

Memorandum

*Serious drought.
Help save water!*

To: DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS

Date: March 15, 2016

From:  KOME AJISE
Chief Deputy Director

Subject: **CALTRANS HISTORY PRESERVATION COMMITTEE PARTICIPATION**

The California Department of Transportation (Caltrans) is committed to preserving historical materials and celebrating California's rich transportation heritage. As stated in Deputy Directive 58-R2 (DD-58-R2) Preservation of Caltrans Historical Materials, Deputy Directors and District Directors are responsible for the preservation of historical materials that are important to Caltrans. The Caltrans History Preservation Committee (CHPC) is the designated advisory body to Caltrans in preserving historical materials. This memorandum requests your continued compliance with DD-58-R2 and support for the CHPC.

DD-58-R2 states that Deputy Directors, District Directors and Division Chiefs appoint members of their staff to serve, in a collateral and advisory role, as a CHPC representative and to assist in locating, evaluating, and preserving historical materials. It is important that each division and district be represented on the CHPC. Please determine if your district or division is represented on this committee, and if not, please appoint a representative. These representatives should be provided the time to perform their duties accordingly. CHPC participation in the past has varied from four to eight hours per month, depending on current duties and/or subcommittee involvement. The scope of support for this effort includes:

1. Appointing CHPC representatives and allowing time for representatives, or their delegates, to participate in CHPC meetings via videoconference and conduct CHPC business activities.
2. Broadcasting appropriate division or district wide staff announcements to identify and acquaint Caltrans staff with the appointed CHPC representatives and their contact information.
3. Providing the CHPC representatives with notice of and assistance in the preservation of historical materials that are included as part of the environmental mitigation associated with delivery of Caltrans projects.
4. Providing timely notice to the CHPC regarding materials, and access to those materials, whose historical value may not have been fully ascertained, but may be historically important.
5. Allowing the CHPC representative direct access to top management when necessary, in support of DD-58-R2.

DEPUTY DIRECTORS, et al.

March 11, 2016

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Caltrans is required to abide by federal and State regulations concerning the preservation of significant records and materials, and as a public agency needs to be mindful of the shared heritage with California's citizenry. Your commitment of staff time and effort will recognize the significant contributions and achievements of past, present, and future transportation employees and partners. Please provide the name of your appointed representative to the CHPC Secretary, Kendra Stoll by email sent to kendra.stoll@dot.ca.gov by April 29, 2016.

Attachments

- (1) DD 58-R2
- (2) CHPC Roster

c: Malcolm Dougherty, Director
Caltrans History Preservation Committee