October 31, 2006

Daniel Stokes  
National Historical Publications and Records Commission  
700 Pennsylvania Ave NW, Room 106  
Washington, DC 20408-0001

Sent by Email to Daniel Stokes [Daniel.stokes@nara.gov]

RE: INTERIM NARRATIVE REPORT for GRANT NUMBER: NAR06GRANT-021

Dear Dan,

The main goals and performance objectives of the California State Archive's (CSA) Geospatial Records Project (also known as 'e-Legacy') are: 1) acquire the necessary hardware and software infrastructure at the CSA to preserve the geospatial records of the California Spatial Information Library (CaSIL); 2) develop methodologies for the appraisal and accessioning of the archival geospatial records held by the CaSIL into CSA; 3) experiment with data conversion and migration to ensure the integrity of the preserved records; 4) adopt a set of guidelines, and transmission requirements for geospatial records to be accessioned and preserved by the CSA; and 5) produce documentation and specifications outlining the definition of geospatial archival record, series, and items; appraisal guidelines; format and transfer protocols; and metadata requirements to support the on-going management of geospatial records.

The following project activities were scheduled to take place during the reporting period beginning April 1, 2006 and ending September 30, 2006:

Specifications Development and Appraisal Policy Research

1. Project staff establish project web site.
2. Project staff develops hardware and software specifications for California State Archives (CSA) to manage transferred geospatial records.
3. Project Advisory Board meeting at San Diego Super Computer Center (SDSC) in connection with the ESRI User Group meetings.
4. CSA staff and SDSC staff research definition of geospatial data in archival terms based on the results of the studies from previous archives-based geospatial preservation projects.
5. CSA staff appraises geospatial holdings of CaSIL to identify those records with archival value.
As you know, the project was faced with a timing issue relative to the California State budget process, which impeded the CSA's expenditure authority over the grant funds. Without the authority to expend the grant funds, we were unable to attain the scheduled goals and performance objectives listed above. After several attempts to rectify the problem through the state budget process, the final resolution for this challenge resulted in a transfer of responsibility as the fiscal agent from the CSA to the SDSC. The transfer of fiscal agent was approved in writing by the NHPRC on September 21, 2006, and the responsibility as the fiscal agent for the e-Legacy project was accepted in writing by the SDSC on October 20, 2006. The Secretary of State's fiscal/accounting unit anticipates that grant funds in the amount of $38,540.00 currently held by the CSA will be transferred to the SDSC by November 10, 2006.

Although we were unable to conduct the scheduled project activities previously listed, we did accomplish the following:

1. Preliminary assessment of current geospatial records processes conducted at the CaSiL,
2. Development of preliminary guidelines for geospatial and electronic records appraisal,
3. Analysis of interface capabilities with current database systems used at the SOS,
4. Development of preliminary metadata standards for geospatial records, and
5. Strategic planning session schedule with project partners for November 30, 2006 to regroup and plan next steps to get project back on track.

At the conclusion of the scheduled partner meeting, we will have a revised project schedule to get back on track and continue moving forward with this critical project.

If you have any questions, or require additional information, please do not hesitate to contact me at the number listed below.

Sincerely,

Renee Vincent-Finch
Project Director
rfinch@ss.ca.gov
916-653-4398

cc: Nancy Zimmelman, State Archivist
    Laren Metzer, Deputy Chief, California State Archives
    Richard Marciano and Reagan Moore, San Diego Supercomputer
    John Ellison and David Harris, CERES Office, California Resources Agency