LEGISLATIVE RECORDS AT THE CALIFORNIA STATE ARCHIVES:
PROCESSING THE PAPERS OF DAVID KELLEY AND RICHARD FLOYD

A Project

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by

Michael James McNeil

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LEGISLATIVE RECORDS AT THE CALIFORNIA STATE ARCHIVES:
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A Project

by

Michael James McNeil

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Department of Public History
Abstract

of

LEGISLATIVE RECORDS AT THE CALIFORNIA STATE ARCHIVES:

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Statement of Problem

The records of State Legislators David Kelley and Richard Floyd arrived at the California State Archives through several different accessions and both collections had not been previously processed or described. The intern arranged and described the records in accordance with proper archival methods and principles providing greater accessibility of the records.

Sources of Data

Several sources were employed to complete this project. Sources include the David Kelley and Richard Floyd Papers at the California State Archives, legislative publications, web pages, and professional manuals.

Conclusions Reached

The arrangement and description of the David Kelley and Richard Floyd Papers provided the public with greater access to the records.

_______________________, Committee Chair
Lee Simpson, Ph.D.

_______________________
Date
I would like to thank Dr. Lee Simpson and Dr. Patrick Ettinger of Sacramento State’s History Department for their guidance throughout the course of this project. Their support, understanding, and patience made the completion of this project possible. I would like to say a special thank you to Dr. Michael Magliari of Chico State for introducing me to the field of public history and pushing me to be a better writer.

I would like to thank the professionals in the field who I have had the pleasure of encountering throughout my tenure in the public history program. Jeff Crawford and Sara Kuzak of the California State archives provided continued support and much needed encouragement many times during this project. Joseph McDole of the California Office of Historic Preservation continually offered advice and guidance when I needed direction. I cannot thank these individuals enough.

I want to thank my parents for shaping me into the person I am today and setting an example for me to follow. A special thanks to my two sisters, Jennifer and Kari, you two saved me many times when I was overwhelmed with life. In addition, I want to thank my best friend and wife Bibiana. Without her love and support I would not be able to finish this project. Lastly, I would like to thank my forthcoming son who provided me with the motivation to complete this project.
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Chapter 1

INTRODUCTION

Many of us may not think about our state senators or assemblymen after election season is over. They might come into public view at times pushing legislation deemed important by their constituents or endorsing other candidates from their same party; but the reality is that our state legislators remain hidden from view even as they are busy authoring bills in Sacramento and seeking the passage of those bills into laws. The political process is often long and laborious, and many authored bills never make it to the governor’s desk. A state legislator may introduce many variations of the same bill many times, often over a period of years, until a carefully crafted bill is suitable for passage by the state legislature. During that process many documents are produced, correspondence exchanged, newspaper articles written, and countless meetings held. The components of the legislative process are saved and filed away by the state senator or state assemblyman responsible for the creation of the bill. After a state legislator’s public service comes to an end the legislative files created by the legislator while in office and deemed to have enduring value to the people of California maybe saved and kept for current and future generations. The files often make their way to a new home at the California State Archives, a division of the Office of the Secretary of State that “preserves, and provides access to public records and other historical materials.”¹

The word archive refers to, “the noncurrent records of an organization or institution preserved because of their enduring value.” Archives may also mean a place

¹ Preserving and Promoting the History of California, Brochure (Sacramento: California State Archives, Office of the Secretary of State, n.d.).
referring to, “the building or part of a building where archival materials are located also referred to as an archival repository.” Lastly, the term may mean agency or, “the program office or agency responsible for identifying, preserving, and making available records of enduring value also referred to as an archival agency, archival institution, or archival program.” The mission of one archive may differ from another repository depending on the type of materials the archive is designed to house. In the case of the California State Archives the mission is to acquire, preserve and make accessible historic records created by the State. For the most part all archives conform to the same basic mission of identifying records and papers of enduring value, preserving records, and making those records available to the public.

The California State Archives formed as a result of the California State Legislature’s first law passed in 1850. The law identifies that the Secretary of State holds responsibility for obtaining and maintaining:

All public records, registers, maps, books, papers, rolls, documents, and other writings…which appertain to, or are in any wise connected with the political, civil, and military history, and past administration of the Government in California; the titles to bonds within the territory, or any other subject which may be interesting, or valuable as references or authorities to the Government of the people of the State.

The responsibility of housing the records of the State of California still rests with the Secretary of State, and as one can imagine the volume of records produced by state agencies has increased dramatically since the establishment of the State Archives. Today the California State Archives is a state of the art 170,000 square foot facility

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3 Hunter, *Developing and Maintaining Practical Archives*, 3.
4 California, An Act Concerning the Public Archives, Statutes of 1850, 1:44
completed in 1995 just south of the State Capital. The building contains a large reference room for researchers to review and research the materials housed at the Archives. The materials themselves are stored in environmentally controlled stacks spread among six floors of the building. The facility harbors climate-controlled vaults that are designed to house materials requiring special environmental needs such as lower temperatures as well as a high security vault containing some of the State’s most valuable documents, most notably the State Constitution and the Original Laws as signed by the Governor. The building not only houses the records but contains facilities designed to preserve and protect sensitive and important materials.  

It is the job of the archivist to make the records available to the public for research purposes. A group of records collected from an agency is referred to as a collection once the records are in control of the repository. Collections are most useful and accessible once an archivist processes the collection, though researchers often may still have access to unprocessed collections at the State Archives. Processing, the “nuts and bolts” of the archival profession, provides researchers with more information about the collection and proves much more valuable than the cursory review of records that occurs during the accessioning of a collection. Processing a collection is what provides value to the records by enhancing accessibility and providing ease of use to the researcher. Archivists gain greater intellectual control of a collection and therefore are instrumental in ensuring

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5 Preserving and Promoting the History of California, Brochure (Sacramento: California State Archives, Office of the Secretary of State, n.d.).

the collection is useful to researchers and does not just sit idle in the climate-controlled environment. Archivists are crucial to researchers. Their work ensures that

Archival records are identified and maintained because they have permanent value for an incalculable number and range of users. Arrangement and description are essential to ensure that the records so carefully and conscientiously brought into archives are indeed comprehensible and accessible.\(^7\)

Maintaining the ideals of the archival profession, this thesis project aims to provide insight into the processing procedures for two collections at the California State Archives: The David Kelley Papers and The Richard Floyd Papers. The project focuses mostly on the processing methods used on the two collections and a comparison of the records.

The first project processed for this thesis project was the David Kelley Papers. Born in October 11, 1928, in Riverside, California, and raised in Riverside County, David Kelley would eventually move to San Luis Obispo to attend university at Cal Poly, majoring in agriculture with a concentration in citrus production. A brief interruption in Kelley’s education occurred during the Korean Conflict, while Kelley served in the United States Air Force as a pilot. While serving, Kelley was stationed in Germany and North Africa. Kelley later served in the Peace Corps from 1970-1971, supervising trainees in Southern India for service projects. Kelley has also owned and operated his own citrus farm located in Hemet, California, for more than fifty years.\(^8\)

David Kelley served the people of California as both a State Assembly Member and a State Senator representing the Republican Party. Kelley commenced his political


\(^8\) Ca House Resolution 73, 2002; Interview with David Kelley October 18, 2013.
career in 1978 by unseating incumbent Tom Suitt, a Democrat. Kelley’s initial tenure as an Assembly Member lasted from 1979-1992. His time in office as a state senator occurred from 1993-2000. Kelley re-entered the State Assembly in 2001 and served one more term. California’s term limits prevented Kelley from remaining in the Senate.

Kelley served twenty-four years in office, with water reclamation legislation standing out as one of his greatest political accomplishments. Kelley eventually emerged as the leading water expert in the California Legislature and authored legislation that created the Office of Water Reclamation, a division of the Department of Water Resources. Kelley’s legislative record also signals his support for agricultural issues by authoring and carrying bills concerning pesticides, farm tax credits, and as previously mentioned water. After retiring from politics Kelley continued to run his citrus farm business. He lives with his wife, Bridgette, and is a member of the Trinity Lutheran Church in Hemet.

The Richard Floyd Papers was the second collection processed for this thesis project. Richard Floyd served as chief of staff to Democrat Ralph Dills before coming into his own in the political realm. Known for his abrasive style of politicking, Floyd did not hold back words and was once threatened with censorship after calling Governor George Deukmejian the, “most hard headed SOB in the state capital.”

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9 Ca House Resolution 73, 2002; Ca Assembly Concurrent Resolution 244, 2002; Interview with David Kelley October 18, 2013.
10 Interview with David Kelley October 18, 2013.
11 Sacramento Bee, August 12, 2011
Floyd represented the 55th Assembly District from 1980 to 1992. He exited the Assembly in 1992, after losing the primary election to a Democratic challenger. District boundary changes factored into Floyd’s loss. Floyd made a successful run for the Assembly again in 1996 after his seat reopened. He remained in office until 2000 when he was termed out. Floyd ran unsuccessfully for the State Senate in 2000 losing in the Democratic primary.\(^2\)

Born February 3, 1931, in Philadelphia, Pennsylvania, into a military family, Floyd moved to California while he was still young. He attended Leuzinger High School in Lawndale and entered the military after graduation. Floyd served in the Korean Conflict and was wounded. After the military Floyd worked as a salesman before landing his job in Senator Dill’s office.

Floyd’s landmark piece of legislation required motorcycle riders to wear helmets. He authored many versions of the bill, which were either rejected by the State Legislature or vetoed by Governor Deukmejian. After a number of years Governor Pete Wilson finally signed a version of the bill into law. Floyd also authored legislation pertaining to worker safety. After Cal-OSHA was abolished in early 1990s due to a lack of funding, Floyd worked fervently to see its reinstatement.\(^3\)

The two collections examined in this thesis were processed between 2012 and 2013. The records in the collections hold significant research value and the processing of the collection provided for better intellectual and physical access to the records.

\(^3\) California House Resolution No. 78 2000.
records also are unique given that the creators of the records were some of the last legislators to serve California before term limits were introduced. Both legislators served over twenty years, allowing them to perfect legislation and accomplish many things before leaving office. This project seeks to demonstrate the importance of the retained records and the legacy their creators left behind.
Chapter 2

METHODOLOGY

The three main components of the archival mission are, “to identify records and papers of enduring value, to preserve them, to make them available to patrons.” The California State Archives adheres to this mission by making records created by the California state government available to the public. The intern was afforded the opportunity to identify, arrange, and describe the records of two state legislators, David Kelley and Richard Floyd. The following description highlights the methods used to provide greater access and availability to the public.

Receiving and Accessioning Records

When records are sent to the California State Archives the first step toward gaining intellectual and physical control of the records is the accessioning of the records. Accessioning is the physical act of transferring the records to the repository, taking legal and physical control of the records, and documenting the transfer of the records with the system employed at the repository. The records of Senator David Kelley and Assemblyman Richard Floyd arrived at the California State Archives over a ten year period, resulting in more than one archivist accessioning the records. Collections that may have arrived at the Archives in segments or portions over a number of years may not physically be together but are intellectually connected through the archival professional practice of provenance. Provenance refers to the process of identifying the creator of a

14 Hunter pg3
record collection and maintaining records by the creator or source rather than by subject. This record keeping practice is essential for understanding the context of the collection as a whole.\textsuperscript{16}

Though more than one set of hands accessioned these collections, the practices of the California State Archives ensure that the records will receive equal treatment no matter which archivist accessions the records. The main objectives of the accessioning program at the California State Archives are to establish physical, intellectual, and legal control over the historical records received.\textsuperscript{17}

The task of receiving the records is reserved for archivists and graduate interns at the California State Archives. Other staff members are not authorized to receive records. When the records arrive a transfer record sheet should accompany the materials. The transfer record provides information about the creator of the materials as well as basic information about box contents. The archivist receiving the records documents the date the records arrive, records creator, volume received, and date range covered. This information is entered into the California State Archives collection management software program, Gencat. At the time the records are received, the archivist verifies that the records are to come to the Archives and that the transfer record sheet is correct.\textsuperscript{18}

The materials typically arrive in “banker’s boxes” and require transfer to archival quality acid free boxes. It is at this time the archivist accessioning the collection will perform basic preservation techniques on the materials if needed. The preservation

\textsuperscript{16} Hunter, 113-114
\textsuperscript{18} Ibid., 4.
techniques include removing binding clips, rubber bands, and three ring binders from the collection. Some files may also require a transfer to acid free file folders. Duplicate documents and publications that are not strongly tied to the collection or creator of the collection and are found elsewhere are removed from the collection thus reducing the volume of the collection, which may prove important if the collection is not processed immediately.19

The accessioning archivist also collects basic descriptive information about the collection. The information gathered includes: agency name, title of records, volume, description, restrictions (if any), and the condition of the materials received. Each unique aggregate of records that comes to the Archives receives an accession number, which the identifier of the collection until the completion of processing of the records. The collection information is then entered into Gencat, updating if necessary information inputted at the time of receiving. For access to the records an Accession Worksheet is also completed at this time. The worksheet is a template that allows the archivist to easily identify and record information necessary for record management at the archives as well as allowing the public to research the collections. Information collected during accessioning is very basic and it is not until processing that the full research value of the records is realized. After the records are placed in acid free boxes, box labels are made to identify the contents of each box. Only a cursory identification of the contents is done at

this time; more comprehensive identification of the records occurs during formal processing.  

The State Archives has different procedures of accessioning the records from the various branches of government. The accessioning of legislative committee records is done according to the Legislative Open Records Act with only the removal of duplicates during the accessioning process. This is in contrast to state agencies and departments whose records management is governed by the California Public Records Act. For state agencies and departments, the accessioning archivist may appraise the historic value of certain records and make a decision if the California State Archives should retain the records. The judicial branch’s records are received and accessioned according to the Rules of Court and case law.

The records of state legislators are managed according to an even different set of rules. The records of legislators are considered to be their own personal papers and require a Deed of Gift to transfer the ownership of the State Archives. This is especially important for collections of legislators such as David Kelley and Richard Floyd because legislators maintain ownership of their papers. The transfer of ownership to the California State Archives does not occur until the legislator is no longer in office. Until a deed of gift is signed, and legal title is transferred, the records are restricted, are not processed or made available to the public. The Richard Floyd Papers remained restricted until the year 2000, shortly after Floyd left the State Assembly. On November 19, 2002, the restrictions on the David Kelley Papers ceased because of the procurement of a deed

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21 California Legislative Open Records Act Government Code Section 9070-9080.
of gift. After the accessioning duties are completed the collections are placed in a climate-controlled environment to preserve the documents until they are ready for process. Unless the records are restricted, the public will have access to accessioned records that are not processed.

The accessioned David Kelley Papers consisted of forty-two cubic feet of mostly textual records. Record series in the collection included Bill Files, Correspondence, Subject Files, and Invitations. The Bill Files made up the bulk of the collection. Besides a limited amount of photos the David Kelley Papers had few records that required special attention for preservation purposes. The accessioned Richard Floyd Papers consisted of sixty-one cubic feet of records. Like Kelley, Floyd’s records were mostly textual but his records also contained media such as audiocassette tapes that eventually were stored in a vault maintained at a lower temperature to preserve the media. Record series in The Richard Floyd Papers included the following: Bill Records, Bill Files, Subject Files, Sports and Entertainment Subcommittee Hearing Files, Sports and Entertainment Subject Files, Prison Construction and Operations Joint Committee Hearing Files, and Prison Construction and Operations Joint Committee Hearing Files.

**Before Processing**

The processing of records is an important component of the archival profession. Processing includes the physical arrangement and intellectual description of the records. It allows the archivist to truly understand the components of a collection and, “…is often referred to as the ‘nuts and bolts’ of the profession; that is, through the processing of historical records, archivists link their management and preservation to their eventual use.
It is only by careful and patient processing that the research use of records can be fully realized.”\footnote{Laren Metzer, “Processing Manual” (Sacramento: California State Archives, Office of the Secretary of State, 2002, updated June 2004), 3.} Arrangement includes the physical and intellectual control over records by “applying the archival principle of provenance and original order. The archivist discerns the proper intellectual arrangement of the records and then puts them physically in that order.”\footnote{James M. O'Toole and Richard J. Cox, Understanding Archives and Manuscripts, (Chicago: Society of American Archivists, 2006), 122.} Description is a procedure that “…fixes and records information about the organized collection in some medium other than the archivist’s own head and serves as a guide to any potential user.”\footnote{Ibid., 123.} At the California State Archives the medium is a finding aid available in hard copy or digital format.

Once a collection is assigned to be processed, the intern follows certain protocol before any actual processing occurs. The California State Archives provides a processing checklist to ensure that procedure is followed prior to processing and while processing occurs. The first step is to secure the original accessioning worksheets. Using the accessioning worksheet the intern located the records of the collections on the B floor of the California State Archives. The collections were removed from the shelves on the B floor and then placed in the processing lab. The intern then located copies of the accessioning worksheets in the accession binders in the reference room. Each reference room copy of the accessioning worksheet was marked “Out for Processing” alerting the reference archivist that the records are not at their assigned location if a patron requests them. The new location information is also updated in the Gencat archival management system. A patron still has access to records while they undergo processing.

\cite{24} Ibid., 123.
Next the intern researched the subject of the collection. Researching the subject(s), in this case state legislators, is important before processing the collection. A final version of a biographical sketch is produced after arrangement and description of records is complete, but the preliminary research alerts the intern to what legislative interests might have held particular importance to the subject, provides context for the processing, and background information to better understand the subject.\textsuperscript{25} Researching the creators of the collections was performed utilizing the resources at the California State Archives research library. For the personal papers of David Kelley and Richard Floyd resources employed for preliminary research included \textit{Who’s Who in the California Legislature}, published by Capital Enquiry Inc., \textit{California Rosters}, Assembly and Senate Final Histories, and internet searching.\textsuperscript{26}

After the intern gained a better understanding of the subject(s) a preliminary review of the records was performed in order to identify the record series of the collections. The intern identified five possible record series in the David Kelley Papers: Bill Records, Bill Files, Correspondence, Press Releases, and Invitations. The intern identified seven record series for the Richard Floyd Papers during the preliminary review of the collection: Bill Records, Bill Files, Subject Files, Sports and Entertainment Subcommittee Hearing Files, Sports and Entertainment Subcommittee Subject Files,

\begin{footnotesize}
\begin{itemize}
\item \textsuperscript{25} Metzer, “Processing Manual,” 9.
\item \textsuperscript{26} An Internet search of David Kelley produced Assembly Concurrent Resolution No. 244 2002. The resolution designated State Route 7 in Imperial County as the Assemblyman David G. Kelley Highway. The bill provided biographical information and highlighted Kelley’s work as both an Assemblyman and State Senator. The search also produced House Resolution 73 commending Kelley’s service and containing biographical information and legislative achievements. An Internet search of Richard Floyd produced House Resolution 78, which commended the Honorable Richard E. Floyd and provided the intern with biographical information as well as highlighted Floyd’s accomplishments as a member of the California Assembly.
\end{itemize}
\end{footnotesize}
Creating a processing plan is the last step the intern takes before the physical arrangement of the collection gets underway. The processing plan serves as a guide to the intern while processing. Given that the processing plan is created with only a preliminary review of the records the possibility exists that arrangement of the records may change after a more detailed analysis of the collection is begun. The intern developed the processing plan for both the David Kelley Papers and the Richard Floyd papers with the help and expert advice of the Processing Program Coordinator at the California State Archives, Jeff Crawford.

The creation of a processing plan is done with the help of a processing plan worksheet developed by staff at the California State Archives. The plan is used to outline the approach used when processing the collection. Information is gathered by the intern to identify components of the collection including predecessor names (if any), accession numbers (more than one number will exist if the collection has arrived over the course of a few years), types of materials, subjects, and the condition of the material. Most importantly the record units, or record series, are initially identified at this time. Once the processing plan worksheet is completed and is approved by the processing program coordinator the processing of the collection may commence.
Appraisal

One of the most important tasks the processing archivist must perform is the archival appraisal of records. Appraisal has nothing to do with monetary appraisal; rather, it is the process of identifying the historic and enduring research value of a document. Archivists need to consider operating value, administrative value, fiscal value, legal value, and archival value of the records.27 With the large number of records created in our modern society, it is impossible to keep everything due to space restrictions. Currently the California State Archives is at about 80% of shelving capacity making appraisal more important than ever. Selecting and appraising records to the standards of the profession is important because if not done properly the processing archivist ends up with a collection holding no enduring value.28

Because appraisal is more art than science, one can make a case that every document may have historical value. The processing archivist could appraise each document or series as historically significant, but consideration for the, “costs of storage, arrangement, description, preservation and reference” must be taken into account.29 The possibility of destroying records that may have research potential in the future is something the processing archivist must always remember because once an original document is destroyed it is gone forever. Some schools of thought argue for a conservative approach of retaining almost all documents; but given the previously mentioned space limitations at the California State Archives and the large volume of

27 Hunter, Developing and Maintaining Practical Archives, 53.
29 Hunter, Developing and Maintaining Practical Archives, 52.
government records produced, keeping an excess of documents in case they might be useful in the future is just not practical.

When appraising records the archivist may evaluate the record on its evidential value or informational value. Evidential value refers to, “the quality of records that provides information about origins, functions, and activities of their creator, records that document the origins of an entity, program, etc.” 30 Documents relating to the creation of the Office of Water Reclamation, an office of the Department of Water Resources, one of David Kelley’s biggest legislative accomplishments for example, contains evidential value. Documents possibly conveying evidential value may include correspondence, publications, or internal records that document the creation of the Office of Water Reclamation. One of Richard Floyd’s landmark bills required motorcycle riders in California to wear motorcycle helmets. AB7 passed the Governor’s desk during the 1991-1992 legislative session; but only after it had been crafted over a period of ten years. Documents concerning the formation of AB7 are another example of evidential value. The research value in the aforementioned type of documents is apparent and therefore the appraisal decision for the processing archivist is to keep said documents. 31

Informational value refers to the, “usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.” 32 Documents or records that contain informational value often shed light on persons, things, or events. A cornucopia of informational value may exist in a collection but if it is not unique or easily

31 Hunter, Developing and Maintaining Practical Archives, 57.
found elsewhere it is probably a record that the processing archivist can destroy.\textsuperscript{33} Questions one may ask to determine if a record contains informational value may include the following: Is the document unique? How authentic or accurate is the information contained in the record? Is the information understandable or useful? A yes answer to these questions would most likely warrant retention of the record.\textsuperscript{34} Informational value is easily found in the correspondence series of The David Kelley Papers. Correspondence between Kelley and various businesses or corporations offers the researcher a unique look into Kelley’s politicking that a biographical sketch cannot offer.

The biggest challenge the intern faced during the appraisal process of the project came when determining the value of invitations that David Kelley received over the years as a State Legislator. The invitations obviously proved important to the creator given the large date range of records, but after extensive examination the invitations did not appear to hold any significant research value. The intern met with the processing program coordinator and the two reached the conclusion that the invitations did not yield enough value to justify their retention. The intern destroyed two cubic feet of invitations.

**Arrangement**

The excellent record keeping of both David Kelley and Richard Floyd made for a relatively smooth arrangement experience for the processing archivist. Arrangement is a key component to the archival profession as it realizes the research potential of a collection by organizing records in such a fashion that their contents and significance is exposed. The archival profession employs the notions of provenance and original order

\textsuperscript{33} Hunter, Developing and Maintaining Practical Archives, 58.  
\textsuperscript{34} Metzer, “Processing Manual,” 15.
when determining the arrangement of a collection. Provence is the idea that records
from a particular creator should not intermix with records from different creators or
sources. This idea is one of the main ideological differences between archival work and
the work of libraries. Libraries typically organize records according to the subject matter.

Original order means that the arrangement of the records should remain the way
the record creator maintained the documents while in their possession. Original order
reveals evidentiary value of the relationship that the records have with one another. Original order is also observed for practical purposes. Time restraints make rearranging
records impractical given the sheer volume of modern records. An archivist may
recognize a more intuitive arrangement pattern but keeping original order is best when
possible. In most cases the processing archivist is able to deduce the structure of the
records. Records will most likely be in chronological order by event or creation of the
record or in alphabetical order by subject. If the filing structure is not readily evident it
might prove necessary for the processing archivist to impose order. During the
processing of the Richard Floyd Papers the Prison Construction and Operations Subject
Files series had no recognizable structure. The intern rearranged the files into
alphabetical order by subject title. The effort proved time consuming given the amount
of records, but the end result was much more useful for research purposes.

Archival practice employs five levels of arrangement. The repository level of
arrangement is the most broad. It usually refers to how an institution may keep a large

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35 Hunter, Developing and Maintaining Practical Archives, 113.
38 Hunter, Developing and Maintaining Practical Archives, 114-115.
group of records. Examples at the California State Archives may be Legislative Records or Governor’s Records. Record group and collection relate to the entities that create records. At the State Archives record groups refer to the highest hierarchical administrative level of a group of public records, such as the Department of Parks and Records record group or Senate Public Safety Committee record group. Collections refer to groups of private or donated papers. This would include the David Kelley Papers and the Richard Floyd Papers. A series is a group of documents that are kept together because they have common relationship with one another. Examples of series include general correspondence, bill files, and subject files. A file unit is the level below series and may, for example, include a file folder containing subjects that begin with the letter A. The fifth and final level of arrangement is item, which would include a single letter from a correspondence folder.39

**Processing the Records**

When processing a collection ample time and care is required to ensure that proper appraisal, arrangement, and description is executed. The time intensive task requires that the processing archivist thoroughly examine the contents of each box of the collection, while simultaneously performing basic preservation techniques such as re-foldering files into acid free folders, removing papers clips, removing rusty staples, removing acidic paper from the collection, and boxing the materials in acid free boxes. The following paragraphs will provide an in depth description of the processing of both the David Kelley Papers and the Richard Floyd Papers.

David Kelley Series 1.

Bill Records, 1979-1986. 1 file folder. LP444:1

The first series of the collection did not present any major issues during processing due to the relative small size of the series. Given the small size the intern questioned whether the bill records should remain its own series or consolidate with another. After consultation with the Processing Program Coordinator, a decision was made to maintain the bill records as its own series. The intern did not discard any material and transferred the records into an acid free folder.

David Kelley Series 2.

Bill Files, 1981-2002. 348 file folders. LP444:2-349

The second series of the David Kelley Papers contains the legislative bills that David Kelley authored. The bill files are the largest series of the collection and are the most used by researchers. Bill files are arranged chronologically by legislative session, then numerically by the bill number with arrangement completed by an archivist during the accessioning process. The intern maintained the inherent order of the records.

Bill files are processed in a methodical fashion according to the standards of the California State Archives. First a title sheet is created for each bill by marking a blue sheet of paper with the appropriate bill number. The sheet is then placed at the beginning of the bill record. This allows for easy identification and retrieval by staff if a researcher requests the bill. Kelley’s bill files required a minimal amount of preservation that
included removing paperclips, rusty staples and acidic paper. A typical bill file may include documents such as legislative analysis, letters of support and opposition, correspondence, notes, background information, and publications.

The intern retained most material found in the bill files and mostly discarded duplicate documents; but given that David Kelley transferred ownership of his papers after he left office in 2002, the intern was able to use his discretion in choosing what documents to retain. For example, upon the amendment of a bill in legislative session, an updated bill is printed, reflecting the new amendments. These bills are printed on highly acidic newsprint paper, which can damage and discolor other documents they come into contact with. The State Library houses the updated and amended bills. The intern decided retaining these documents at the State Archives is not necessary because researchers have access elsewhere.

David Kelley Series 3.

Correspondence, 1979-1987. 8 file folders. LP444:350-357.

Correspondence from Kelley’s capitol and district offices between constituents and legislators provided the material for the third series. In general, legislative correspondence are not heavily utilized by researchers at the California State Archives and therefore do not have as much historical research value as other series in the collection. The lack of research value gave license to the intern to discard much of the correspondence files. The intern kept a small sampling of the letters providing examples

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40 To preserve the documents printed on highly acidic paper the intern photocopied the documents on more pH-balanced paper.

41 Accession Number 2002-261, Accessioning Worksheet, Accessioning Program Records, California State Archives, Office of the Secretary of State, 2002.
of typical issues that Kelley’s office dealt with, but kept all correspondence between Kelley’s office and the office of Governor George Deukmejian. The sampling reduced the correspondence files from two cubic feet of records to eight file folders. The intern retained the arrangement of correspondence established by the creator, keeping the files in chronological order.

**David Kelley Series 4.**


The final series of the David Kelley Papers is a series of press releases spanning a period of three years. The press releases provided Kelley a platform to express his legislative interests and accomplishments. The series did not present any problems given its small size. The intern discarded duplicate press releases and maintained its arrangement of chronological order by publication date.

**Richard Floyd Series 1.**


The first series of the Richard Floyd Papers did not present any issues. The intern relied on the past experience of processing the David Kelley Papers and made the single file folder its own series rather than combine it with the bill files or another series. No preservation or arrangement issues arose for the series and all material was retained.

**Richard Floyd Series 2.**


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42 The series contained no correspondence from other governors serving during Kelley’s tenure.
Like the David Kelley Papers, the bill files stood out as the largest series of the collection. The series was the easiest and fastest to complete due to the processing procedures for bill files at the California State Archives. The intern created a cover sheet, as previously described, for each bill file and placed it at the front of the file. Preservation techniques employed for the series included the removal of fasteners, rusty staples, and photocopying newspaper articles. Richard Floyd’s bill files included legislative analysis, letters of support and opposition, correspondence, publications relating to the topic of the bill file, newspaper clippings, and background reports. Many of Floyd’s bill files contained veto messages from Governor George Deukmejian, which the intern placed at the front of the file.

Richard Floyd Series 3.


The subject file records arrived at the Archives in the folders that Floyd’s staff housed them in and contained a label with a subject heading. The intern kept files in the same folder together, heeding the principals of provenance and original order. Some subjects contained multiple folders with records created at different times. These materials were treated as a single subject and placed in chronological order by creation date. The intern removed the contents from their original file folder and placed the documents in archival quality folders. During this process the intern continued to employ the preservation techniques used for bill files such as removing fasteners, rusty staples,
removing duplicates, and photocopying documents printed on highly acidic paper such as newspaper clippings and faxed documents.\textsuperscript{43}

Two new preservation issues arose during the processing of the series. In addition to the textual records the series contained audiocassette tapes and photographic slides, mediums the intern had not dealt with previously. The aforementioned media required a different climate than paper records. The intern separated the media from the collection and stored them in a low temperature vault suitable for said media. A separation sheet was placed in the file to alert staff and researchers of the additional records not stored with the bulk of the collection. The intern maintained the creator’s arrangement of the subject files by keeping them in alphabetical order.

**Richard Floyd Series 4.**

**Sports and Entertainment Subcommittee Hearing Files, 1985-1986. 2 file folders. LP446:463-463A**

The fourth series of the collection raised questions concerning arrangement. Floyd created the hearing files during his tenure on the Sports and Entertainment Subcommittee. Floyd also maintained subject files for the subcommittee. The intern needed to make a decision regarding the arrangement of the files relating to the subcommittee. Did all the files belong together as one series or broken down further to multiple series? After consulting the processing program archivist the intern broke up the subcommittee into two record series: hearing files and subject files. The intern processed the hearing files and placed them in new acid free folders. A variety of documents made up the series including agendas, brochures, memorandums, newspaper clippings, reports, reports, reports.

\textsuperscript{43} Metzer, “Processing Manual,” 21-22.
and testimonies. The series also included two audiocassette tape recordings of two different hearings. The intern separated the audio media from the collection, placed them in the appropriate storage vault, and created a separation sheet to denote the new location of the material. Observing the inherent arrangement of the hearing files, the intern placed the files in chronological order by hearing date.

Richard Floyd Series 5.

Sports and Entertainment Subcommittee Subject Files, 1982-1986. 20 file folders. LP446:464-483

The processing of series five proved similar to the subject files of series three. Alphabetical order dictated the arrangement of the files. Documents making up the records included newspaper clippings, correspondence, support letters, committee analyses, and interest group memoranda. While processing the removal of duplicate material, rusty staples, fasteners took place. The intern photocopied the acidic newspaper clippings onto acid free bond paper.

Richard Floyd Series 6.

Prison Construction and Operations Joint Committee Hearing Files, 1985-1987. 7 file folders. LP446:484-490

The Prison Construction and Operations Joint Committee Hearing files presented the intern with a new issue, restricted or exempt, records. The hearing files contained extensive background materials of prisons under or proposed for construction. Though not all the materials found proved sensitive such as newspaper articles supporting or opposing construction, but enough material relating to prison construction that could potentially pose security concerns gave the intern enough authority to merit the series
restricted. Restricting the records required the intern to identify the appropriate California Code authorizing the protection of the aforementioned documents to the public. Eventually the code is applied to the master finding aid upon completion of processing.

The processing of the restricted hearing files proved no different than processing previous series. Duplicates, rusty staples, and fasteners were removed while acidic documents were photocopied. The intern placed the files in acid free folders labeling them with a red ink stamp marked RESTRICTED. The conspicuous stamping ensures that the records will not fall into the hands of an unauthorized researcher.

Richard Floyd Series 7.

Prison Construction and Operations Joint Committee Subject Files, 1985-1987. 79 file folders. LP446:491-569

The final series of the collection proved the least organized. The majority of the collection had clear organization by the records creator, but the final series provided an opportunity for the intern to impose arrangement. The files appeared arranged in chronological order by date of subject creation, but for the most part no clear organization existed. Like Floyd’s subject files the Prison Construction subject files contained the same subject folders created at different times. The intern combined those files and put the records in chronological order in new acid free folders. Given the lack of organization the intern spent time arranging the subject files in alphabetical order. The

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44 The Prison Construction and Operations Joint Committee Hearing Files are restricted from public access under Government Code section 6254(f) (Investigative Files) and Civil Code section 1794.24 (disclosure of personal information).
45 Hunter, Developing and Maintaining Practical Archives, 213-214.
imposed arrangement proved most intuitive and functional for the series. Like the
hearing files of the Prison Construction and Operations Joint Committee, the subject files
of the committee also proved too sensitive for general public access, requiring the intern
to restrict the series. Certain records such as prison blueprints could demonstrate a need
for the restriction because of security concerns.

Description

After the records are rearranged, preserved, housed in new boxes and folders the
second component of processing takes place, description. Proper, well thought out
description is a crucial element for ensuring the best possible physical and intellectual
access to the collections. Gregory S. Hunter defines description as,

…the bridge between preserving records and making them available; it is the
opportunity for the archivist to record what is known about the collection and its
arrangement in a way that will facilitate access by researchers. Description
requires both clear and concise writing skills and a feel for the research questions
archival patrons ask.  

In essence, the functionality of description is to provide an explanation of the context and
subject matter in a fashion that promotes accessibility of the records. The lack of proper
description can translate to the most valuable historical documents proving useless from a
research standpoint. At the California State Archives proper description is achieved
through generating a descriptive media known as an inventory or “finding aid” for the
collections.

The term “finding aid” is an all-encompassing term referring to tools that provide
access to information and records including card indexes, online catalogs inventories, and

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46 Hunter, Developing and Maintaining Practical Archives, 6.
47 Hunter, Developing and Maintaining Practical Archives, 131
registers. A finding aid also includes published or unpublished documents that present record descriptions allowing for control of the collection, both administrative and intellectual. Finding aids may vary in the level of detail that is given about a collection but the use remains the same, to help researchers and archivists gain information about records. For example, a researcher might find a brief description of a collection from a catalog card, but will find a greater degree of information from an inventory of a collection. Both are finding aids but vary in the amount of information they yield.

In terms of administrative control, the finding aid is useful for providing the location of the collection at the repository, identifying the source of the collection, and summarizing the general contents of a collection, providing a reference point for archivists assisting researchers. Intellectual control is established with the finding aid by providing a tool to exploit access to the information of a collection. The finding aid identifies the contents of the collection and supplies detailed information about the records and the records creator. For example, the finding aids produced for the David Kelley and Richard Floyd papers include biographical information about the creators and a scope and content of the collection providing researchers with more depth of the type of materials contained in the collection. When producing said materials it is important to not fully provide all the information gathered about the records or the creator, but rather offer sufficient information to allow a researcher to make an informed decision as to

49 O’Toole and Cox, *Understanding Archives and Manuscripts*, 123-124.
50 Hunter, *Developing and Maintaining Practical Archives*, 131-132.
whether or not he or she would like to examine the materials in the collection. Exhaustively describing the records also hampers the mission of the archives to provide greater access to records. The time one spends describing a collection in unnecessary detail could potentially be used to arrange and describe a collection awaiting processing.

The intern created the finding aids for the David Kelley and Richard Floyd papers to the standards established by the California State Archives. For data content the California State Archives employs the professional standards established by the Society of American Archivists, or SAA. In 2005 the SAA released, *Describing Archives: A Content Standard (DACS)*, with the document asserting itself as the official descriptive content standard of the United States archival community.

*DACS* is a product of an initiative known as the CUSTARD project (Canadian-U.S. Task Force on Archival Description). The CUSTARD project set out to establish an archival standard for both Canada and the United States. The necessity of a new standard became apparent with the ushering in of the digital age. An abundance of new technologies and archival tools emerged, rendering the old standard established by *Archives, Personal Papers, and Manuscripts (APPM)* obsolete. The CUSTARD project began in 2001 and was composed of eight Canadian archivists, seven archivists from the United States, and a project manager. The group met four times over the course of two years to establish rules and practices. It soon became apparent that too many major differences between the practices of Canada and the United States existed for the

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adoption of a universal content standard. The United States employed the draft formed from the CUSTARD project creating DACS, while the Canadians utilized the CUSTARD project to revamp their standard known as the *Canadian Rules for Archives Standards (RAD)*.  

DACS is divided into two parts: Part I – Describing Archival Materials and Part II – Archival Authority Records. The first part of DACS provides detail about the different components or elements regarding the archival material. The second part of DACS includes elements of description for the creators of archival records. DACS identifies twenty-six descriptive elements and all are used by the California State Archives, but the intern did not need to exercise all the descriptive elements for the finding aids created for his projects.

The standard format utilized at the California State Archives includes a title page, administrative information page, biography (employed in this particular case) or administrative history, collection level scope and content note, and series descriptions. When necessary, appendices are added to the end of a finding and often include lengthy lists of subject or hearing files. The intern requested a template from the Program Processing Coordinator before commencing work on the David Kelley Papers finding aid. When the intern generated an inventory for the Richard Floyd Papers, the David Kelley Papers inventory served as his template.

Once ready to begin work on the finding aid the intern started with the title page that included basic information about the collection. The David Kelley Papers and the

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56 Henson, *Describing Archives: A Content Standard*, xxi.
Richard Floyd Papers served as the titles for collection inventories. Other information found on the title page includes the repository name and address and the author’s name. A descriptive summary follows the title page that gives basic information about the collection such as the title, collection number, creator, extent, and repository. An administrative information page is next outlining the publication rights, preferred citations, and restrictions.

Biographies of the legislators were produced for both finding aids. The task proved fairly easy given the preliminary research done on the legislators before the physical processing of records took place. Also, during processing the intern gathered a plethora of information about the legislators. The biographies did not go into great detail with only basic information included, such as place of birth and main legislative interests. The biography also provided lists of standing committees, subcommittees, select committees, joint committees, and special committees that the legislator served on.

The scope and content note was the next component written. The scope and content note is a summary that provides information about the collection. The information includes the size of the collection; the years the material was generated, what type of records exist in the collection, the organization and arrangement, major subjects and legislative interests. The section also contains a summary of the physical and intellectual material of the collection.57

The series description component of the finding aid follows the scope and content. This portion of the inventory is considered the “heart” of the document giving

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researchers and archivists the most detailed information about the record units contained in the collection. The intern heavily utilized the collections to compose this portion of the document given the level of detail provided in the series descriptions. The David Kelley Papers only had four record series, making for a much smaller series description section than that of The Richard Floyd Papers. The inventory for The Richard Floyd Papers also required appendices following the series descriptions. Two of Floyd’s series included subject files, which the intern appended at the end of the document.

Once the intern finished the series descriptions and appendices, he sent the inventory finding aid, via email, to the Program Processing Coordinator for review. The California State Archives still maintains a card catalog inventory and processing archivists are required to create catalog cards as part of the description of the records. A catalog card allows quick reference to a collection and points researchers and archivists to additional information that is found in other places. The catalog cards supplement the inventory finding aids and are not a satisfactory replacement or substitute. The shared network files at the archives contain an electronic template for creating catalog cards. Using the template allows for easy printing directly onto cardstock paper. The heading of the cards contains the records creator. In the case of David Kelley a heading reads as follows: Legislature – Senate – Senators – Kelley, David. Since Kelley also served in the assembly a catalog card may also read as follows: Legislature – Assembly – Assemblyman – Kelley, David. Richard Floyd only served in the California Assembly and the format of his catalog card heading is similar to the latter of Kelley’s. The cards

are arranged by series, dates, and identification numbers. A brief description of the records is also found on the cards. (See Appendix C to view samples of the David Kelley Papers and Richard Floyd Papers catalog cards).

After the catalog cards were produced the intern created box labels for the collection. Again, the intern utilized a preexisting template to generate box labels. The labels contain information regarding the contents of each box. Once the intern inventoried the boxes and printed the self-adhesive labels, the box labels were placed on the appropriate boxes. Once the Program Processing Coordinator approved the inventory finding aid, the intern placed the boxes at an assigned location in the fourth floor stacks of the Archive. The information from the finding aid is also disseminated via the internet by encoding the finding aid and placing it on the Online Archive of California (OAC) and entering the finding aid into Gencat, where the information is later uploaded to the Archives online catalog, Minerva.

After placing the collection in its new location, the intern retrieved the accession sheets in the research room. The accession sheets were handed over to the Program Processing Coordinator. The processing project officially concluded when the intern sent an email to the staff at the California State Archives, noting the new location of the records. After finishing the projects the intern gained much knowledge about California’s legislative process. Working with the collections provided the intern with immense insight into the political process at the local, state, and federal levels. State legislatures work with many different people and agencies in which the art of politicking must be honed to near perfection for agreement on many issues. David Kelley and
Richard Floyd operated their politics differently as reflected in their collections at the California State Archives.
Chapter 3

FINDINGS AND CONCLUSION

The arrangement and description of the David Kelley Papers and the Richard Floyd Papers proved a long and involved process. The intern examined the contents of 102 boxes over the course of eight months. Throughout the process the intern utilized all resources at his disposal to ensure that the project was completed to high archival standards. The intern had processed two previous projects before but the David Kelley Papers and Richard Floyd Papers allowed for much more authority in terms of discarding documents and appraising their value.\(^{60}\) At times this intimidated the intern, who often over analyzed the research value of a document. The intern asked many questions along the way because of a general lack of knowledge of the practical components of archival techniques. Though familiar with general archival theory, repositories have their own practices and procedures for processing collections. Processing the aforementioned projects provided the intern with practical and employable skills. The intern felt much more confident about his qualifications as an archivist after processing and describing the two collections.

The files and records deemed by the creator as important enough to transfer to the Archives stood out as an interesting component of this project. David Kelley’s collection consisted almost entirely of bill files. While Kelley did transfer a number of record series the State Archives, of the final 18 cubic feet of the original 42 cubic feet of unprocessed records, 17.5 cubic feet are bill files. Richard Floyd sent many bill files but also subject  

\(^{60}\) Other projects processed did not involve any appraisal of documents. All documents were retained except for duplicates.
files and files related to committees he worked on. A group of records Floyd retained that Kelley did not was subject files. Though most researchers at the California State Archives are interested in bill files, subject files can provide much insight into the legislative process and reveal valuable information about certain topics. Kelley was considered one of the top authorities on water when he served in the legislature. Subject files pertaining to water and water reclamation could have provided insight into California’s conservation efforts and in this case water conservation.

It is possible that the management style of the legislators may have contributed to the files and records that the offices retained. The intern interviewed David Kelley on October ____. During the interview, Kelley revealed that much of his office management was left to his chief of staff. The decision of what records to send to the Archives may have very well been up to the chief of staff. The interview revealed that Kelley’s management style may have been “hands off.” Kelley did not only serve California as a legislator but he was also a business owner, which may have necessitated a more “hands off” approach to his office management.61

Richard Floyd passed away in 2011 and in order to gather insight into of his office management style the intern emailed Floyd’s former chief of staff, Debra Gravert, requesting an interview.62 Unfortunately, Ms Gravert was unable to provide an interview due to a demanding schedule; but she provided the intern with contact information for Cheri King, a former aide to Richard Floyd. Cheri King willingly agreed to discuss the

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61 Interview with David Kelley, October 18, 2013.
62 An internet search of Debra Gravert revealed her occupation as current chief of staff for assembly member Jim Frazier. This provided the intern with contact information to request an interview from Ms. Gravert.
office management and record keeping of Richard Floyd. Ms. King stated that Richard Floyd was very involved with his staff and the decision-making on all aspects of the office. Unlike Kelley, Floyd may very well have made decisions regarding what files the California State Archives received. Ms. King noted that the very observant Floyd ran his office in a very “hands on” approach and expected his staff to follow all office policy procedures in a very exact fashion. The interview revealed that Floyd was one who paid attention to all details of his office.63

The processing of papers from two different legislators of different parties proved an interesting and rewarding experience for the intern. At the conclusion of processing the projects it became clear that the procedures and record management styles proved vastly different for the legislators and also what they deemed as important and what would have lasting research value. The success of the project also demonstrates the continued need of traditional archival processing. The records of both Richard Floyd and David Kelley are much more accessible, physically and intellectually, and 102 boxes of records was reduced to forty-nine. With the large amount of modern government records produced, the necessity of appraising records is more necessary than ever given limited space for housing documents.

63 Interview with Cheri King, October 25, 2013.
APPENDICES
APPENDIX A

State Assembly Member, 1979-1992; 2001-2002
State Senator, 1993-2000

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Sacramento, California

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Processed by:
Michael McNeil

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Descriptive Summary

Title
David Kelley Papers

Collection Number
LP444

Creator
David Kelley, California Legislator

Extent
18 cubic feet of textual records

Repository
California State Archives
Office of the Secretary of State
Sacramento, California
Administrative Information

Publication Rights

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Preferred Citation

[Identification of item], David Kelley Papers, LP444:[folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Restrictions

While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.
Biography

David Kelley, a Republican, served California as a State Assembly Member from 1979 through 1992, as a State Senator from 1993 through 2000, and again as a State Assembly Member from 2000 through 2001. Kelley is one of the “Proposition 13 Babies” elected during the tax revolt of 1978, defeating incumbent Democrat Tom Suitt. He represented the 75th Assembly District, a large portion of western Riverside County, which included the cities of Corona, Hemet, Norco, San Jacinto, Palm Springs, and parts of Lake Elsinore and Riverside. Kelley won reelection in 1982 to represent the newly reapportioned 73rd Assembly District, which covered a large portion of western Riverside County, including the cities of Corona, Hemet, Norco, San Jacinto, Palm Springs, and parts of Lake Elsinore and Riverside. In 1992, he won election as State Senator to represent the 37th Senatorial District, sprawling the southeast corner of the state. The district includes all of Imperial County and most of eastern Riverside and San Diego counties. It includes the cities of Blythe, Brawley, Calexico, Calipatria, Cathedral City, Coachella, Desert Hot Springs, El Centro, Holtville, Imperial, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, Poway, Rancho Mirage, Santee, Westmoreland, and parts of Escondido and San Diego. Other communities included are Alpine, Borrego Springs, Lakeside, Ramona Rancho San Diego, Thousand Palms, Valle Vista, Winter Gardens and part of Spring Valley. After representing the 37th Senatorial District for eight years David Kelley returned to the Assembly after reaching his term limits. Kelley served the 80th Assembly District for one term (2001-2002). A district that covered much of the same constituents that Kelley served as State Senator including all of Imperial County and the eastern half of Riverside County, the cities of Blythe, Brawley, Calexico, Calipatria, Cathedral City, Coachella, Desert Hot Springs, El Centro, Holtville, Imperial, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, Rancho Mirage and Westermored, and the communities of Thousand Palms and Valle Vista. Kelley did not seek reelection after voting for the 2001 budget. Along with Kelley, three other Republicans voted for the budget. One did not seek reelection and the other two failed to maintain their seats during the next election.

David Kelley was born on October 11, 1928, in Riverside, California. He graduated from California Polytechnic State University, San Luis Obispo where he majored in citrus fruit production. He interrupted his education to serve as a U.S. Air Force pilot in the Korean Conflict. In 1970 and 1971 Kelley served in the Peace Corps in southern India, supervising trainees for service projects. He has been a citrus rancher for more than 50 years in the Hemet area. Kelley has been active in the Riverside County Farm Bureau since 1955, serving as vice president and president for eight years. He also has served on the board of the California Farm Bureau Federation. He and his wife, Brigitte, have four grown children and ten grandchildren. Kelley is a member of the Trinity Lutheran Church in Hemet.

Standing Committees
Budget, 2001-2002
Environmental Safety and Toxic Materials, 1987-1990
Health, 1989-1992
Intergovernmental Relations, 1985-1986
Transportation, 1979-1980
Veterans Affairs, 1985-1986
  • Vice Chair, 1985-1986
Ways and Means, 1981-1984

Subcommittees
Agriculture – Subcommittee on Livestock and Dairy, 1983-1984
Agriculture – Subcommittee on Medfly Eradication Project, 1981-1982
Budget – Subcommittee #3 Resources, 2001-2002
Health – Subcommittee on Mental Health, Developmental Disabilities and Substance Abuse, 1989-1990
Rules – Subcommittee on Sexual Harassment Prevention and Response, 2001-2002
Transportation - Subcommittee on Air Quality, 1979-1980
Ways and Means - Subcommittee #3 Resources and Transportation, 1983-1984

Select Committees
Agricultural Fumigants and Their Alternatives, 1981-1982
Aviation, 1983-1988
Biotechnology, 2001-2002
CALFED, 2001-2002
California – Mexico Affairs, 2001-2002
Department of Motor Vehicles, 2001-2002
Earthquake and Safety Preparedness, 2001-2002
Farm Labor, 1979-1980
- Chair, 1979-1980
  Highway Patrol, 2001-2002
  International Trade, Investment, and Tourism, 1983-1984
  International Water Treatment and Reclamation, 1983-1984
  Underground Water Quality, 2001-2002

Joint Committees
Fairs Allocation and Classification, 1985-1992

California State Senate, 1993-2000
Standing Committees
Agriculture and Water Resources, 1993-2000
  - Vice Chair
  Appropriations, 1993-2000
  Business and Professions, 1993-2000
  Constitutional Amendments, 1995-2000
  - Chair 1995-1998
  Energy, Utilities, and Communications 1995-2000
  Investment and International Trade 1993-1994

Subcommittees
Appropriations – Subcommittee on Bonded Indebtedness and Methods of Financing, 1995-1996
Appropriations – Subcommittee on Fiscal Oversight, 1997-2000
Business and Professions – Subcommittee on Sports, 1995-1996

Select Committees
Bilingual Education, 1995-1996
Cal Fed Water Program, 1997-2000
Capital Areal Flood Protection, 1999-2000
Community Development, 1997-1998
Southern California Water Districts’ Expenditures and Governance, 1997-2000
  - Chair, 1999-2000

Joint Committees
Coordination of Public Policy Research, 1995-1998
School Facilities, 1995-1996

Boards, Commissions, and Councils
Library Construction and Renovation Board, 1997-2000
Scope and Content

The David Kelley Papers consist of 18 cubic feet of textual records and cover the years 1981 to 2002. The records are organized into the following record series: Bill Records, 1979-1986; Bill Files, 1981-2002; Correspondence, 1979-1987; and Press Releases, 1981-1983. The Bill Records provide a summary of the bills introduced by Kelley during each legislative session from 1979 through 1986. The Bill Files document his legislative activity during his term as a member of the California State Legislature and are the bulk of the collection. The bills introduced by David Kelley cover a wide variety of subjects but most notably water issues and agriculture.

David Kelley was considered to be one of the states most knowledgeable and key water leaders. Throughout his career in the Assembly and the Senate Kelley authored many bills that pertained to water quality and conservation with a strong focus on his district and constituents. Kelley was key to the success of the San Diego County Water Authority (SDCWA), Imperial Irrigation District (IID), and Metropolitan Water District of Southern California agreement on the transfer of agricultural water from IID to SDCWA. In terms of water conservation, Kelley carried legislation that advocated for the use of “reclaimed” or “recycled” water throughout the state, and created an office within the Department of Water Resources to deal with water reclamation and the promotion of the use of reclaimed water statewide.
Series Descriptions

   Bill Records are arranged chronologically by legislative session.

   Bill Records provide a summary of the bills introduced by David Kelly during each legislative session. Summaries note whether the bill was chaptered, died, or dropped.

   Bill Files are arranged chronologically by legislative session, then numerically by bill number.

   Bill Files were created by David Kelley while he served as a state legislator from 1981-2002. The bill files may include bill analyses, amendments and resolutions, author’s statements, testimony, press releases, newspaper clippings, correspondence, and committee statements. The bill files include amendments, analyses, letters and position statements in support of opposition, Legislative Counsel opinions and conflict letters, author’s floor and committee statements and press releases, newspaper clipping, background information, and other documents regarding implementation.


   1981-1982  AB10-AB145 (1ff)  
   1983-1984  AB8-AB4036, AJR128, (23ff)  
   1985-1986  AB125-AB4285, ACR78-ACR151, AJR60-AJR102 (17ff)  
   1987-1988  AB11-AB4691, ACR8-ACR60 (18ff)  

3. Correspondence, 1979-1987. 8 file folders.  LP444:350-357

Correspondence files are arranged chronologically by correspondence date.

Sampled correspondence includes communication between David Kelley and his fellow legislators, some constituents, and agencies and organizations affected by specific legislation over the span of his time with the State Legislature. The series also contains one file folder of correspondence with Governor George Deukmejian.


Press Release files are arranged chronologically by publication date.

Press Releases provide insight into David Kelley’s legislative interests and accomplishments. Kelley often provided open criticism of Governor Jerry Brown’s policies, especially those concerning agriculture and taxes. Kelley questioned Brown’s statement of being a “born-again tax cutter,” and asserted that the Governor failed to meet the state’s demands of reducing state spending. The press releases often criticize Democratic Party policies. After Governor George Deukmejian assumed office Kelley utilized his press release to support the Governor’s budget.
APPENDIX B


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Office of the Secretary of State
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Processed by:
Michael McNeil

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Descriptive Summary

Title
Richard Floyd Papers

Collection Number
LP446

Creator
Richard Floyd, California Legislator

Extent
31 cubic feet of textual records

Repository
California State Archives
Office of the Secretary of State
Sacramento, California
Administrative Information

Publication Rights

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Preferred Citation

[Identification of item], Richard Floyd Papers, LP446:[folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Restrictions

While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.
Biography

Richard Floyd, a Democrat, served California as a State Assembly Member from 1980 through 1992, and again from 1996 through 2000. Beginning in 1980, Floyd represented the 53rd Assembly District, sprawling over southern Los Angeles skipping around the city of Torrence and encompassing the cities of Carson, Hawthorne, Gardena, Lawndale and small portions of the cities of Los Angeles and Redondo Beach. He maintained his seat until 1992 when the reapportioning of district lines moved Floyd to the 55th district where his reelection efforts failed. After a four year hiatus, Floyd found himself representing the 55th Assembly District, which sits north of the Los Angeles harbor area and includes the city of Carson, parts of Compton, Los Angeles and Long Beach. The district also contained the communities of Harbor City, West Carson, Wilmington, and part of West Compton. Floyd represented the district until 2000 when he reached his term limit.

Richard Floyd was born February 3, 1931, in Philadelphia, Pennsylvania and raised in Southern California. He served in the United States Army and was a decorated combat veteran of the Korean Conflict. After serving in the military Floyd worked as a salesman before landing a job as an aide to Senator Ralph Dills from 1969 until 1980, leaving after winning his Assembly seat. Floyd quickly gained recognition as a senator and received recognition as Freshman Legislator of the Year and also Legislator of the Year in his first term by the Veterans of Foreign Wars. Floyd became known for his loud, abrasive, crude and even profane style of politicking. The chain smoking Floyd was often outspoken of his beliefs and was once even threatened of censure after calling Governor Deukmejian, “the most hardheaded s.o.b.,” in the State Capital after the Governor vetoed Floyd’s motorcycle helmet law in 1988. In 1991 Governor Pete Wilson signed a version of Floyd’s motorcycle helmet bill into law proving one of his greatest political accomplishments alongside the creation of the Vietnam Veterans Memorial in Capitol Park.


**Standing Committees**
- Constitutional Amendments, 1985-1986
- Criminal Justice, 1981-1982
- Environmental Safety and Toxic Materials, 1989-1990
- Finance and Insurance, 1989-1990
  - Chair, 1987-1990
- Human Services, 1983-1984
- Judiciary, 1991-1992
  - Chair, 1983-1986
Labor and Government, 1997-1998
• Chair, 1997-1998
Public Employees and Retirement, 1985-1986
Revenue and Taxation, 1985-1986
Rules, 1981-1982
Water, Parks, and Wildlife, 1981-1982

Subcommittees
Governmental Organization – Subcommittee on Alcohol Regulations, 1989-1990
• Chair, 1989-1990
Governmental Organization – Subcommittee on Arts and Athletics, 1989-1990
Governmental Organization – Subcommittee on Horse Breeding and Ownership 1989-1990
• Chair, 1983-1984
• Chair, 1981-1982
Labor and Employment – Subcommittee on Employee Assistance Programs and Drug and Alcohol Abuse at the Workplace, 1985-1986
Labor and Employment – Subcommittee on Safety in the Workplace 1987-1988
• Chair, 1987-1988

Select Committees
Construction Issues, 1989-1990
Corridors of Economic Significance, 1997-1998
Homeless Veterans, 1999-2000
• Chair, 1999-2000
To Divide California – 1991-1992
Utility Performance, Rates and Regulation, 1983-1984
• Chair, 1983-1984
• Chair, 1981-1984, 1997-1998

Joint Committees
Audit Committee
Fairs Allocation and Classification, 1983-1992
Prison, Legislative, 1983-1984
Prison Construction and Operations, 1985-1992
Boards, Commissions, Etc

Special Committees
Special Committee on Los Angeles Crisis, 1991-1992
Scope and Content

The Richard Floyd Papers consist of 31 cubic feet of textual records and audio visual materials and cover the years 1979 to 2000. The records are organized into the following record series: Bill Records, 1981-1982; Bill Files, 1981-1992, 1997-2000; Subject Files, 1979-1987; Sports and Entertainment Subcommittee Hearing Files, 1985-1986; Sports and Entertainment Subcommittee Subject Files, 1982-1986; Prison Construction and Operations Joint Committee Hearing Files, 1985-1986; and Prison Construction and Operations Joint Committee Subject Files, 1979-1988. The Bill Records provide a summary of the bills introduced by Floyd during the 1981-1982 legislative session. The Bill Files document his legislative activity during his term as a member of the California State Legislature and are the bulk of the collection. Floyd was known for introducing many bills with his primary concerns as employment development, education, labor relations, and fiscal affairs. The Prison Construction and Operations Joint Committee Subject Files also make up a large portion of the collection and provide insight into Floyd’s interests of public safety and job creation.

Richard Floyd fought vigorously for Sacramento’s mandatory motorcycle helmet law throughout his tenure as a member of the California Assembly. Floyd introduced various versions of a motorcycle helmet law beginning in his first session as an assemblyman. Floyd endured intimidation from a cornucopia of motorcycle groups for his efforts but rather than cowering down Floyd relished in the opposition and continued to fight for the cause. A version of the bill passed in 1988 but did not make it passed Governor Deukmejian’s desk. Floyd prevailed in 1991 when Governor Pete Wilson signed AB7 into law. Richard Floyd introduced Assembly Bill 650, which created the California Vietnam Veterans Memorial in Capitol Park, which was signed into law by Governor Deukmejian in September 1983 and continued to show support for veterans by providing an additional State Veterans Home in Southern California to meet the needs of the three million veterans living in California. Floyd served on the Prison Construction and Operations Joint Committee authoring laws to put hundreds of thousands of jail inmates to work cleaning up parks and highways. Floyd advocated for more jobs, greater job security, and a healthier work environment for California’s working men and women. When Cal-OSHA was abolished through a loss of funding in the budget, Floyd led the fight to restore the funds, and he continued to take a leading role in the campaign to keep the program by placing Cal-OSHA on the ballot, where it was approved by voters.
Series Descriptions

LP446:1

Bill Records are arranged numerically by bill number.

Bill Records provide a summary of the bills introduced by Richard Floyd during the 1981-1982 legislative session. Summaries note whether the bill was chaptered, died, or dropped.

LP446:2-437

Bill Files are arranged chronologically by legislative session, then numerically by bill number.

Bill Files were created by Richard Floyd while he served as a State Assembly Member from 1981-1992 and again from 1997-2000. The bill files may include bill analyses, amendments and resolutions, author’s statements, testimony, press releases, newspaper clippings, correspondence, and committee statements. The bill files include amendments, analyses, letters and position statements in support of opposition, Legislative Counsel Opinions and conflict letters, author’s floor and committee statements and press releases, newspaper clipping, background information, and other documents regarding implementation.


1981-1982 AB17-AB3742, ACA59, ACR107-140, AJR49-85, AB30X-33X (36ff)  LP446:2-37
1985-1986 AB119-AB4290, ACA33, ACR53-ACR170,  LP446:103-154

Subject Files are arranged alphabetically by folder title.

*Access to audiovisual material requires the production of use copies.*

Subject Files may include press and news clippings, correspondence, support letters, committee analyses, and interest group memoranda. Some topics and issues covered include bingo, earthquake preparedness, lottery, and an interim hearing held on 10/16/1986 by the Assembly Government Organization Subcommittee.

See Appendix A for a complete list of folder titles in the Subject Files.


Hearing files are arranged chronologically by hearing date.

*Access to audiovisual material requires the production of use copies.*

The Sports and Entertainment Subcommittee hearing files were created during Floyd’s tenure on the subcommittee. Topics covered include sport safety, steroid use, and anti piracy of sporting events. Records include agendas, brochures, memorandums, newspaper clippings, reports, and testimonies.


Subject Files are arranged alphabetically by folder title.
Subject Files may include press and news clippings, correspondence, support letters, committee analyses, and interest group memoranda. Some topics and issues covered include drugs in sports, major film corporations and nonmetropolitan filming.

See Appendix B for a complete list of folder titles in the Sports and Entertainment Subcommittee Subject Files.


Prison Construction and Operations Joint Committee Hearing files are arranged chronologically by hearing date.

The Prison Construction and Operations Joint Committee Hearing Files are restricted from public access under Government Code section 6254(f) (Investigative Files) and Civil Code section 1794.24 (disclosure of personal information).

The Joint Committee on Prison Construction and Operations Hearing Files were created while Richard Floyd served on the Joint Committee on Prison Construction and Operations, and include extensive background information and supplemental materials related to the hearings. Hearing topics include new prison sites in Amador, Del Norte, Kings, San Diego, San Joaquin counties, and new medical treatment facilities for inmates. Types of records found in this series include newspaper clippings, correspondence, agendas, reports, newsletters, letters of support and letters of opposition.


Prison Construction and Operations Joint Committee Subject Files are arranged alphabetically by folder title.

Access to audiovisual material requires the production of use copies.

The Prison Construction and Operations Joint Committee Subject Files are restricted from public access under Government Code section 6254(f) (Investigative Files) and Civil Code section 1794.24 (disclosure of personal information).

The Joint Committee on Prison Construction and Operations Subject Files were created while Richard Floyd served on the Joint Committee on Prison Construction and Operations, and include topic such as population estimates and forecasting, correspondence, and various prison construction projects. Bill analyses, correspondence, newspaper clippings, reports, and support letters are some of the types of records found in this series.
See Appendix C for a complete list of folder titles in the Prison Construction and Operations Joint Committee Subject Files.
Appendix A: Subject Files

The following folder titles are found in the Subject Files:

Administrative Law, Office of, 1979-1984 (3ff)          LP446:438-440
Bingo, 1983-1986 (1ff)                                LP446:441
Bonds, 1982-1983 (1ff)                                LP446:442
Correspondence, 1983-1986 (2ff)                       LP446:443-444
Earthquake Preparedness, 1984-1987 (5ff) (13 Slides)  LP446:445-449
Fish and Game, 1984-1987 (1ff)                        LP446:462
Hearst Castle Hearing, 10/16/1986 (1ff) (3 audiocassette tapes) LP446:449A
Little Hoover Commission, 1987 (1ff)                  LP446:450
Lottery Commission, 1983-1985 (5ff)                   LP446:451-455
Parks and Recreation, 1986 (6ff)                      LP446:456-461
Appendix B: Sports and Entertainment Subject Files

The following folder titles are found in the Sports and Entertainment Subject Files:

Agendas, 1985 (1ff) LP446:464
Cable Television, 1985 (1ff) LP446:465
College Athlete Eligibility, 1985 (1ff) LP446:466
Correspondence, 1985 (1ff) LP446:467
Directories, 1985 (1ff) LP446:468
Drugs in Sports, 1985 (1ff) LP446:469
Film Industry: Organization Government, 1985 (1ff) LP446:470
Film Industry: Standardization and Centralization, 1985 (1ff) LP446:471
HFTRA Rules and Regulations, 1982-1985 (1ff) LP446:472
Legislative Proposals, 1986 (1ff) LP446:473
Major Film Corporations, 1986 (1ff) LP446:474
Nonmetropolitan Filming, 1985 (1ff) LP446:475
Ohio Film Commission, 1984 (1ff) LP446:476
Policy Research, Committee on, 1985 (1ff) LP446:477
Publications, 1985 (2ff) LP446:478-479
So. Cal. Public Private Film Center Project, 1985 (1ff) LP446:480
Steroids, 1985 (2ff) LP446:481-482
UCLA Motion Picture Report, 1985 (1ff) LP446:483
Appendix C: Prison Construction and Operations Joint Committee Subject Files

The following folder titles are found in the Prison Construction and Operations Joint Committee Subject Files:

<table>
<thead>
<tr>
<th>Folder Title</th>
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<td>(1 audiocassette tape)</td>
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<tr>
<td>Amador County, 1983-1985 (7ff)</td>
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<td>CDC Five Year Master Plan, 1984 (1ff)</td>
<td>LP446:505</td>
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<td>CA Institute for Men, Chino, 1984 (1ff)</td>
<td>LP446:506</td>
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<td>Campoy, Joseph, 1985 (1ff)</td>
<td>LP446:513</td>
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<td>Carson City, 1983 (1ff)</td>
<td>LP446:514</td>
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<tr>
<td>Crime Rates: Cities with Prisons, 1985 (1ff)</td>
<td>LP446:515</td>
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<tr>
<td>Correspondence, 1987 (1ff)</td>
<td>LP446:516</td>
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<tr>
<td>Correspondence: Prison Letters, 1985-1986 (2ff)</td>
<td>LP446:517-518</td>
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<tr>
<td>Correspondence: Mayor Leonard Velasco, 1987 (1ff)</td>
<td>LP446:519</td>
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<tr>
<td>Del Norte County: Pelican Bay, 1984-1988 (2ff)</td>
<td>LP446:520-521</td>
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<td>Duke’s Prison Expansion Plan, 1985 (1ff)</td>
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<td>Early Release, 1983-1984 (1ff)</td>
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<td>Escape of Kevin Cooper, 1983 (1ff)</td>
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<td>Female Inmates Medical Treatment, 1985 (1ff)</td>
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<td>Folsom Prison, 1983-1985 (12ff)</td>
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<tr>
<td>Forestry Camps, 1982-1985 (2ff)</td>
<td>LP446:538-539</td>
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Frontera: CA Institute for Women, 1983 (1ff)  LP446:540
Health Services: Corcoran and San Diego, 1987 (1ff)  LP446:541
Hospitals, 1982-1983 (1ff)  LP446:542
Incident Report, 1983 (1ff)  LP446:543
Inmate Requests, 1985 (1ff)  LP446:544
Kings County: Avenal, 1983-1986 (4ff)  LP446:545-548
Kings County: Corcoran, 1985-1986 (1ff)  LP446:549
Lease/Purchase Agreements: Prisons, 1984 (1ff)  LP446:550
Los Angeles County Prison Site, 1983-1987 (1ff)  LP446:551
Modular Buildings, 1983 (1ff)  LP446:552
Murtom, Tom, 1985 (1ff)  LP446:553
Newspapers Clippings, 1984-1987 (1ff)  LP446:554
Norco: CA Rehabilitation Center, 1983 (1ff)  LP446:555
Otay Mesa Sewage, 1985 (1ff)  LP446:556
Population Forecasting, 1983-1986 (1ff)  LP446:559
Prison Construction, 1985-1986 (2ff)  LP446:560-561
Prison: General, 1984-1988 (2ff)  LP446:562-563
Prison Overcrowding, 1980-1987 (2ff)  LP446:564-565
Prison Ship, 1987 (1ff)  LP446:566
Privatization of Prison Operations, 1986 (1ff)  LP446:567
Probation: Case Management, 1984 (1ff)  LP446:568
Riverside County, 1984-1987 (1ff)  LP446:569
APPENDIX C

Sample Catalog Cards
## LEGISLATURE- ASSEMBLY-ASSEMBLY MEMBER

**KELLEY, DAVID**

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See Master Finding Aid for details.

## LEGISLATURE- SENATE-SENATOR

**KELLEY, DAVID**

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See Master Finding Aid for details.
### LEGISLATURE- ASSEMBLY-ASSEMBLY MEMBER

**FLOYD, RICHARD**

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<td>LP446:463-463A</td>
<td>SPORTS AND ENTERTAINMENT SUBCOMMITTEE HEARING FILES (2ff)</td>
<td>1985-1986</td>
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<td>See Master Finding Aid for details.</td>
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### LEGISLATURE- ASSEMBLY-ASSEMBLY MEMBER

**FLOYD, RICHARD**

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<td>LP446:464-483</td>
<td>SPORTS AND ENTERTAINMENT SUBCOMMITTEE SUBJECT FILES (21ff)</td>
<td>1982-1986</td>
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APPENDIX D

Sample Processing Checklist
Processing Checklist

1. [ ] Pull accessioning worksheets/transfer sheets from master set
2. [ ] Research history and functions of records creator
3. [ ] Pull records from stacks – notify all staff about project & location & stamp accession sheets in the research room binders
4. [ ] Conduct preliminary review of records and identify units of records (sub-groups, series)
5. [ ] Create a processing plan (Processing Plan worksheet is available on the shared file) and hold processing plan meeting with program coordinator
6. [ ] Arrange records into appropriate units
7. [ ] Complete draft separation sheets
8. [ ] Complete conservation work orders
9. [ ] Complete folder labels then box labels
10. [ ] Complete typed, final separation sheets
11. [ ] Complete draft of finding aid - discuss with program coordinator
12. [ ] Complete finding aid & email to program coordinator
13. [ ] Complete catalog cards and add to card catalog
14. [ ] Transfer records to D shelf locations (add the D shelf location to the LP list on D floor)
15. [ ] Email the processing coordinator the new D-floor locations
16. [ ] Notify all staff about new location
17. [ ] Return original accessioning sheets to program coordinator & remove stamped accession sheets from research room binders
18. [ ] Complete Sostomcat records
19. [ ] Encode inventory for OAC
APPENDIX E

Sample Processing Plan Worksheet
Processing Plan Worksheet

Record Group/Collection Name:

Predecessor Names:

Accession Numbers:

Total Volume: Dates:

Organization:

Types of Materials:

Primary Subjects:

Physical Condition

Restrictions:

Record Units:
Bibliography


California. *An Act Concerning the Public Archives. Statutes.* 1850
California State Archives. “Collections.”

California State Archives. “State Records Appraisal Program.”


