

California State Archives

The California State Archives, a division of the Office of the Secretary of State, is one of the sponsors of the Western Archives Institute.

Responsibilities

1. The State Archives serves as the administrative office for the Western Archives Institute and any regional institutes.
2. The State Archivist appoints the Administrator of the Western Archives Institute ("the Institute") from the staff of the California State Archives. The appointment is made in consultation with the Board of Directors ("the Board") of the Society of California Archivists ("the Society"). The Institute Administrator is an employee of the State of California and is under the supervision of the State Archivist.
3. The State Archivist is consulted concerning decisions by the Board of the Society and the Western Archives Joint Management Committee (hereafter, "Management Committee") that affect the Institute.
4. The State Archivist is an ex-officio member of Management Committee and may join the Management Committee in the selection of students for the Institute. The State Archivist or his/her designee and the Management Committee serve as the Institute Selection Committee for the purposes of selecting students to attend the Institute.
5. The State Archivist receives quarterly reports concerning the operation and financial condition of the Institute.
6. The State Archivist or his/her designee participates in the annual closing ceremonies for the Western Archives Institute held in California.
7. With the Society of California Archivists Board of Trustees, the State Archivist reviews and approves any requests to hold other regional Western Archives Institutes that may be held outside of California.
8. The State Archivist receives operating and financial reports concerning regional Institutes.