California Regrant Project for Local Governments and Historical Record Repositories

Grant Application

1. General Information

Name of applicant: Santa Clara County Archives

Address: 1875 Senter Road, San Jose 95112

Funding cycle applying for: first [ ] second x [ ]

Note: First cycle projects begin January 2007; second cycle projects begin April 2007.

Amount of funding requested: $7500

2. Background Information about the Applicant

The Santa Clara County Archives is an agency of Santa Clara County government. Its mission is to collect, preserve, and make available the historical records of county government. The Archives' goals are to serve as a center for research and information on Santa Clara County and to foster an appreciation and understanding of the county's history and development.

The Archives began operation in April 2006 and is acquiring historical records of county government on a regular basis. As of November 2006, it opened to the public by appointment, and it is planned to have regular public hours by 2008. The Archives is staffed by the County Archivist.

3. Purpose and Goals of Project

The purpose of this project is to process and preserve a large collection of photographs of Santa Clara County subjects, taken by county photographers from the late 1950s to 1990. Currently, much of the collection is housed in non-archival sleeves in non-archival boxes. While information about the photographs is written on the sleeves, the pictures are not well organized, and there is no means of access to the collection by subject. During this project, a project archivist would catalog the photographs in a database and re-house the negatives and prints in appropriate sleeves and storage containers. A collection description will be posted on the Online Archive of California, and if
possible, a link made to the database. The collection will be publicized through other appropriate means as well, including mailings, e-mail list postings, and talks.

4. Significance of Records
One of California's original twenty-eight counties, Santa Clara County has played a critical role in the growth of the California economy since the 1970s, and the county's development also epitomizes changes in the state as a whole. An important agricultural area as late as the 1950s, the county underwent a rapid urbanization which made it the fourth most populous in the state by 2000 and one marked by an exceptionally diverse population. During the same period, the county became a center of innovation, particularly in computers, and it is widely known as the home of Silicon Valley, the birthplace of technological changes which have greatly boosted the state's (and nation's) economy and significantly affected the lives of Californians in many other ways as well.

The county photographers' collection of photographs consists of approximately 7000 prints and 18,000 negatives, illustrating the operations of the county's government during this critical period from the late 1950s to 1990. These pictures depict the full range of county services and facilities. The School Department box, for example, includes pictures of buildings used for migrant education, classroom scenes, and even a 1967 student fashion show. Among other selections are interior shots of the old county jail and of the new county jail, both from the 1950s; pictures of the Boys' Ranch and of the Girls' Ranch, juvenile correctional facilities; and numerous pictures of county medical facilities. In addition to these sleeved images, there are six records storage boxes of only partly organized and identified prints, negatives, and slides. Altogether this collection provides a rich documentation of county life during the transformation of Santa Clara County after World War II, and it is of value to anyone seeking a visual representation of this period.

Without funding, these photographs will likely remain inaccessible for an extended time. The scope of the collection precludes the county archivist from processing it except in a piecemeal fashion. The pictures also may deteriorate and be damaged if they cannot be processed because they are housed in acidic sleeves. Santa Clara County is committed to sustaining a county archives, as is exemplified by its lease of archives space until 2014, with the option for an additional ten year renewal, and so the collection will be maintained and available to the public if processed.
5. Plan of Work

Timeline:
March 2007: hire project archivist
April 2, 2007: project archivist begins work
April 9 – August 24: project archivist catalogs and re-houses prints and negatives
August 27 – September 21: project archivist writes collection guide, places in Online Archive of California, and publicizes collection, with assistance of county archivist

The project will commence with hiring of a project archivist, who will have appropriate skills in cataloging and database use, for a period of 25 weeks at 20 hours per week. During the first week of the project, the project archivist will familiarize her or himself with the collection and will review the cataloging format previously designed by the county archivist.

Cataloging will be done in Filemaker Pro, which will allow searching by text string, date, and other categories, separately or in combination. Each entry will include the following elements, generally available on the photo envelopes: order number, date of order, subject (transcribed from the envelope), additional subjects (if appropriate), black and white or color, size and number of negatives, size and number of positives, County department ordering the picture, and remarks (if needed). Names and dates will be entered following the standards of Describing Archives: A Content Standard (DACS).

For 20 weeks, the project archivist will catalog and re-house the images. The pictures are housed in about 5000 envelopes. Two trials by the county archivist indicated that a rate of 15 envelopes per hour should be attainable. By this calculation, the cataloging should take 16 weeks. Setting aside 20 weeks provides a reasonable margin of error for unforeseen difficulties. During the remaining grant period of 4 weeks, the collection will be placed in order number sequence, a collection guide will be prepared for posting to the Online Archive of California, and appropriate steps taken to publicize the collection.

During the grant period, the project archivist will supervise the cataloging. In conjunction with the project archivist, he will assess progress on the project in order to insure its completion, and he will resolve cataloging and other processing issues. He also will monitor the quality of the cataloging, in particular at the start of the project, and provide feedback as necessary. He will provide assistance as necessary in writing the collection description and in publicizing the collection. These duties are estimated to take 3 hours per week.

Santa Clara County Archives is a new repository, with the county archivist having begun work in April 2006. Prior to hiring an archivist, the county commissioned a detailed survey of historical records held by different county agencies and departments, which identified thousands of cubic feet of county historical documents worthy of transfer to an archival facility. The archives’ plan of operation is to transfer these records over the next three years, in accord with their informational value, physical conditions and difficulty of processing. Some holdings already have been listed on the Online Archive of California. Processing the county photographers’ collection thus fits with the county archives’ long term goal of making the most significant county records available to the public.
6. Project Staff

County Archivist Michael Griffith will supervise the project, providing direction to the project archivist. Dr. Griffith worked for many years as the historian/archivist for the U.S. District Court in San Francisco and recently completed a three-year NHPRC-funded processing project at the Labor Archives and Research Center at San Francisco State University. He reports directly to Gina Alcomendras, County Clerk-Recorder, and Phyllis Perez, Clerk of the Board of Supervisors. A County Archives Committee provides advice and assistance.

A Project Archivist will be sought with knowledge of basic archival principles and experience with databases. A familiarity with photograph collection management and a knowledge of Santa Clara County history will be desirable. The position will be advertised on the Western Archives listserve and with the San Jose State Library School.

7. Budget (round all figures up or down to nearest dollar; do not use decimals)

a. Salaries and Wages (including consultant fees)

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<th>Name &amp; Title</th>
<th>Method of Computation</th>
<th>Regrant Funds</th>
<th>Cost Sharing</th>
<th>Total</th>
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| Project archivist                | $15 hr \times 500 \text{ hrs};
|                                  | salary survey basis for salary | $7500         | $             | $7500 |
| Michael Griffith, County         | $30.19 \text{ hr/ wk} \times 25 weeks | $             | $2264        | $2264 |
| Archivist                        |                                | $             | $             | $     |
### b. Supplies and Materials

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<td>500 negative sleeve envelopes</td>
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<td>33 negative/print storage boxes</td>
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### c. Travel (transportation, lodging, food, parking)

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### d. Services (printing, postage, long distance telephone etc.)

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### e. Total Costs (add subtotals of a. – d. above)

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### 7. Authorization

Printed name and title of authorized representative: Gina Alcomendras, Clerk-Recorder

Phone number: 408-299-5663  E-mail address: gina.alcomendras@reo.sccgov.org

Street address: 70 W. Hedding Street, 1st Floor, East Wing, San Jose, CA 95110
8. Mailing

Send the signed original application and twelve copies to:

California Historical Records Advisory Board
1020 "O" Street
Sacramento, CA 95814

For questions, contact Laren Metzer at (916) 653-3834 or lmetzer@ss.ca.gov
March 5, 2007

Gina Alcomendras
Clerk-Recorder
Santa Clara County
70 West Hedding Street, 1st Floor, East Wing
San Jose, CA 95110

Dear Ms. Alcomendras:

I am delighted to inform you that at a recent meeting of the California Historical Records Advisory Board your project relating to the preservation and processing of selected photographs was approved for funding in the amount of $8,500. This represents a $1,000 increase in the funding requested in your application.

Enclosed are the forms necessary for the administration of your project and your check. Your project will begin on April 1, 2007 and end on January 31, 2008.


If you have any questions regarding the administration of your project, please contact me at (916) 653-3834 or send e-mail to: lmetzer@sos.ca.gov

Sincerely,

Loren Metzer
Deputy State Coordinator

Working to Preserve California's Documentary Heritage