

# *County of Tuolumne*

## *Carlo M. De Ferrari Archive*

### *Collection Policy*



## ***Collection Policy***

The governing body of the Carlo M. De Ferrari Archive is the Tuolumne County Board of Supervisors. The Assessor-Recorder has been designated by the Board of Supervisors to oversee the general administration of the archive. The Records Manager oversees the daily operations of the archive.

### ***Purpose***

The Carlo M. De Ferrari Archive was built in 1999 and was it was dedicated for public use on December 21, 1999, and officially opened on June 8, 2001.

The primary mission of the Carlo M. De Ferrari Archive is to identify, acquire, organize and preserve county departmental records and records of county officials for archival, administrative, legal, and fiscal value. This will help to establish, illustrate or interpret historical knowledge of Tuolumne County for the public.

The goal of the Carlo M. De Ferrari Archive is to disseminate historical information to interested persons, groups, and institutions to arouse interest in the past. The objective is to promote research in a field where expansion of the record will be of value not only to historians, genealogists, and policy makers, but also to students in other disciplines.

This material includes the official county records and papers documenting the history, growth , and the development of Tuolumne County, one of California's 27 original counties.

#### Archive Responsibilities:

- ✓ To manage the care and control of all records relating to the collection including conservation, condition, publication, exhibition, and the location of the records.
- ✓ To develop and implement inventory projects
- ✓ To coordinate computer projects and manage data input
- ✓ To implement security necessary procedures
- ✓ To develop modern storage techniques
- ✓ To contract for outside services as needed, including conservation
- ✓ To maintain rights and reproduction services
- ✓ To arrange and describe these materials according to archival principles
- ✓ To allow researchers to examine historical material without damaging the originals
- ✓ To provide a supervised study area suitable for inspecting the records at convenient times during normal working hours by prior appointment

- ✓ To build close links with existing archives holding similar material with a vision to sharing information and possibly resources

## ***Collection Content***

### ***Primary Sources***

The focus of the Carlo M. De Ferrari Archive is the official county records, papers, maps, the personal papers of its officials, and their deputies. Records created in the conduct of County of Tuolumne business shall be regarded as property of the county. County offices and personnel shall contact the Archive prior to disposal of such records to ensure that records of lasting historical value may be made available for future research. A brief list of Tuolumne County records in the archive:

**Assessor**

**Board of Supervisors**

**Clerk/Auditor/Elections**

**Community Development**

**County Administration Office**

**County Clerk**

**Great Registers**

**Marriage**

**Naturalization**

**Probate**

**Recorder**

**Sonora Post Office**

**Superintendent of Schools**

**Sheriff/Coroner/Jail**

**Superior, District, County, Justice Courts, and the Court of Sessions**

**Surveyor**

**Treasurer/Tax Collector**

## ***Secondary Sources***

While the Archive contains largely original and unique materials, it also contains secondary materials, which shed light on personal experiences in Tuolumne County.

### **Tuolumne County Newspapers**

### **Microfilm**

### **Computerized databases**

### **Historical Publications**

### **Oral History**

### **Manual scripts**

We also collect other printed material whose subject matter is related to Tuolumne County. The Archive seeks county officials' records including correspondence, minutes, memoranda, annual reports, and maps. As to personal papers, those of public officials, their deputies and civic leaders who participated in the historical growth of Tuolumne County are of particular interest.

## ***Record Formats/Material***

The term "material" is here defined as any kind of recorded information, regardless of physical form or characteristics. "Material" is an umbrella term that includes, but is not limited to, documents, records, photographs, films, machine readable magnetic and optical media, published and unpublished manuscripts, maps, plans, and sound recordings.

**Archival Collection:** The Carlo M. De Ferrari Archive collection shall include printed records: including official county records, papers, and the personal papers of its officials, and their deputies.

**Secondary Collection:** Histories, genealogies, biographies, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters, letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, and field books.

**Multi-media Collection.** Carlo M. De Ferrari Archive Multi-media collection shall include: Video and cassettes tapes, compact discs, DVD's, electronic files, and microfilm. Example: oral history interviews on cassette tape will be accepted, but we

prefer that a typewritten transcript accompany them; these will have a higher collecting priority.

## ***ACQUISITION OF MATERIALS***

The Carlo M. De Ferrari Archive acquires material of archival and/or informational value. Material acquired by the archive is classified as either "archival" or "reference" (non-archival) material. Archival material is material created, or received and accumulated, by county departments, county officials, or by deputies/employees, in the course of the normal conduct of affairs of the county. This material is preserved because of its continuing historical value. These records provide evidence of the activities of their creator in carrying out his/her/its everyday affairs.

Archival records are, in the strictest sense of the word, unique as they are the original documents produced in the conduct of county business. Archive materials produced in the course of county business and activities belong in the Carlo M. De Ferrari Archive regardless of media type or characteristics.

Donated materials become the property of the Carlo M. De Ferrari Archive and the County of Tuolumne.

The material is acquired by the archive by the receipt of either a transfer list from a county department or a gift from members of the public. We solicit and encourage donations of records, letters, pamphlets, programs, calendars, and other items from Tuolumne County's historical past. If you have any materials of historical value you'd like to donate, or have any questions about the collection, please contact the Carlo M. De Ferrari Archive. Currently the archive does not purchase or accept loaned material.

The receipt of outright gifts is the preferred mode of acquisition for the archive for the following reasons. First, it is the simplest legal arrangement (title passes to the archive during the life of the donor). Second, it enables the archive to ensure permanent public access to the material. Third, permanent storage in the archive will likely extend the life of the donated material.

The Carlo M. De Ferrari Archive shall consider the following criteria in determining whether to include material in its collections.

**The material must be consistent with the collection goals of the archive.**

**The material must be in a reasonably good state of preservation and the archive must be able to properly store the material.**

**Accession of the material resulting in major expenses for the Carlo M. De Ferrari Archive for conservation or maintenance or because it opens a new area of collecting must be done only with the Tuolumne County Board of Supervisors approval.**

The Carlo M. De Ferrari Archive shall consider the following legal and ethical criteria in determining whether to include material in its collections.

- ✓ Valid title to the material must be passed to the archive. The possessor of the material must be the sole owner or the legal agent of the owner. All rights to the material must be conveyed to the archive.
- ✓ The material must be authentic. Accession of the material must not violate applicable state, national, or international laws or conventions that protect the rights of the artists or the rights of countries to their cultural history.
- ✓ The material must not be subject to repatriation to a Native American or Native Hawaiian group.
- ✓ The material must be free of donor restrictions or qualifications that inhibit prudent use of the material by the archive.

When materials come into the Carlo M. De Ferrari Archive, the archive will hold them for consideration. If the material is accepted into the archive it will be assigned an Archive Record Number. The Archive Record Number ensures that all materials in the Carlo M. De Ferrari Archive collection are accounted for and the material shall be logged into the archive database. The donor names are entered into the note field of the archive database.

A "Thank You" letter is sent to all donors. The letter is a way to formally recognize donors wishing to transfer material to the archive. The "Thank You" letter includes the archive number and the description of the donation.

## ***DISPOSAL OF MATERIALS***

In some cases, material in the Archives holdings may fall outside the scope or mission. If it is beyond the capability of the Archive to maintain, in such cases, it may be desirable to remove the said material from the Carlo M. De Ferrari Archive holdings. If the material has already been accessioned, then the material must be formally deaccessioned. Deaccession is the formal change in recorded status of the object, with reference to the archive's mission and Collection Policy. This is stated later in the policy.

Disposal of deaccessioned material must follow the disposal instructions that were determined during the accessioning process. Where no disposal instructions have been specified by the donor, the Carlo M. De Ferrari Archive with the approval of the Tuolumne County Board of Supervisors has the authority to destroy, return, transfer or donate deaccessioned material.

With reference to the archive's mission and its Collection Policy, deaccessions will be considered only when objects are:

- ✓ Not within the scope or mission
- ✓ Not useful for research, exhibition, or educational programs in the foreseeable future
- ✓ Duplicates of other collections
- ✓ Poor, less important, incomplete, or unauthentic examples
- ✓ Physically deteriorated/hazardous materials
- ✓ Originally acquired illegally or unethically
- ✓ Subject to a legislative mandate, e.g., repatriation

Disposal is the resulting action taken after a deaccession decision has been made. The following methods are acceptable options of disposal of deaccessioned material:

- ✓ Donation of the materials to a museum, library, or archive for educational purposes
- ✓ Exchange with a museum or nonprofit
- ✓ Educational and research programs
- ✓ Physical destruction
- ✓ Return to donor

## ***LOAN OF MATERIALS***

Currently the archive does not purchase or accept loaned material.

## ***ETHICS***

The following standards of behavior relate to the Carlo M. De Ferrari Archive Collections activities:

All, volunteers, staff members and anyone working on behalf of archive shall act to preserve the physical and intellectual integrity of archive collections.

No volunteer, staff, or authorized agent of the Carlo M. De Ferrari Archive shall capitalize or treat a collection as a personal financial asset.

Collections shall be acquired, cared for, and interpreted with sensitivity to their cultural origin.

Historical interpretation may be presented in a variety of formats. All interpretation must be based upon sound scholarship and must accurately reflect the facts as documented. Interpretation must take special care to be historically accurate and inclusive.

The Carlo M. De Ferrari Archive shall serve the public interest and must always act in a way to maintain public confidence and trust. All volunteers, staff and anyone working on behalf of archive must not use their position for personal gain.

All volunteers, staff and anyone working on behalf of Carlo M. De Ferrari Archive must refrain from personal collecting that competes with the archive.

All volunteers, staff, and anyone working on behalf of Carlo M. De Ferrari Archive must not use the collections for personal use, either on or off the premises, or for any purpose contrary to this policy.

The Carlo M. De Ferrari Archive shall not discriminate in the provision of services, programs, or staffing. All professional activities, programs, products and research services shall be provided in such a way as to maximize access to all people.

The Carlo M. De Ferrari Archive shall refrain from any activity that restricts or discredits free and open exploration and interpretation of the human experience.

## ***CARE AND MAINTENACE***

Carlo M. De Ferrari Archive Collection is subject to the highest professional standards of conservation established. In an effort to ensure long-term preservation of its collections, the archive agrees to follow professional guidelines established in the following areas of conservation:

### **Handling –General Rules:**

- ✓ Wear clean, comfortable clothing with no protruding jewelry, watches, or buckles; wear cotton gloves and change as often as they get dirty
- ✓ Save and report any damaged or missing objects
- ✓ Handle every object as little as possible
- ✓ Do not eat, drink or smoke around objects

### **Framed Works**

- ✓ Handle the work only by the frame using two hands, one on a side and one on the bottom or one on each side
- ✓ Hold a frame by it strongest part

## Archival Materials

- ✓ Always handle with clean gloves.
- ✓ Collections are stored in acid-free containers.
- ✓ If possible, do not fold or roll archival materials.

## Storage

The Carlo M. De Ferrari Archive shall provide a place for storing materials in its collections. Storage facilities will meet the following criteria:

- ✓ Clean, fireproof area, with fire extinguishers, temperature and humidity controls.
- ✓ Key control access.
- ✓ Secure records storage area separated from public use areas; building secure from unauthorized access.
- ✓ Sturdy archival-type shelving and weight bearing floors adequate to support heavy boxes, and paper records.
- ✓ Maintenance of a stable RH is most desirable (50-60%).
- ✓ Maintenance of stable temperature is desirable (50-72 F).
- ✓ Light - ultra violet light (UV), the most damaging type of light, should be avoided as much as possible and whenever possible, UV filtered light will be used on/around collections. Amount of daylight shall be kept to a minimum.
- ✓ Air Quality - particulate pollutants such as pollen and dust, fibers, soot should be kept to a minimum. Cigarette smoke is prohibited in/around collections. Ventilation system must be filtered.
- ✓ Pests - visual inspection and pest traps monitor pest activity. Chemical pesticides are not recommended unless absolutely necessary. Inspecting objects that come into the museum prevents pest infestations.
- ✓ Mold - establishing environmental conditions (cool, dry, good air circulation).

## ***ACCESS TO CATALOGUED MATERIAL***

Our overall aim is to provide as much as possible on the Internet. Nevertheless, we are happy to receive and help researchers according to the policies described in this document. The public is allowed supervised access to all catalogued material by appointment. The appointment is necessary to enable us to fetch the material required from the archive storage areas. The material will be provided for inspection in our research area.

## ***ACCESS TO UNCATALOGUED MATERIAL***

Material not catalogued is kept in a separate area. This material requires a great deal of organization and care before it can be made available for research. In common with other major archives, the Carlo M. De Ferrari Archive does not permit access to uncatalogued material. Only specifically trained and trusted staff and volunteers may access this material to organize and prepare them for cataloguing. No searches will be performed on uncatalogued material for researchers. These searches are difficult and may be time-consuming and unproductive.

## ***COOPERATION AND DEMARCATION WITH OTHER REPOSITORIES WHOSE COLLECTION POLICY OVERLAPS***

The Carlo M. De Ferrari Archive does not seek to compete for material with other archives. In acquiring records every effort shall be made to avoid conflict and duplication with the collecting policies of such repositories, although there may be some overlap with more general repositories. In all cases we will work with other archives and donors to ensure material is placed in its most appropriate home.