

# Deputy Directive

*Number:* DD-58-R2

*Refer to Director's Policy:* DP-02-R2 Ethics  
DP-06 Caltrans Partnerships

*Deputy Directive:* DD-101 Records Management  
DD-55-R2 Management of Information Assets and Records

*Effective Date:* 09/30/2015

*Supersedes:* DD-58-R1 (2-8-10)

*Responsible Program:* Administration (DBFS)

**TITLE** Preservation of Caltrans Historical Materials

**POLICY**

The California Department of Transportation (Caltrans) preserves and ensures access to selected records, photographs, maps, publications, memorabilia, audiovisual resources, objects, and other materials that document the history of Caltrans. This Deputy Directive requires the consideration of historical values when reviewing the disposition of all materials, including digital resources.

**DEFINITION/BACKGROUND**

In 1984, Policy and Procedure 84-5, "Preservation of the Department's Historical Materials," formally established the History Preservation Program within the Transportation Library, and established a Historical Records Officer to manage the program. The Historical Records Officer is a professionally-trained librarian who reports to the Transportation Library and History Center in the Division of Business, Facilities and Security under the Administration Program.

The History Preservation Program's primary focus is to preserve and ensure access to important departmental historical materials such as records, photographs, maps, artifacts, and equipment that document the history of Caltrans.

Caltrans' historical materials document past decisions, agreements, policies, programs, and accomplishments and make it possible for Caltrans to:

- Document the evolution of current departmental practices, policies, and directives.
- Provide a historical perspective for decision making in all areas of departmental activity.
- Aid in the preparation of environmental documents.
- Assist Legal staff in supporting Caltrans' position in litigation.
- Provide background for speeches, articles, and news releases.
- Respond to reference questions from staff, the media, the general public, and researchers concerning the history of highways and transportation in California.
- Advocate and publicize the importance of a historical perspective in departmental activities.
- Encourage employees' sense of pride and personal connection to Caltrans' contributions to the State of California.

In addition, the History Preservation Program supplements the Records Management Program, which governs how Caltrans' records are kept. For further clarification on Records Management, see DD-101, Records Management and DD-55-R2, Management of Information Assets and Records.

The Caltrans History Preservation Committee acts as an advisory body to the History Preservation Program. It is composed of staff from External Affairs, Records Management, the Historical Records Officer, the Supervising Librarian, and representatives from each Program, Division, and District. Others may serve at the discretion of the Committee.

### *RESPONSIBILITIES*

#### Deputy Director, Administration:

Establishes policy to ensure preservation of Caltrans' historical materials.

#### Chief, Division of Business, Facilities and Security:

- Ensures implementation of this Directive through the Caltrans Transportation Library and History Center via the Historical Records Officer.
- Oversees the History Preservation Program in the Division of Business, Facilities and Security.

#### Historical Records Officer:

- Implements this Directive, provides primary professional support for the History Preservation Program, and serves on the Caltrans History Preservation Committee as the Secretary.

- Disseminates guidelines and procedures for the selection, preservation, and management of Caltrans' historical resources.
- Provides historical reference and research assistance to Caltrans staff and the general public.

Caltrans History Preservation Committee:

- Elects a chairperson and vice-chair annually.
- Assists in locating, evaluating, and preserving departmental historical materials.
- Assists in educating and informing employees of the importance of preserving historical materials.

Deputy and District Directors:

- Responsible for ensuring the preservation of Caltrans' historical materials, as outlined by the Historical Records Officer.
- Appoint members of their staff to serve on the Caltrans History Preservation Committee on the basis of interest, and support their efforts in history preservation.

External Affairs and District Public Information Offices:

Assist the Caltrans History Preservation Committee to further departmental goals and objectives by publicizing various aspects of Caltrans' historical heritage, both internally and externally.

Division of Equipment:

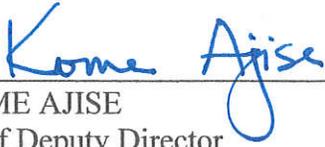
- Preserves and restores equipment judged to be of historical importance with the approval of the Caltrans History Preservation Committee.
- Provides storage space for all departmental large objects and artifacts.

Employees:

Maintain a historical awareness, and where applicable, integrate and preserve Caltrans history in the course of their overall departmental responsibilities.

*APPLICABILITY*

All Caltrans employees.

  
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KOME AJISE  
Chief Deputy Director

  
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Date Signed