



# City of Salinas

Library & Community Services • 350 Lincoln Avenue • Salinas, California 93901 • (831) 758-7311

August 29, 2017

The Honorable Mark E. Hood,  
Presiding Judge of the Superior Court  
240 Church Street  
Salinas, CA 93901  
August 29, 2017

Dear Judge Hood:

The City of Salinas appreciates the opportunity to review and comment on the 2016-2017 Monterey County Civil Grand Jury Final Report – “Preservation of Historical Documents of Monterey County.” Please find our responses to Finding numbers F 1. – F. 3 and F 5. – F 7. and Recommendation numbers R 1. – R 2. below:

## **Findings:**

F 1. The archivists and historians employed by the different agencies are well educated in their field and take great care in their duties

**F 1. Response: The City of Salinas agrees with this finding. Salinas Public Library staff members charged with maintaining historical documents have achieved Master's degrees in Library and Information Science and perform their duties responsibly.**

F 2. Most agencies in Monterey County charged with the task to maintain and store historical records and artifacts do the best that they can with the facilities and funds they have available.

**F 2. Response: The City of Salinas agrees with this finding.**

F 3. The documents stored and maintained in these repositories vary. The most modern and up to date methods are those maintained in a temperature and humidity controlled vault at the Monterey County Historical Society.

**F 3. Response: The City of Salinas agrees with this finding. As stated in the final report, the Salinas Public Library is currently studying more effective methods of storing and securing historical documents.**

F 5. Historical documents and photos should be digitized and available to the public on-line, to lessen the amount of handling of documents.

**F 5. Response: The City of Salinas agrees with this finding. The Salinas Public Library is assessing methods of digitizing historical documents and will be seeking future grant funding toward this end.**

F 6. The historical documents and artifacts of Monterey County are valuable assets to the citizens of California, Monterey County and residents of the cities located within the county. As such they should be protected to ensure proper storage, maintenance, and handling.

**F 6. Response: The City of Salinas agrees with this finding.**

F 7. Not all the locations that store and maintain historical documents are staffed by trained archivists.

**F 7. Response: The City of Salinas agrees with this finding. Salinas Public Library does not employ an archivist but does employ librarians who have basic archival training through their Master's degree coursework, as well as some limited archival work experience.**

**Recommendations:**

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

**R 1. Response: The City of Salinas has not yet implemented this recommendation but is currently assessing all historical documents within their collection. This task will be complete by the end of FY 17-18. By the end FY 18-19 the process of cataloging and indexing documents is expected to be completed.**

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

**R 2. Response: The City of Salinas has not yet implemented this recommendation but is currently assessing all historical documents within the collection. This task will be complete by the end of FY 17-18. By the end FY 18-19, the process of cataloging and indexing documents is expected to be complete and the index will be shared with all other agencies.**

The Salinas City Council reviewed and approved submission of this report on August 29, 2017. Please feel free to contact me if you have questions regarding this response.

Sincerely yours,

Cary Ann Siegfried  
Library and Community Services Director  
City of Salinas