



City of Grass Valley City Council Agenda Action Sheet

Title: Agreement with the Nevada County Historical Society for Digital Scanning and Preservation of Historical Records

CEQA: Not a Project

Recommendation: That Council approve the Agreement between the City of Grass Valley and the Nevada County Historical Society (NCHS) for the digital scanning and preservation of historical records and authorize the Deputy City Manager to execute the Agreement, subject to legal review.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 09/8/2026

Date Prepared: 09/3/2026

Agenda: Consent

Background Information: The City of Grass Valley maintains a collection of historical records and materials that document the history, development, and evolution of the community. Many of these records are maintained in their original physical format and have not been comprehensively digitized.

As part of the City's ongoing efforts to preserve these materials and improve their long-term accessibility, staff has been exploring opportunities to partner with organizations that have experience and expertise in historical preservation and archival work.

The Nevada County Historical Society maintains the Searls Historical Library in Nevada City and serves an important role in preserving, researching, and sharing the history of Nevada County and its communities. Through discussions between City staff and NCHS, an opportunity was identified to establish a partnership for the digitization of historical records currently maintained by the City.

The proposed Agreement establishes a framework through which the City will temporarily provide selected historical records to NCHS for digital scanning. Records will be transferred in manageable groups, scanned using non-destructive methods, and returned to the City before additional materials are transferred unless otherwise agreed upon by both parties.

Upon completion of scanning, NCHS will provide the City with digital copies of all records digitized through the partnership. NCHS will also be permitted to retain digital copies for historical, research, educational, archival, and display purposes, with the City of Grass Valley identified as the source and owner of the original records when applicable.

The original historical records will remain the sole property of the City at all times. The Agreement does not constitute a donation or permanent transfer of the City's historical collection.

Scanning is anticipated to occur at the Society's Searls Historical Library. NCHS will be responsible for the scanning equipment and for exercising reasonable care in the handling, storage, security, and protection of City records while they are in its possession.

The City will maintain discretion over which records are provided for digitization and may withhold or recall records based upon legal requirements, operational needs, preservation concerns, confidentiality, or other City needs.

The proposed Agreement will continue through December 31, 2028, unless terminated earlier by either party upon seven days' written notice.

This partnership provides the City with an opportunity to preserve historically significant records while strengthening collaboration with a local organization whose mission and expertise are centered on preserving Nevada County's history. Digitization will also help protect historical information from loss or deterioration and provide a foundation for improved public and research access to these materials in the future.

Council Goals/Objectives: The item executes portions of work tasks towards achieving/maintaining Strategic Plan -High-Performance Government and Quality Service.

Fiscal Impact: There is no fiscal impact of this item.

Funds Available: N/A

Account #: N/A

Reviewed by: _____ City Manager