_\_\_\_ No Opinion  
 Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 Attest: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

CAO: 

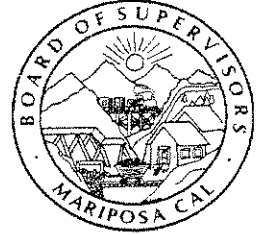


# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

LEE STETSON, CHAIR  
JANET BIBBY, VICE CHAIR  
LYLE TURPIN  
DIANNE A. FRITZ  
BOB PICKARD

DISTRICT I  
DISTRICT III  
DISTRICT II  
DISTRICT IV  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JACQUE MERIAM, Librarian

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: RESOLUTION APPROVING AN AGREEMENT BETWEEN THE MARIPOSA MUSEUM AND HISTORY CENTER THE COUNTY OF MARIPOSA FOR THE PRESERVATION AND ACCESS TO THE DOCUMENTARY HERITAGE OF MARIPOSA COUNTY AND AUTHORIZE THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN THE AGREEMENT

RESOLUTION 06-218

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on June 13, 2006

#### ACTION AND VOTE:

Jacque Meriam, Librarian;

Adopt a Resolution Approving an Agreement Between the Mariposa Museum and History Center and the County of Mariposa for the Preservation and Access to the Documentary Heritage of Mariposa County and Authorize the Chairman of the Board of Supervisors to Sign the Agreement.

**BOARD ACTION:** Discussion was held with Jacque Meriam relative to the request, and she thanked all of the affected departments and the Historical Sites and Records Preservation Commission and the Mariposa Museum and History Center for their work on this matter. (M)Pickard, (S)Fritz, Res. 06-218 was adopted approving the agreement. Supervisor Pickard noted the need to locate a storage place for the electronic elections equipment. Ayes: Unanimous. Jacque Meriam advised that she will come back with a process of how to retain the current records.

Cc: Mike Coffield, Interim CAO  
Tom Guarino, County Counsel  
Chris Ebie, Auditor  
Marjorie Wass, County Clerk  
Margie Williams, Clerk of the Board  
Robert Lowrimore, Assessor  
File

AGREEMENT BETWEEN THE MARIPOSA MUSEUM AND HISTORY CENTER  
AND THE COUNTY OF MARIPOSA FOR THE PRESERVATION AND ACCESS TO THE  
DOCUMENTARY HERITAGE OF MARIPOSA COUNTY

This Agreement, executed this 13 day of June, 2006 by and between the County of Mariposa (hereinafter referred to as the "COUNTY") and the Mariposa Museum and History Center (hereinafter referred to as the "Museum"), both of whom shall be collectively referred to as the "parties."

RECITALS

WHEREAS, COUNTY and MUSEUM desire to enter into this Agreement for the support and development of policies, procedures, collection, care, and access to the documentary heritage of Mariposa County by COUNTY personnel and the public; and

WHEREAS, the current storage of historic and other COUNTY records is not sufficient to either protect such documents or preserve historic documents; and

WHEREAS, the parties find this Agreement to be in the best interest of the public for the preservation of historic COUNTY records.

NOW, THEREFORE, the parties hereby mutually agree as follows:

SECTION 1. LOCATION OF STORAGE FACILITY

A secure storage facility for COUNTY records will be located at the MUSEUM and subject to the terms and conditions of this Agreement.

SECTION 2. COUNTY RIGHTS AND RESPONSIBILITIES

2.1 The MUSEUM acknowledges that the COUNTY government documents and records shall be available for use by COUNTY personnel and the public and will not in any way limit its use without the written consent of COUNTY.

2.2 MUSEUM will have the right to review the policies and procedures for government documents and records and make written recommendations regarding changes and improvements to such plans.

2.3 Government documents shall remain the property of the COUNTY as set forth in Section 7.

SECTION 3. TERM

The term of this Agreement shall commence upon the signing of this Agreement and shall continue until mutually terminated in writing. However, the COUNTY may terminate its use of the MUSEUM storage facility at any time.

#### SECTION 4. MODIFICATION OF AGREEMENT

The terms of this Agreement may be reviewed at any time and may be altered by written agreement of the parties.

#### SECTION 5. TERMINATION OF AGREEMENT

5.1 Authority. The Board of Supervisors is hereby designated the agent of the COUNTY for purposes of modifying or terminating this Agreement. The Mariposa Museum and History Center Board of Directors, is hereby designated the agent of the MUSEUM for such purposes.

#### SECTION 6. TERMS OF JOINT USE

6.1 MUSEUM and COUNTY agree that the entire collection of government documents and records shall be available for use by COUNTY personnel and the general public with the conditions set forth in this Section 6. The County Clerk, County Librarian and the MUSEUM will work cooperatively to develop and maintain policies and procedures in accordance with this Agreement.

6.2 MUSEUM shall receive for storage Mariposa government documents and records designated by the COUNTY for storage at the MUSEUM facility.

6.3 County's Apportionment of Use. The COUNTY shall have the right to view and use the government documents and records during normal county business hours. COUNTY shall have the right to view and remove documents at any time as necessary for COUNTY operations. Procedures will be developed by the COUNTY and MUSEUM to protect both the integrity of the documents and COUNTY's need for access. The public will have the right to view and use the government documents and records during normal museum hours with out an appointment consistent with preservation of documents. The procedures will be set forth as agreed by the parties in MUSEUM operating procedures or MOP's. Currently applicable MOP's were provided as Exhibit "A" to this Agreement.

6.4 Hours of Operation/Services. The MUSEUM will be open to the general public during their designated general public hours. The general public shall have the right to view the Mariposa County government documents and records as to those records not

precluded from public use by law. In order to prevent interference with public use of the MUSEUM, designated public hours will be posted and advertised. When receiving COUNTY employees outside regular museum hours, MUSEUM employees and volunteers shall allow employees to view and use government documents in accordance with the policies and procedures developed by the COUNTY and MUSEUM attached hereto as Exhibit "A".

6.5 Operations. COUNTY agrees that the MUSEUM shall have set standards for the preservation and storage of government documents and records. The COUNTY shall have authority over the ownership of government documents and records. Authority over general operations of the MUSEUM will be the Mariposa Museum and History Board of Directors.

6.6 Access to Collection. All government documents and records in the museum facility will be available to COUNTY personnel and to the public as required by law. The public shall not be allowed to remove, alter or mutilate any government document. Copies of such documents, which are public records, shall be made available as required by the Public Records Act consistent with protecting the historic documents.

6.7 Operating Procedures. The parties agree that the MUSEUM will operate in accordance with a common system of operating procedures based largely on procedures and practices of the Mariposa County History and Museum Center, but with such deviation as is necessary and mutually agreed to in writing to ensure that the needs of COUNTY personnel and public are satisfactorily met.

## SECTION 7. OWNERSHIP OF MARIPOSA GOVERNMENT DOCUMENTS AND RECORDS

7.1 Title and Ownership. COUNTY shall own and hold title to the entire collection of the Mariposa County government documents, photographs, and records and other materials stored by MUSEUM.

7.2 Ownership of Furnishings, Equipment, Material. All non government documents and records, materials, equipment, and furnishings provided or purchased by the MUSEUM shall be owned and retained by the MUSEUM and shall be identified as such. In the event of termination of this Agreement, all Mariposa government documents and records will be returned to the COUNTY as directed by the COUNTY with proper safeguards by museum to protect historic documents.

7.3 Prior to the transfer of any COUNTY document the document will be listed on the Master contribution list and copies will be sent to the Mariposa County Clerk, the County Librarian, and the Museum.

## SECTION 8. CONFLICT RESOLUTION

8.1 The COUNTY and the MUSEUM President will meet as needed (but no less than quarterly) each calendar year to discuss matters of mutual concern. As necessary, appropriate MUSEUM staff, the President of the Museum Board, the County Librarian or other designated employee of the Mariposa County Board of Supervisors will meet to discuss matters of mutual concern, including future policies and operating procedures.

8.2 Any substantial problems and questions concerning the use of government documents and records will be dealt with through discussions between the County Librarian, or other designated employee of the Mariposa County Board of Supervisors and the President of the Mariposa Museum and History Center, or other designated employee of the MUSEUM to whom authority has been delegated.

## SECTION 9. INDEMNIFICATION

9.1 MUSEUM Indemnification Obligations. Neither COUNTY nor any officer, employee agent or volunteer of COUNTY shall be responsible for injury to any person(s), including death, or damage to any property occurring by reason of any negligent act(s) or negligent omission(s) on the part of MUSEUM, its officers, employees or agents in connection with this Agreement. Additionally, MUSEUM shall fully indemnify, defend and hold the COUNTY harmless from and against any and all claims or liabilities imposed as a result of injury to any person(s), damage to any property, or failure to provide access to documents, whatsoever, occurring by reason of any act or omission on the part of MUSEUM, its officers, employees, volunteers or agents in connection with this Agreement.

9.2 County's Obligation of Indemnification. Neither MUSEUM nor its Governing Board or any officer or employee, agent or volunteer of MUSEUM shall be responsible for injury to any person(s), including death, or damage to any property by reason of any negligent act(s) or negligent omission(s) on the part of COUNTY, its officers, employees, volunteers, or agents in connection with this Agreement. COUNTY shall fully indemnify, defend and hold MUSEUM, its Governing Board, officers, employees and agents harmless from and against any and all claims or liabilities imposed as a result of injury to any person(s) or damage to any property, whatsoever, occurring by reason of any negligent act(s) or negligent omission(s) on the part of the COUNTY, its officers, employees or agents in connection with this Agreement.

## SECTION 10. INSURANCE

### 10.1 MUSEUM's Insurance Obligations

Property/Fire Insurance: MUSEUM, at MUSEUM's expense, shall obtain and keep in force during the term of this Agreement, a policy or policies of commercial general liability and commercial property insurance with, covering the loss or damage to the Premises to



the full insurable interest of MUSEUM, at least in the amount of the full replacement cost thereof, against the perils included within the classification of fire, extended coverage, vandalism, malicious mischief, and special extended perils ("all risk" as such term is used in the insurance industry, including earthquake and flood). Property/ Fire Insurance shall also provide replacement cost coverage for damage and destruction to insurable contents located within Premises. Included in the policy or policies of property/fire insurance shall be a standard waiver of all rights of subrogation against COUNTY by the insurance company or companies issuing said policy or policies. MUSEUM shall provide COUNTY with evidence of compliance with these requirements. MUSEUM's certificate of insurance shall be deposited with COUNTY prior to the Commencement Date of this Agreement, and prior to renewal of such policy or policies.

Liability Insurance: Without limiting the indemnification provisions provided herein, MUSEUM, at MUSEUM's expense, shall obtain and keep in force during the term of this Agreement and any extensions thereof, a policy or policies of general liability insurance covering all injuries to persons and damage to property occurring in, upon or about the MUSEUM. Such insurance shall be the same or equivalent to MUSEUM's current coverage in Exhibit "B" attached hereto.

#### 10.2 COUNTY's Insurance Obligations

COUNTY shall provide coverage for the MUSEUM building owned by the COUNTY and for County documents if it is so chooses in its sole discretion.

### SECTION 11. GENERAL PROVISIONS

11.1 Notice. Every notice, demand, request, designation, consent, approval, or other document or instrument delivered pursuant to this Agreement shall be in writing and shall be either personally delivered, sent by facsimile transmission with the original subsequently delivered by other means within five (5) working days of the facsimile transmission, or sent by registered or certified United States Mail (postage prepaid, return receipt requested), to the address set forth below or to such other addresses as the parties may designate in writing from time-to-time:

MUSEUM: Mariposa Museum and History Center  
P.O. Box 606  
Mariposa CA 95338  
Attn: President, Mariposa County History and Museum Center Board of Directors

COUNTY: County of Mariposa  
County Clerk  
P.O. Box 247  
Mariposa, CA 95338

11.2 Covenants and Conditions. Each term and each provision of this Agreement performed by either party shall be deemed both a covenant and a condition.

11.3 Partial Invalidity. Should any term or provision of this Agreement or any extension or application thereof to any party or circumstances shall, to any extent, become invalid or unenforceable, the remainder of this Agreement or any extension shall remain valid and enforced to the fullest extent permitted by law.

11.4 Entire Agreement. This Agreement represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered by this Agreement. This Agreement shall be governed by the laws of the State of California and construed as if drafted by both COUNTY and MUSEUM. This Agreement may not be modified, altered, or amended except by written amendment signed by the parties in accordance with Section 8 of this Agreement.

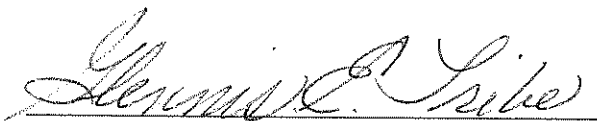
11.5 No Assignment. Neither party may assign its rights or privileges under this Agreement or any interest therein and shall not attempt to confer any of its privileges under this Agreement to any third party, except by mutual written consent of the parties.

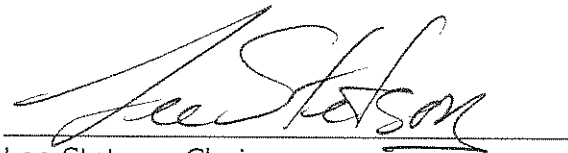
11.6 Headings. Headings at the beginning of each numbered section of this Agreement are solely for the convenience of the parties and are not part of this Agreement. As they are intended for reference only, no legal significance of any kind shall be attached to such headings.

11.7 Compliance With All Applicable Laws. Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations pertaining to any of the activities under this Agreement.

Mariposa Museum and History Center:

County of Mariposa:





President, Mariposa Museum and History Center Board of Directors

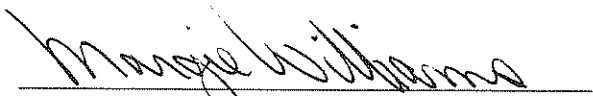
Lee Stetson, Chairman  
Mariposa County Board of Supervisors

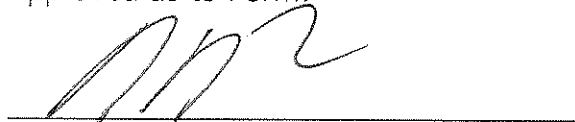
Date: 5/05/06

Date: 6-15-06

Attest:

Approved as to Form:





Margie Williams, Clerk of the Board

Thomas P. Guarino, County Counsel

## EXHIBIT "A"

### County Record Request Process

The Mariposa County employee is responsible for requesting objects by name and item number, and submitting the form, *Request for Archival Materials*, to the Mariposa Museum and History Center by phone, fax, and mail during normal Mariposa County operation hours. County employees will make a good faith effort to call ahead of time, preferable one (1) day, before records are needed. The County Clerk, Clerk of the Board of Supervisors, and the County Librarian will be trained on how to operate the vault and have access when Museum personnel are not able to obtain records. Museum procedures will be followed for preservation and protection. Microfilm/fiche will be used first before obtaining the original records.

All Mariposa County employees must sign the sheet at the desk and be prepared to produce photo identification upon request. All borrowers must be approved; loans are made only to qualified Mariposa County employees.

Loans are to be returned by the day indicated on the loan form. Documents are to be returned in the condition they are loaned.

All objects must remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, treated, unfitted, remounted, reset, dissected, marked, copied (e.g., cast or replicated), or submitted to any examination. Damages, whether in transit or on the borrower's premises and regardless of who may be responsible therefore, shall be reported to the Museum staff alerting them to the damage so that appropriate repairs can be made.

The borrower will undertake to provide protection from the hazards of fire, exposure to extreme or deteriorating light, extremes of temperature and relative humidity, insects, dirt, vandalism, theft, and mishandling or handling by unauthorized or inexperienced persons or by the public.

When returning borrowed materials, they shall be packed in exactly the same manner as received and, in the case of art objects, with the same cases, packages, pads, wrappings, and other furnishings. Any changes must be specifically authorized in advance.

All objects will be loaned for a specific time and, if requested, must be returned before that time limit expires.

Mariposa Museum and History Center  
Operating Procedure

**RETURN OF COUNTY RECORDS TO COUNTY**

SCOPE:

This procedure identifies the process of returning county records to the county.

PURPOSE:

This procedure identifies how historical county records are processed for temporary return to county offices/departments. This includes proper handling, record documentation and control.

REFERENCES:

<u>Documents</u> –		Mariposa County and Museum & History Center Preservation and Access of County Historical Document
	MOP-02	Mariposa Museum Policies
		Collection Cataloging System
<u>Forms</u> –	MAF	Mariposa Archival Form

RESPONSIBILITIES:

Staff and museum board members handling, documenting and controlling Mariposa County historical documents are responsible to insure this procedure is complied with when returning Mariposa County historical documents.

CAUTION

Each original item must be handled carefully, using cotton gloves, to avoid damage. Moisture and oils from fingerprints is a continuous problem and can cause destruction of the originals. Tearing of the documents is also a deterrent to handling.

PROCEDURES:

Original county documents being returned to county offices/departments from the museum vault are properly processed using MAF.

1. Review County archival MAF requesting the return of county documents for completeness, accuracy and signed by Department Head.
2. Locate document being requested from museum and make proper annotations in computer as to removal from museum, new temporary location and estimated time of return to museum.
3. Complete museum portion MAF entering condition of document, obtain proper museum signature and make a copy of the MAF for museum records.

NOTE

Signature must be Office Manager or a Board of Director

4. Wrap and protect document/s, in an acid free envelope or box, before returned to county, and suggest document/s be properly handled using white cotton gloves.

Mariposa Museum and History Center  
Operating Procedure

**RECEIPT OF COUNTY RECORDS**

SCOPE:

This procedure identifies the care, preservation and inventory of county records housed by the museum.

PURPOSE:

This procedure identifies how historical county records are identified, cared for, preserved and inventoried. This includes proper handling, record documentation and control.

REFERENCES:

Documents – Mariposa County and Museum & History Center Preservation  
and Access of County Historical Document  
MOP-02 Mariposa Museum Policies  
Collection Cataloging System

Forms – MAF Mariposa Archival Form

RESPONSIBILITIES:

Staff and museum board members handling, inventorying, preserving and creating documents to control Mariposa County historical collectables are responsible to insure this procedure is complied with when handling Mariposa County historical records.

CAUTION

Each original item must be handled carefully, using cotton gloves, to avoid damage. Moisture and oils from fingerprints is a continuous problem and can cause destruction of the originals. Tearing of the documents is also a deterrent to handling.

PROCEDURES:

Original documents are transferred from county offices/departments to the museum vault after microfilming is completed.

1. Place a cotton sheet or cover on a desk or table when handling old county documents. Use white cotton gloves.
2. Examine document(s) for condition and note condition for record purposes in accession data base.
3. Review County archival MAF received with county records/documents for completeness and accuracy (Department head signatures).
- 4.

NOTE

Signature must be Office Manager or a Board of Director

5. Sign County archival MAF, make copy for museum and give original back to county.

5. Debug items received in accordance with MOP-02.6.
6. Carefully unfold the document. Clean with the powder pack cleaner and remove excess powder with a white cotton cloth.
7. Always clean documents with circular motion beginning in the center and working to the outside edges.
8. If there is a tear, mend it using acid free document repair tape.
9. Store the document in a polypropylene top loader: use one page of acid free paper between each sheet of the document to prevent transfer of the ink to the originals. Place total document in one top loader or more if needed.
10. Place the documents in an acid free storage container or on metal shelving as required, and label the location. No more than 3 large books or 6 small books shall be stacked to avoid compression of the documents.
11. Complete an inventory form for each collection of documents to more easily locate original.
12. Input data in the computer in accordance with MOP-2, box number and/or location for future reference.

Mariposa Museum and History Center  
Operating Procedure

**DEBUGGING NEW ARTIFACTS AND DOCUMENTS**

SCOPE:

This procedure identifies the process of the eradication of insects in new artifacts and documents.

PURPOSE:

This procedure identifies how historical artifacts and documents are debugged before being stored in the vault.

REFERENCES:

<u>Documents</u> –	Mariposa County and Museum & History Center Preservation and Access of County Historical Document
	Mariposa Museum Policies
MOP-02	Collection Cataloging System
MOP-02.5	Receipt of County Records

RESPONSIBILITIES:

Museum staff and Board of Directors are responsible to insure all artifacts and documents received by the museum for storage in the vault are properly eradicated of insects before being placed in the vault.

CAUTION

Each original item must be handled carefully, using cotton gloves, to avoid damage. Moisture and oils from fingerprints is a continuous problem and can cause destruction of the originals. Tearing of the documents is also a deterrent to handling.

PROCEDURES:

This procedure identifies three methods of debugging artifacts: A. Freezing (Non Paper Items), B. Bagging (Paper/Book Items), and C. Washing (Glass/Metal/Ceramic Items)

A. Freezing (Non Paper Items)

1. Place items in freezer for a minimum of 72 hours.
2. Remove items from freezer, inspect and remove any frozen insects.
3. Place frozen insects in plastic Zip Lock bag for inspection by lab.
4. Dry item with a clean dry cotton cloth.
5. Take item to vault for accession data assignment and input in computer data files.

B. Bagging (Paper/Book Items)

1. Place books in a clean clear plastic bags and seal bag tightly.
2. Store plastic bag on self in basement for a minimum of 7 days.
3. Inspect bag for insects as follows:
  - a. If live insects are found, continue storing sealed bag for three (3) more days.



- b. If live insects are not found, remove item/s from bag carefully to insure all dead insects are removed from item/s.
- c. Remove used plastic bags from building and turn bag inside out and shack to remove all dead insects.

NOTE

Previously used plastic bags can be re-used  
after bag has been cleaned using warm water  
and dried.

- d. When dead insects are recovered, place them in a plastic Zip Lock bag for inspection by a lab.
4. Take books to vault for accession data assignment and input in computer data files.
- C. Washing (Glass/Metal/Ceramic Items)
1. Place item in a sink or container of warm water to remove dirt and stains.
  2. Use a clean cotton cloth to carefully clean item, insuring item is not damaged or changes original authenticity.
  3. Dry item carefully with a clean dry cotton cloth.
  4. Take item to vault for accession data assignment and input in computer data files.

Mariposa Museum and History Center  
Operating Procedure

**Viewing Historical Documents**

SCOPE:

This procedure identifies proper viewing of Historical Documents.

PURPOSE:

This procedure identifies how historical documents are viewed. This includes proper handling, documentation and control.

REFERENCES:

<u>Documents</u> –		Mariposa County and Museum & History Center Preservation and Access of County Historical Document
	MOP-02	Mariposa Museum Policies Collection Cataloging System
<u>Forms</u> –	MAF	Mariposa Archival Form

RESPONSIBILITIES:

Staff and museum board members are responsible for handling, documenting and controlling historical collectables to insure this procedure is complied with when historical documents are being viewed.

CAUTION

Each original item must be handled carefully, using cotton gloves, to avoid damage. Moisture and oils from fingerprints is a continuous problem and can cause destruction of the originals. Tearing of the documents is also a deterrent to handling.

PROCEDURES:

Original historical documents that are being viewed need to be properly handled during viewing and photo copying.

1. Request document for viewing from museum personnel.
2. Use white cotton gloves when handling document as much as possible.

NOTE

When turning pages is difficult while using gloves,  
a glove can be removed to turn pages.  
Re-install glove while scanning data.

3. When copies are needed of any pages being viewed, museum personnel will copy pages needed.
  - a. A fee of \$.50 per copy made for non Mariposa County personnel, payment will be by cash or by check.
  - b. Copy quantity made for the county will be annotated on the MAF, signed by museum personnel making copies.

- c. Original copy of MAF returned to county and a copy of MAF will be retained by museum for recording county usage.
4. When document being viewed is completed, return document to museum personnel.
5. Inspect returned document for condition.
  - a. If document is ok, place document back in proper storage location.
  - b. If document's condition has changed from when it was removed from storage, try to correct, annotate condition and return document to proper storage location.