



City of Arts & Innovation

Museum of Riverside Board Memorandum

TO: MUSEUM OF RIVERSIDE BOARD **DATE: JUNE 23, 2021**

FROM: MUSEUM COLLECTIONS COMMITTEE **WARDS: ALL**

**SUBJECT: ACCESSION INTO THE PERMANENT COLLECTION FIVE VOLUMES OF
HISTORIC RECORDS AND DOCUMENTS**

ISSUE:

Approve a recommendation to accession into the permanent collection five volumes of historic records and documents.

RECOMMENDATION:

That the Museum of Riverside Board recommend that the City Council approve accession into the permanent collection of five volumes of historic records and documents.

BACKGROUND:

Records relating to the business of the City of Riverside are retained by the City Clerk's office and periodically reviewed and destroyed according to an established retention schedule. In 2019, then City Clerk Colleen Nicol initiated a process to ensure compliance with the retention schedule and review the oldest documents held by the Clerk's office that might have historic value beyond the need to retain them as City records. Representatives from the Legal, Library, Museum, Public Works, and Riverside Public Utility departments participated with City Clerk staff during several review sessions. Robyn Peterson, Museum Director, represented the Museum. These sessions concluded shortly before the declaration of local emergency due to COVID-19.

In 2018-2019, the Clerk's office, Library, and Museum agreed upon the types of collections that might loosely be labeled as "archives" that each department would retain. Among other types of materials, items with exhibition potential and/or relate to specific historic persons are among those that fall to the stewardship of the Museum.

On April 28, 2021, with eleven of its twelve members present, the advisory Collections Committee of the Museum unanimously supported a recommendation to accession.

DISCUSSION:

During the review sessions noted above, Museum staff identified five sets of records with potential future research and/or exhibition interest. They include records that mention historic individuals such as James Bettner, records that illuminate the way in which taxes were assessed and recorded in late nineteenth- and early twentieth-century Riverside, and statistical information about utility and business operations in Riverside over a century ago. Those selected to be representative of this type of record were among those in best condition. While these records were not handled in prior years with the thought of permanent retention and are not all in good condition, these items are recommended for accession into the Archives section of the permanent collection because they align with the emphasis stated in the Museum's Collection Development Plan on collecting local content, especially historic documents relating to agriculture and the "evolving commercial and industrial environment."

1. Statistical records, miscellaneous (13-7/8 x 10-5/16 x 2-1/2)
2. Crop census (12-1/2 x 9-3/8 x 5/8)
3. Statistical record retained as an example of the binding of many of the late nineteenth- and early twentieth-century records (14-1/4 x 14 x 3-5/8)
4. Delinquent assessments record, which mentions James Bettner (22-1/2 x 18-3/4 x 1-1/4)
5. Delinquent tax record (18-5/16 x 13 x 2-5/8)

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Robyn G. Peterson, Ph.D., Museum Director
Approved by:	Moises Lopez, Deputy City Manager

