



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** AUGUST 29, 2017  
**DEPARTMENT:** LIBRARY AND COMMUNITY SERVICES (LCS)  
**FROM:** CARY ANN SIEGFRIED, LCS DIRECTOR  
**TITLE:** 2016-2017 Monterey County Civil Grand Jury Final Report –  
“Preservation of Historical Documents of Monterey County”

RECOMMENDED MOTION:

A motion to authorize the submission of the attached letter responding to the findings and the recommendations in the 2016-2017 Monterey County Civil Grand Jury Final Report - “Preservation of Historical Documents of Monterey County.”

RECOMMENDATION:

Staff recommends acceptance of this report and authorization for the submission of the attached response to the Monterey County Civil Grand Jury regarding their findings and recommendations for the preservation of Monterey County historical documents.

BACKGROUND:

During 2016-2017 the Monterey County Civil Grand Jury launched an investigation into the methodologies of preserving Monterey County historical documents. The investigation pursued answers to questions regarding the types of documents in existence in Monterey County, how the documents are maintained, secured, stored, as well as studying the accessibility of these documents to the public. During the investigation, the following entities were interviewed: Monterey County Historical Society, Diocese of Monterey, City of Monterey, Salinas Public Library, Monterey County Clerk’s Office, Monterey County Parks and Recreation Department.

The City of Salinas received the Final Report on June 7, 2017 with a request for a response regarding specific Findings (1-3 and 5-7) and Recommendations (1-2) of the report. Both the Final Report and the response from the City’s Library and Community Services Director are attached to this staff report.

DISCUSSION:

As indicated in the attached response, the LCS Department staff concurs with the Findings of the Civil Grand Jury Report regarding the handling and storage of Monterey County historical

documents. Salinas Public Library staff takes these responsibilities seriously and are committed to the preservation, maintenance and accessibility of historical documents.

The two Recommendations of the Final Report impacting the City of Salinas are listed below:

R 1. All Cities and agencies within Monterey County should catalog and index all historical documentation they maintain.

R 2. This index once created should be shared between each city and all county historical agencies.

The Salinas Public Library is in the process of implementing both of these recommendations. An assessment of the historical documents held by the City of Salinas is currently in process and will be completed by the end of FY 2017-18. Finalizing the cataloging and indexing of these documents is expected to be completed during FY 2018-19 and will be shared with other organizations as requested

CEQA CONSIDERATION:

The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

Providing access to these historical documents supports City Council Strategic Plan Goal V: Quality of Life, and secondarily, Goal III: Effective Sustainable Government.

FISCAL AND SUSTAINABILITY IMPACT:

No additional funding is requested at this time in order to complete the work recommended.

ATTACHMENTS:

2016-2017 Monterey County Civil Grand Jury Final Report  
Civil Grand Jury Final Report Response Letter