



**A G E N D A**  
CITY OF SEASIDE  
ART AND HISTORY  
COMMISSION

REGULAR MEETING  
986 HILBY AVENUE (SEAHORSE ROOM)  
Tuesday, April 14, 2026  
5:15 PM

Virtual Participation Guide: <https://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>  
<https://us02web.zoom.us/j/81458575672?pwd=bVB3eFN0dnBCc01FYUdwSZA2WnMvQT09>  
WEBINAR ID 814 5857 5672 | (669) 900-9128

**1. CALL TO ORDER**

**2. ROLL CALL – ESTABLISHMENT OF QUORUM**

Emerson Brown	Chair
Robert Daniels, Jr.	Vice Chair
Keylin Figueroa	Commissioner
Julie Ann Hughett	Commissioner
Ethelyn Thomas	Commissioner

**3. REVIEW OF AGENDA**

*If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).*

**4. PUBLIC COMMENT**

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

**5. APPROVAL OF MINUTES**

**A. APPROVE MINUTES FROM MARCH 24, 2026**

**6. BUSINESS ITEMS**

**A. SEASIDE ATTRACTIONS/BUSINESSES WITH ARTIST MARIA SCHOETTLER**

**RECOMMENDATION:** Provide direction on finalizing details of Seaside Map.

**B. FINALIZE POSTCARD PROGRAM**

**RECOMMENDATION:** Finalize postcard program

**C. REVIEW AND DISCUSS LIBRARY MURAL**

**RECOMMENDATION:** Review and discuss Library Mural.

## **D. SEASIDE ARCHIVE MARKETING AND PROMOTION**

**RECOMMENDATION:** Provide direction on public awareness of Seaside Archives.

### **7. COMMISSIONER REPORTS**

### **8. STAFF COMMUNICATION**

### **9. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
May 12, 2026  
5:15 PM

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**MINUTES**  
CITY OF SEASIDE  
ART & HISTORY  
COMMISSION

**REGULAR MEETING**  
986 HILBY AVE (Seahorse Room)  
Tuesday, March 24, 2026  
5:45 p.m.

**1. CALL TO ORDER:**

The meeting was called to order at: 5:21 PM

**2. ROLL CALL – ESTABLISHMENT OF QUORUM:**

**ART & HISTORY COMMISSION:**

Emerson Brown	Head Chair	PRESENT
Robert Daniels Jr	Vice Chair	ABSENT
Keylin Figueroa	Commissioner	5:20 PM PRESENT
Julie Ann Hughett	Commissioner	PRESENT
Ethelyn Thomas	Commissioner	PRESENT

**STAFF:**

Kee Hyon Higgins PRESENT

**GUESTS PRESENT:**

\* No guests were present

**3. REVIEW OF AGENDA:**

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required)

\* None

**4. PUBLIC COMMENTS:**

\* No public comment has been given

**5. APPROVAL OF December 9<sup>th</sup>, 2025 MINUTES:**

Motion Passes Unanimously

**6. BUSINESS ITEMS:**

**A. SEASIDE ATTRACTIONS/BUSINESSES WITH MARIA SCHOETTLER**

\* Chair Brown fills in regarding item, remarking that staff has provided map for visualization of Seaside to move forward in decision making. Chair Brown mentions that if unable to complete map, item can always become RFP, or possibly be skipped

\* Commissioner Thomas inquires size of map, in which Chair Brown clarifies that size is versatile.

\* Utility Boxes to be potentially put in, as well as parks, amenities, etc on Map.

\* No Public Comment.

**B. POSTCARD PROGRAM FINALIST SELECTION:**

\* Commissioners must select up to 4 candidates for the post card program during voting process.

Top Candidates include:

1. Stephanie Coates
2. Linda Gabrielson
3. Andrea
4. Siena McCarron

**Motion:** *All four top selected artists to move forward in printing process*

\* No Public Comment.

**C. REVIEW AND DISCUSS MURAL LOCATION:**

\* Previous Mural Location has been marked for demolition; Commissioners must choose from new selection of potential locations.

**Motion:** *Redesignate mural allocation to Seaside Library (KF/Seconded: JH)*

Motion passes unanimously.

\* No Public Comment.

**D. SEASIDE ARCHIVE MARKETING AND PROMOTION**

\* Commissioner Figueroa proposes to highlight Seaside Archives through virtual access & quarterly features.

\* Staff updates that past progress regarding the archives and how they are all properly catalogued and stored properly with the help of former archivist hired last year.

\* No Public Comment.

**E. APPROVE UTILITY BOX PROGRAM REQUEST FOR PROPOSALS (RFP)**

\* Past submission created by participant from last year's Utility Box Round will have a reserved spot in which the commissioners must vote for 4 Boxes instead of the typical 5 of this year's round.

\* No Public Comment.

**7. STAFF COMMUNICATION:**

\* Staff reports workplan for fiscal year 2026-27 to be shown next meeting and reminds commissioners regarding who they must vote for chair in the coming future.

**8. REPORTS FROM COMMISSIONERS:**

\* No reports have been made.

**9. ADJOURNMENT: The meeting was adjourned at: 7:07 PM.**

**RESPECTFULLY SUBMITTED,**

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**Hailie D. Bringas, SAHC Clerk**

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**Emerson Brown, SAHC Chair**

**Next Regular Scheduled Meeting**

**April 14<sup>th</sup>, 2026**

**Time: 5:45 p.m.**

**HYBRID (Virtual & In-Person)**



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.A.**

**TO:** Art and History Commission

**BY:** Kee Hyon Higgins, Recreation Superintendent

**DATE:** April 14, 2026

**SUBJECT: SEASIDE ATTRACTIONS/BUSINESSES WITH ARTIST MARIA  
SCHOETTLER**

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**RECOMMENDATION**

Provide direction on finalizing details of Seaside Map.

**BACKGROUND**

Chair Brown reached out to artist Maria Schoettler to explore the possibility of developing a Seaside attractions map and business guide, highlighting various local businesses throughout the city, in June 2025. Ms. Schoettler has expressed interest in the project; however, she has requested further clarification regarding the Commission's specific focus areas, both in terms of geographic scope and overall vision for the final product.

The Commission has researched various ideas which include City-owned buildings, parks and facilities. Historical homes were considered, but the City Attorney's Office does not recommend including residential homes for this type of project since home addresses or visual representations could be used.

Lastly, this project presents an opportunity for collaboration with the Parks and Recreation Commission, particularly in identifying key public spaces, trails, and recreational amenities that could be incorporated into the map.

**ATTACHMENTS**

1. Map Agenda Attachment

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PACIFIC OCEAN

17 MILE DRIVE



DEL MONTE FOREST

PACIFIC GROVE



34. WILD FISH RESTAURANT



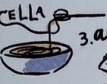
12. HABITAT



7. CAPTAIN + STOKER II



29. STOKES ADORE



8. CELLA



22. OLD CAROL BOOKS



11. ELROY'S FINE FOODS



24. PARKER-LUSSEN PASTRIES



9. CHEZ NOIR



31. TEJIDO COLLECTIVE



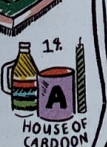
28. STATIONARY



16+17. LE PETIT PALI



27. SOMEWHERE



14. HOUSE OF CARDOON



Old FISHERMAN'S WHARF

MONTEREY



JACKS PEAK

CARMEL VALLEY RD.

SEASIDE



32. THE BUTTER HOUSE



20. LYNN'S ARCADE



10. COUNTERPOINT COFFEE



23. OTHER BROTHER BEER CO.



19. LUPITA'S BAKERY



1. COFFEE ROASTING CO.



21. MALIGNE



33. THE MEATERY



15. LA TORTUGA



5. BEAR + FLAG ROADSIDE



30. FANCREDI + MORGEN



13. HACIENDA CV + RADICI MARKET

\*MAP NOT TO SCALE

ALL ARTWORK BY MARIA SCHOETTLER '23





**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.B.**

**TO:** Art and History Commission

**BY:** Kee Hyon Higgins, Recreation Superintendent

**DATE:** April 14, 2026

**SUBJECT: FINALIZE POSTCARD PROGRAM**

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**RECOMMENDATION**

Finalize postcard program

**BACKGROUND**

Requests for Proposals for the Postcard Program were opened to the public on November 3, 2025, and were closed on January 4, 2026, which resulted in a total of thirteen applicants to review. Four applicants were selected and the Art & History Commission must finalize the postcard design in order to move forward with the printing process.

**ATTACHMENTS**

1. 2026 Postcard Program
-

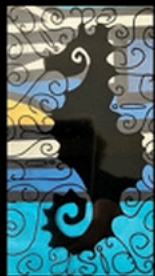
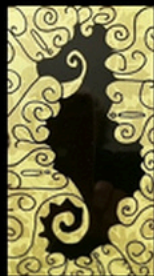




**HOME  
OF THE  
HEERMANN'S  
GULLS**



**SEASTIDE  
CALIFORNIA**





ART & HISTORY  
COMMISSION

# POSTCARD



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**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.C.**

**TO:** Art and History Commission

**BY:** Kee Hyon Higgins, Recreation Superintendent

**DATE:** April 14, 2026

**SUBJECT: REVIEW AND DISCUSS LIBRARY MURAL**

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**RECOMMENDATION**

Review and discuss Library Mural.

**BACKGROUND**

The Art & History Commission has been allocated \$15,000.00 to coordinate and install a mural project for Fiscal Year 2025-2026. The Art & History Commission has chosen to allocate the funds towards a mural at the Seaside Public Library. This project will be coordinated between the Art & History Commission, Recreation Staff and Seaside Public Library Staff.

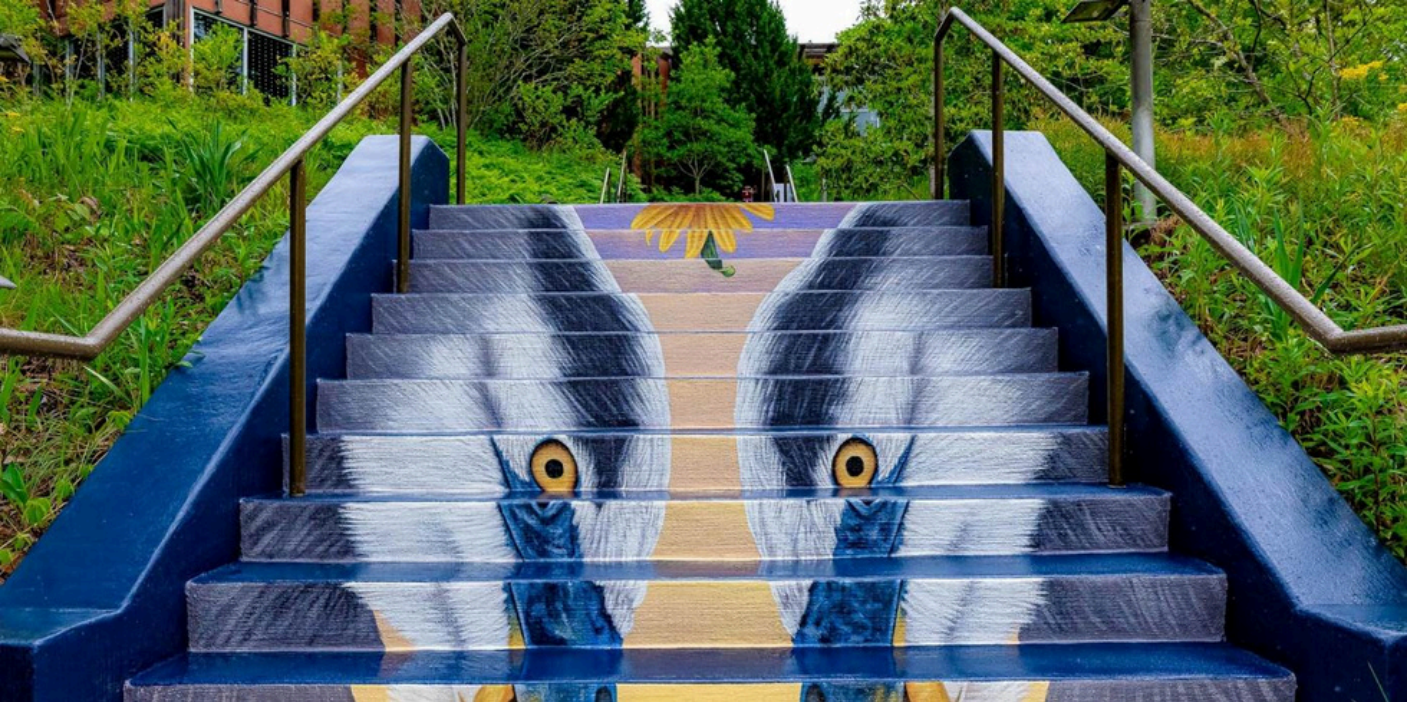
**ATTACHMENTS**

1. Seaside Library Mural
-

# Seaside Public Library



# Stair Mural Examples





**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 6.D.**

**TO:** Art and History Commission

**BY:** Kee Hyon Higgins, Recreation Superintendent

**DATE:** April 14, 2026

**SUBJECT: SEASIDE ARCHIVE MARKETING AND PROMOTION**

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**RECOMMENDATION**

Provide direction on public awareness of Seaside Archives.

**BACKGROUND**

Commissioner Figueroa seeks to enhance and improve the public awareness of the Seaside Historical Archives, which is currently located at Soper Community Center. After touring the archives and meeting with staff, her suggestions are the following:

- Marketing and promotion of the archives
- Website improvement
- Quarterly features that reflect Seaside's history and culture (Veterans, City Birthday)
- Virtual access of archives on website

City Staff has coordinated with Katie McKendry-Grove, who is a local archivist and worked with the Commission on archival duties, and she will give suggestions on how we can make progress on the marketing and promotion of the City's archives.

**ATTACHMENTS**

1. Seaside\_Archives\_Proposal\_KMG
-



City of Seaside  
Art & History Commission  
Archival Proposal

Prepared for the Art & History Commission (City of Seaside)  
By Katie McKendry Grove, MA

July 13, 2024

## Table of Contents

Archivist Education and Experience – 3

Justification – 3

Methods – 4

Assessment – 4

Action Plan – 7

Time Frame – 9

Attachment I: Assessment Photographs

Attachment II: Initial Inventory of Collection

## Archivist Education and Experience

I received my MA in museum collections management from The George Washington University in Washington, D.C. While in graduate school, I completed a year-long intensive course at the Smithsonian National Museum of Natural History in preventive conservation. Additionally, I completed courses in museum collections management, museum management, exhibitions and curation, and archival practices, and studied under Dr. Robert Horton in the Archives Center of the Smithsonian National Museum of American History (NMAH). I interned as a curatorial intern in the NMAH Home and Community Life curation department and as a collections intern at the Alexandria Archaeology Museum in Alexandria, VA. I worked at The George Washington University as an anthropological research assistant, as part of a grant from the National Science Foundation.

I graduated with my BA in Anthropology from UC Santa Cruz. I have worked in collections management at Hearst Castle and the Rosicrucian Egyptian Museum in San Jose. I have managed educational programming, including online courses, lectures, talks, and school tours. I interpreted exhibitions to visitors and trained volunteers

I currently work full-time at Applied EarthWorks, Inc. as their collections laboratory manager. I have professional affiliations with the California Association of Museums and Society for California Archaeology. I grew up on the Monterey Peninsula, starting at age 8 and graduated from Carmel High School. I live with my husband in Seaside.

## Justification

Incorporated in 1954,<sup>1</sup> the Seaside Art & History Commission “advises and facilitates the protection of the City’s cultural resources including the collection, promotion, display and preservation of Seaside historical artifacts, and encourages and promotes programs of artistic merit.”<sup>2</sup> Since then, the Art & History collection (“Collection”) has grown over the decades and includes archival material such as cassette tapes, VHS tapes, DVDs, newspapers, yearbooks, photographs (framed and unframed), maps, books, poster boards, scrapbooks, and paperwork related to the history of the City. Additionally, the Collection includes a small collection of artwork, historic artifacts, and other miscellaneous objects.

Over the years, the Collection has moved to several storage spaces and many long-time Commissioners who organized the Collection and/or knew its history have since passed, retired, or moved on. Because of these factors, the Collection has not been

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<sup>1</sup> “Institutional History,” Brother Larry Scrivani, August 2015.

<sup>2</sup> City of Seaside Art and History Commission, <https://www.ci.seaside.ca.us/158/Art-History-Commission>

inventoried and organized in some time. Furthermore, the new storage space for the Collection at the Soper Center has not been prepared to house a collection.

## Methods

I completed an initial assessment and inventory of the Collection storage room at the Soper Center between May-June 2024, which included assessing the physical condition of the storage room itself as well as a general condition of the Collection. Below is the assessment. See Attachment I for photographs of the Collection storage room taken as part of the assessment, and Attachment II for the inventory of the collection.

Please note that per Art & History Commission members Janie Silveria and Michael Wildgoose, the inventory completed was only a general, “spot” inventory. I did not inventory each document or object in every box, nor did I provide a condition report/assessment for each document or object.

## Assessment

1. Describe the room. Are there windows, doors, etc.?

Access to the Collection storage room has been through one of the outer side doors (next to the baseball field) and the main entrance of the Soper Center, through the multipurpose room, which is used for City meetings, private events, summer camps, etc.

There are two entrances/exits to the Collection storage room – one double door from the multipurpose room, and another door accessible by a hallway on the other side of the room. The doors open and close, and lock. One of the coverings for the door handle on the double doors is loose. There is space between the bottom of all doors and the floor, and I noticed trash has made its way from the multipurpose room into the storage room. This increases the chance of pest infestation, or liquids spilled inside the multipurpose room pooling into the storage room. There are overhead lights on the ceiling, but I am not sure when the covers were last cleaned, and if the covers have UV filtration. There are multiple glass windows that lock with no UV filtration, but they are covered with plastic blinds. Cobwebs and dust are present on the windowsills and blinds. No water damage appears to be coming from the roof or windows. This will need to be assessed again once we enter the rainy season, and continually monitored.

Metal shelves line parts of the room, along with rolling cabinets for storage. Items are also currently stored on the floor.

2. Are there security cameras? Or are there other security measures in place such as a sign-in sheet?

There are no security cameras or a visitor/staff sign-in sheet. Full-time staff are no longer scheduled to work at the Soper Center, and Art & History Commission members do not have access to the storage room or the building itself. This makes work a little tricky to schedule.

As mentioned previously, the doors into the Collection storage room, including the storage room windows, do lock.

3. What is the floor made of? What is its condition?

The floor is covered in blue linoleum and appears to be in good condition, with some minor staining. It looks dusty with some trash that has made its way inside from the multipurpose room.

4. Is there a map showing where each collection is stored?

There is no map showing how the Collection is organized, but this is not surprising since this is a new space.

5. Are there fire extinguishers?

No fire extinguisher/s is stored inside the Collection storage room.

6. Is there a first aid kit?

There is no first aid kit inside the Collection storage room.

7. Is there an emergency exit route posted?

There is no emergency exit route posted in the Collection storage room.

8. How are the collections stored (e.g. on shelves, on the ground, etc.) and what is their condition? If stored in wood shelving, has the wood been treated?

One large metal shelf holding archival/collections boxes is placed along one of the side walls, and three additional shelves are placed in the center of the Collections storage

room. There are two rolling metal cabinets for storage. Items are also currently stored on the floor in multiple locations. Refer to Attachment II for the general location of each box and/or item.

9. What is the Collection stored in?

There are various boxes and containers used to store the Collection. These include Bankers Boxes (archival and non-archival quality), shipping boxes, plastic boxes, archival storage boxes (several different sizes), and boxes used to ship produce (e.g. strawberry boxes). Some items are not stored in any box or container. Refer to Attachment II for the general location of each box and/or item.

10. Where is all collection/archival deeds of gift and other Collection documentation kept, and how are they organized?

During my initial inventory, I found numerous boxes with Commission paperwork. They do not appear to be organized yet, but some boxes are labeled with a description of who used to care for or house the paperwork. I am not sure if these boxes of paperwork include deeds of gift.

11. Are there water pipes in the Collections storage room?

There are no water pipes in the Collections storage room.

12. Is there an integrated pest management program in place?

No program is in place.

13. Is the room's temperature and humidity monitored?

No monitoring system is in place, and there is no hygrometer in the Collection storage room.

14. Is there a sprinkler system? If so, when was the last time it was serviced?

There is no sprinkler system in the Collections storage room.

15. Is there dust, mold, pests, cobwebs, rust, etc. visible on any boxes or the Collection? Collect dead bugs, noting where they were found and the date they were found, in bags for later identification.

Varying degrees of dust and aging was noted on archival documents. During the initial inventory of the Collection, the condition of contents and storage boxes was noted. I did not locate dead pests during my assessment or inventory.

16. How often is the room cleaned?

There is no housekeeping schedule for the Collection storage room. I am not sure when the room was last mopped, dusted, or swept fully.

17. Are there electronics utilized for collections maintenance, such as a computer? If so, when was it used last, and does it still work? Does it need to be repaired or replaced?

There is no computer. One digital scanner, along with other electronics used in oral history projects were located during my assessment and inventory. I did not test them to see if they still worked properly.

18. Are any computer files or collections management systems (such as the collections and/or archives database) up to date?

Talk of a previous inventory on Past Perfect was mentioned but I do not recall where that is located, and when it was last updated. There is no current collections management database.

## Action Plan

To make the Collection more accessible to the Art and History Commission, researchers, City of Seaside staff, and the public, I recommend the following steps be completed.

### Step 1: Institutional Goals

Write and adopt a “**Scope of Collection Statement.**” Generally, this statement will include a) what items the Collection currently has, b) what items are appropriate for future acquisitions, and c) what items need to be removed from the collection

(discarded, deaccessioned, or donated). This will serve as a road map for Commission members moving forward and prevent over-collecting and overcrowding in the new storage space. It is difficult to not accept every donation or hold on to every item, but it can have damaging consequences and put a burden on the Art and History Commission to care for an item that doesn't fit into their Scope of Collection.

Write and adopt **Collection procedures and policies, or "Collections Management Policy."** This policy will include institutional processes such as accessioning or acquiring collections, tracking visitors, procedures for monitoring temperature and humidity, security measures, etc.

Write and adopt a **Pest Management Program** which will mitigate any damage to the Collection. This should also include a cleaning schedule.

Decide if investing in the purchase of **a computer and a database**, such as PastPerfect, would be beneficial to goals of the Art & History Commission Collection, or continue using an Excel spreadsheet or paper documents to track the contents and organization of the Collection.

## Step 2: Detailed Inventory of Each Box, and Deaccessioning

The Collection needs to be inventoried, box by box. This is the only way to determine the scope of what we have. Some of the boxes/containers are not labeled and the subject of its contents are unknown. I recommend opening each box, container and reviewing each individual item to determine if:

- a) The item/s should be kept as it *directly relates to the history of Seaside*,
- b) The item/s can be discarded, due to its condition, its redundancy (ex. five copies of the same newspaper; likely, all five of those copies do not need to be kept), its lack of association with the history of Seaside, etc., or
- c) The item can be donated to another organization, such as an art museum or library.
- d) The item should be photographed/digitized in the future.

Use Bankers Boxes as temporary storage and for organization as the Collection is inventoried. Post-its and pencils can be used to temporary label the items and/or boxes with notes and contents, and the storage racks already in place can be used for temporary organizational purposes.

### Step 3: Organize the Collection, and Physically Organization the Collection in the Storage Room

Once each box/container or item is inventoried in detail, the process of organizing and rehousing the contents in archival boxes (including labeling), and on storage racks and shelving can begin. Every effort should be made to keep Collection boxes and other items off the floor.

The organization of the Collection itself is dependent on the needs of the Art & History Commission and their researchers. They must decide if the Collection should be organized by subject, material type (photographs, paper documents, etc.), or year, for example and who will determine the different categories. It would be beneficial for current Commission members to write out a guideline for other volunteers or the archivist of what items they should look out for if they will be assisting in this process.

This phase will also include determining the layout and organization of the Collection in the storage room, and policies and procedures would take effect. This is also the phase when the Collections database would be created.

The storage room should also include a place to file paper documents related to the Art & History Commission and the collection itself, such as signed Deeds of Gift and copies of policies and procedural documents.

### Time Frame

The Art & History Commission is a volunteer-run organization with no full-time staff. Because of this and the number of boxes to be inventoried in detail, I estimate that the detailed inventory of each box/container and/or item would take approximately 24 months. This estimation also includes:

- Organizing/re-housing the Collection in archival boxes
- Organizing boxes and items on the storage racks
- Deaccessioning items (donating or discarding)
- Creating institutional policies and procedures
- Digitizing selected items/documents agreed upon by the Art & History Commission

# Attachment I: Assessment Photographs



Looking into the Collection storage room, from the double doors.



Rolling storage cabinets, to the immediate left of the double doors into the storage room.



Boxes of maps and drawings, next to the second set of rolling storage cabinets.



Empty boxes and other archival supplies by the side door of the storage room.



Metal storage rack with Collection boxes by the side door of the storage room.



Collections boxes and other archival supplies against the wall by the windows in the storage room.



More boxes stored underneath the windows in the storage room.



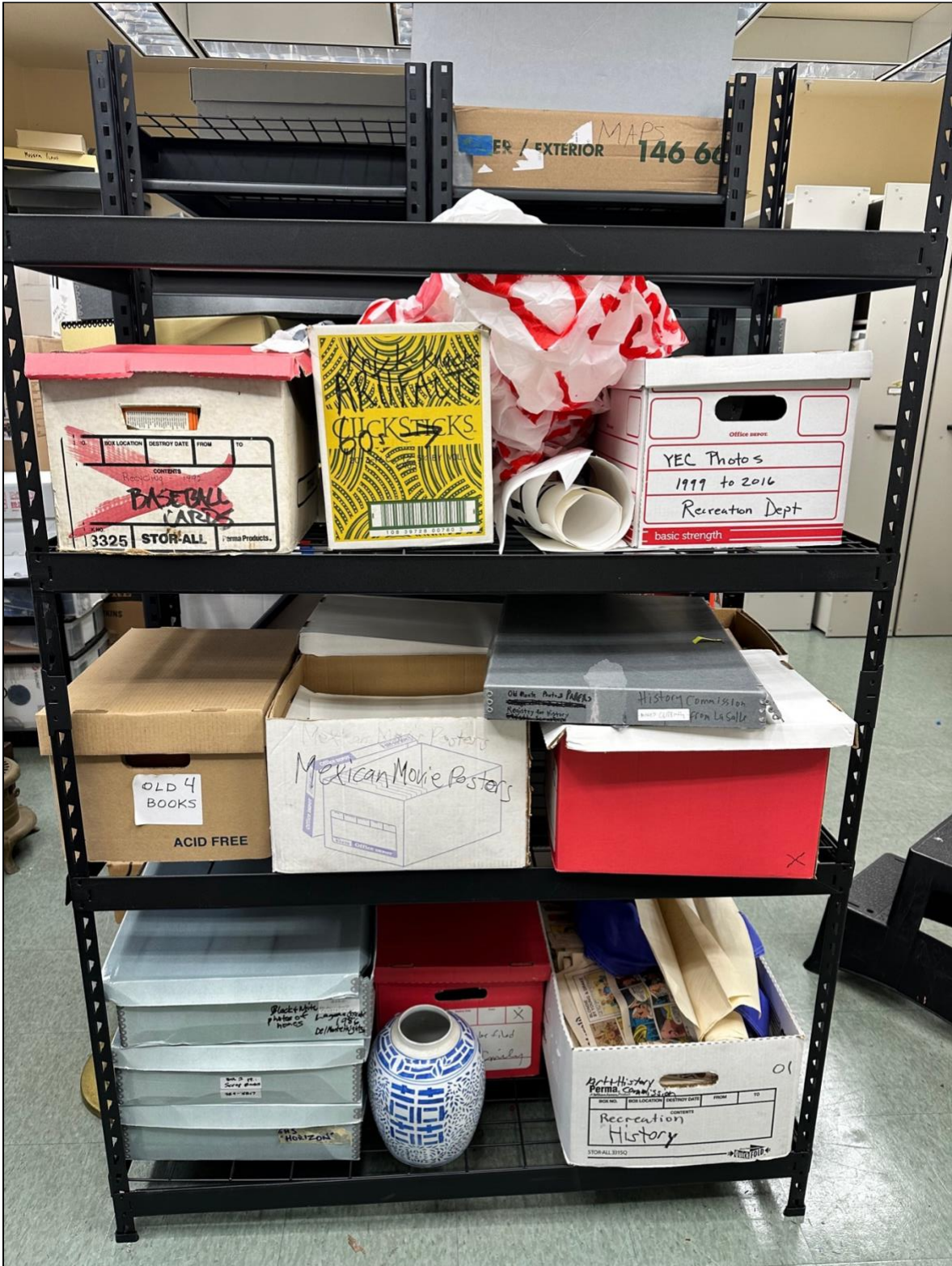
More boxes and display boards, signage, framed items under the windows and in one of the corners of the storage room.



Collection boxes stored in metal racks in the center of the storage room.

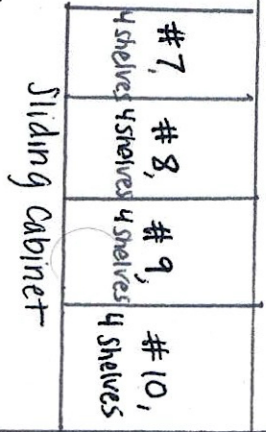
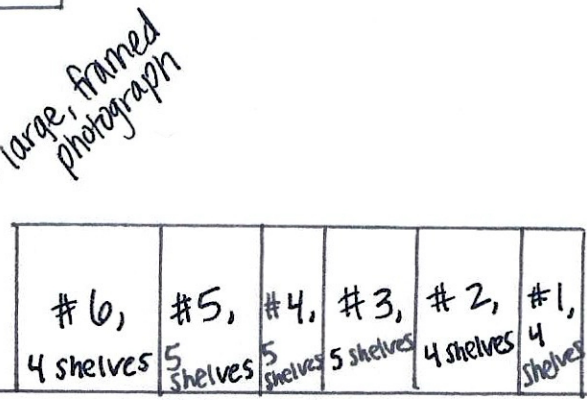
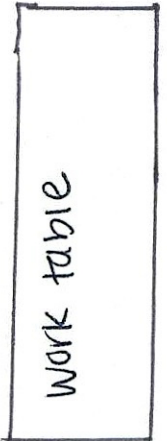
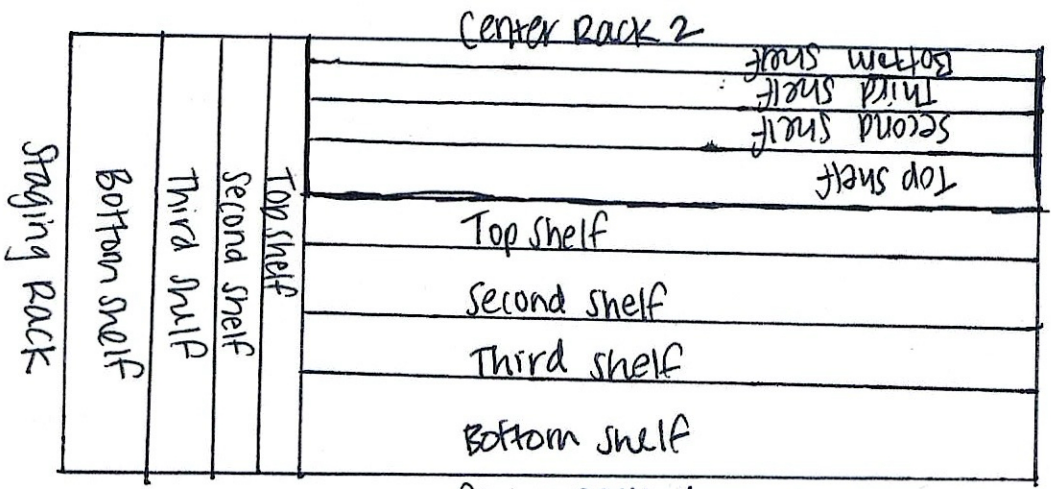
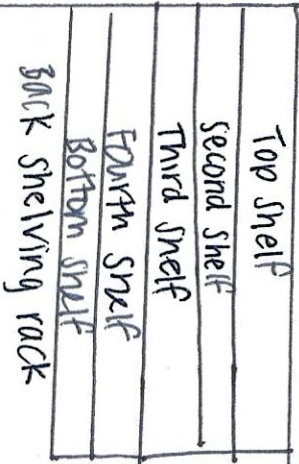
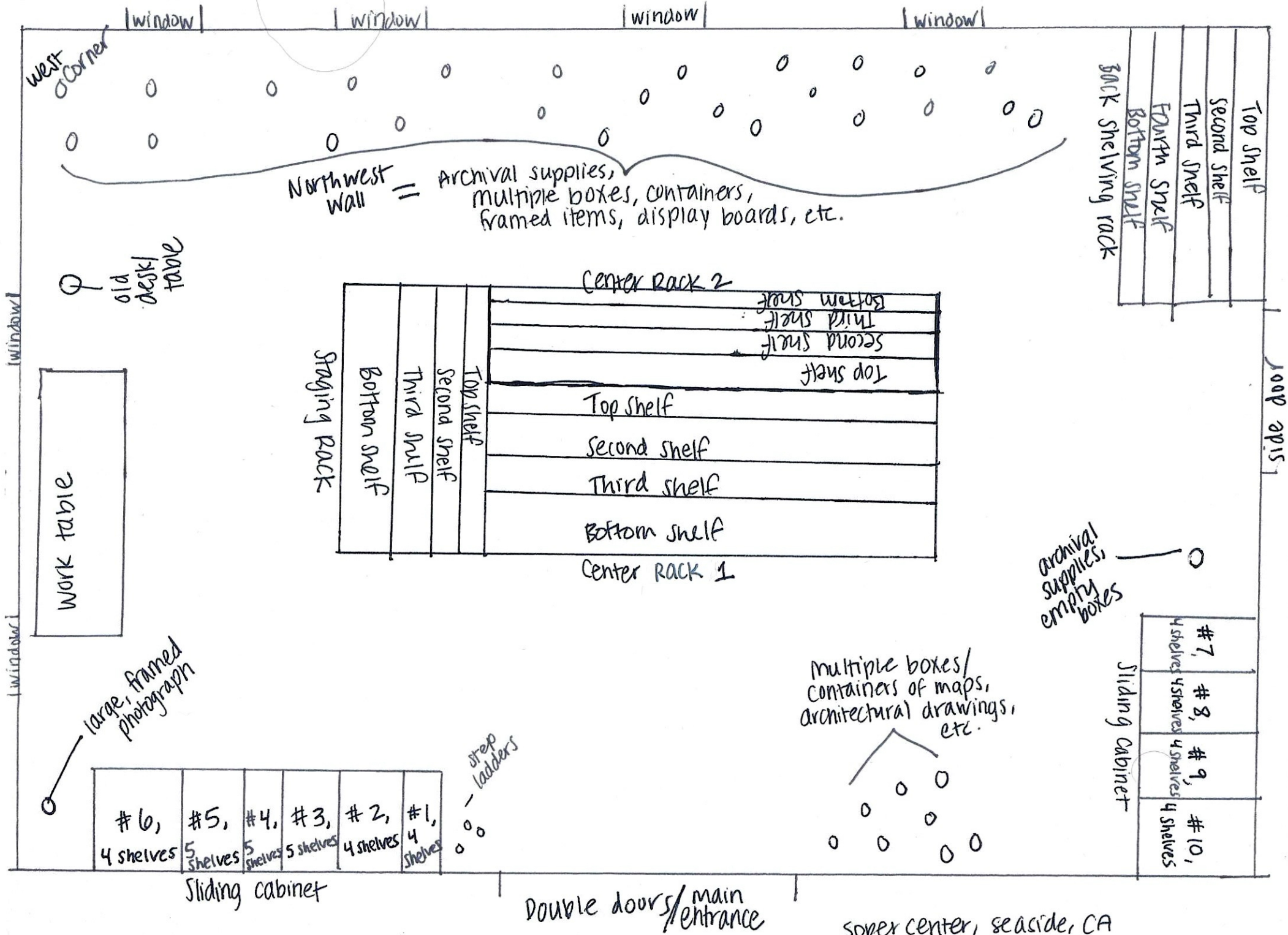


Collection boxes stored on metal racks in the center of the storage room.



Collection boxes stored on metal racks in the center of the storage room.

## Attachment II: Initial Inventory



-Katie McKendry Grove 2024

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PHOTOS Box 3 - Buildings, Public Identified	Buildings	Photographs	Good	Good		Organized by building type (school, DMV, etc.) with folder dividers, some in preservation folders
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PHOTOS ETC. Box 1 - Parks	Parks	Photographs, paper documents (Parks List, memos re: proposed properties for disposal, park historical data)	Good	Good. Paper documents stapled with metal paperclips		Organized by park name with folder dividers
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	Blues Festival Programs	Blues Festival	Programs	Good	Fair. Some are warping due to how they're being stored		Organized by year. Consider re-housing so programs can be stored flat
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	Seaside Historical Commission LIBRARY NOTEBOOKS BOX 1. Blue post-it on side reads "upstairs Michael, make sure this is in correct boxes." Pink post-it on side reads "nancy upstairs EOC"	Library Notebooks	Notebooks containing paper documents. Notebooks made of cardboard, old leather (?) covering	Good	Fair. Stored horizontally on the spine with tissue paper (acid-free?), documents in the notebooks are yellowing, with some damage. Notebooks themselves also have some damage (tears, etc.).		Consider re-housing so books can be stored vertically or flat
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PH Box 3 - People, Fort Ord / Military, Identified & Unidentified	People	Photographs	Good	Fair. Stored with tissue paper (acid free?), some warping due to how they're being stored		Organized by subject, person, etc.
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	CITY OF SEASIDE MISCELLANEOUS BOX 4	Jazz Art Show	Paper documents, programs, receipts	Good	Fair. Some of the documents are warping due to how they're being stored. Metal paperclips are present		Organized with folder dividers

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PHOTOS EVENTS & CELEBRATIONS BOX 4 MISCELLANEOUS	Events & Celebrations Misc. Unidentified, Auto Center Groundbreaking, Chamber of Commerce, Bed Races, Seaside Birthday, Seaside Exhibits/Displays, La Salle, Post Office 100th Anniversary, Miss Liberty	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PH BOX 1 - Street Scenes Construction Identified	Street Scenes, Construction	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers, in print file archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	CITY OF SEASIDE DEPARTMENTS BOX 1	Governing Info c. 1955	Paper documents	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PH BOX 2 - Street Scenes Residential Identified & Unidentified	Streets, residential neighborhoods (Laguna, Luxton, Mescal, etc.)	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers by street name, in print file archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PHOTOS BOX 1 - Buildings Unidentified Residences	Buildings - Residential Unidentified (Harding, Judson, etc.)	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers by street name, in preservation folders

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 1 "SHP files archival"	Top Shelf	Archival box, grey	SHP PH Box 1 - People City Dept. - identified	People, City Departments (Fire, Public Works, etc.)	Photographs	Good	Fair. Some warping due to how they're being stored. Stored with tissue paper (acid free?)		Organized with folder dividers by city department
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PH Box 4 - Buildings Commercial Identified & *One Commercial Unidentified folder	Commercial Buildings (Auto Dealerships, CSUMB, Del Rey Theater, etc.)	Photographs	Good	Good		Organized with folder dividers by building type/subject, in print archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS PARKS - Box 2 - Lakes	Parks - Roberts Lake	Photographs	Good	Fair. Some warping due to how they're being stored		One folder titled "Roberts Lake"
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PH BOX 3 - Street Scenes Commercial w/identified = organized by st. name, unidentified	Street Scenes (Del Monte, La Salle, Terrace, Vista, etc.)	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers by street name, in print file archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	CITY OF SEASIDE MISCELLANEOUS BOX 1	1958 Municipal Code, 1961 Municipal Code, General Plan & Elements, etc.	Paper documents, one presentation folder containing paper documents	Good	Fair. Some warping due to how they're being stored. Documents are yellowing, some minor damage present		Organized with folder dividers, mostly by municipal code year. One folder is a "miscellaneous" folder
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS BOX 1 - EVENTS & CELEBRATIONS PARADES	Parades (identified and unidentified)	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers, some in archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS BOX 3 - PARKS - UNIDENTIFIED	Parks (unidentified)	EMPTY	Good	Old tissue paper (acid free?)		EMPTY
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PH Box 4 -People - Schools -Classes	Seaside High people (faculty, cheerleaders, etc.), field trips, classes	Photographs	Good	Fair. Some warping due to how they're being stored. Stored with tissue paper (acid free?)		Organized with folder dividers by people, activity, some in print file archival presentation folders

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PH Box 2 - People By Last Name A-L	People, identified by last name A-L	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers by last name (A-L), some in archival protective folders
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS BOX 2 EVENTS & CELEBRATIONS FORT ORD	Events & Celebrations - Fort Ord	Photographs	Good	Fair. Some warping due to how they're being stored. Stored with tissue paper (acid free?)		Organized in one folder, in archival protective folders
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	CITY OF SEASIDE MISCELLANEOUS BOX 2. Pink post-it reads "Business + Street Directories, -Redev, - Booklets	Business directories, City directories, calendars, redevelopment agency	Booklets, calendars, directories	Good	Fair. Some warping due to how they're being stored. Some stored horizontally on the spine. Minor staining		Organized with folder dividers
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS EVENTS & CELEBRATIONS BOX 3 BUSINESS OPENINGS	Costco opening, Laguna Grande Park Phase II, dedication of Laguna Grande Park, Seaside Hotel groundbreaking, Jaguar/Ferrari/Rolls Royce groundbreaking	Photographs	Good	Fair. Some warping due to how they're being stored. Stored with tissue paper (acid free?)		Organized with folder dividers by subject
Sliding Cabinet 1 "SHP files archival"	Second Shelf	Archival box, grey	SHP PHOTOS BOX 2 - Buildings Identified Residences. Label on lid opening reads "Identified by St. or Owners Name"	Residential homes	Photographs	Good	Fair. Some warping due to how they're being stored. Some photos are mounted onto cardboard		Organized with folder dividers by street or owner's name

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Plastic box, clear with blue lid	Yellow post-it reads "YEC Photos"	Seaside youth (Youth Center?)	Photographs	Fair. The lid is a little loose even when "snapped" into place. Not archival-quality	Good. Most of the photographs are stored upside down		Some dividers are present within the box but not labeled
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Fabric presentation box, grey	Sticker on top reads "Seaside Gateway Proposal, ForestCity Development, 4.18.2005." Handwritten under date "DH III." Inside, cover page is titled "Rancho to Roberts Land, Volume III" by Donald M. Howard, Esq. Further pages read "Monterey Peninsula Historiography Press, copyright 2003"	Book	Book (paper)	Good	Good, out of binding device		
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Unboxed	Bound book titled "Seaside Nusgonas to Noche Buena, 1835-1955, Vol.1" by Donald M. Howard Esq., Houghton Roberts	Book	Book (paper)	Unboxed	Good		Michael found in a box by window, added to cabinet and updated inventory
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Unboxed	Bound book titled "Rancho to Roberts Land, Volume II" by Donald M. Howard	Book	Book (paper)	Unboxed	Good		Michael found in a box by window, added to cabinet and updated inventory
Sliding Cabinet 1 "SHP files archival"	Third Shelf	White binder (2.5")	Copy of book titled "Rancho to Roberts Land, Volume III" by Donald M. Howard, Esq	Book	Book (paper)	Unboxed	Good		Michael found in a box by window, added to cabinet and updated inventory

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Archival box, grey	Seaside Historical Commission Commission Business BOX 2	Historics Resources Inventory, Seaside history, historical land use, commissioners, post office, artifacts, events, etc.	Paper documents, 1 blue presentation folder	Good	Good. Some metal paperclips present		Organized with folder dividers by subject
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Archival box, grey	CITY OF SEASIDE DEPARTMENTS BOX 2	City Hall building, Administration/ Mayor/Council, Planning, Fire Department, Redevelopment Agency, etc.	Paper documents, booklets	Good	Good. Documents are yellowing, some minor damage present		Organized with folder dividers by City subject
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Archival box, grey	SHP PH BOX 1A - Street Scenes, Construction - Unidentified	Street scenes, construction	Photographs	Good	Fair. Some are warping due to how they're being stored		Organized with folder dividers, in print file archival preservation folders
Sliding Cabinet 1 "SHP files archival"	Third Shelf	Archival box, grey	Seaside Historical Commission Commission Subjects BOX 2	Commission subjects - golf course, grange, Seaside High School, post office, Noche Buena district, historical preservation, etc.	Paper documents, Seaside High School diploma holder (no diploma present)	Good	Fair. Some warping due to how they're being stored. Documents are yellowing, some minor damage present		Organized with folder dividers by Commission subject

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 1 "SHP files archival"	Bottom Shelf	Archival box, grey	Seaside Historical Commission Commission Subjects BOX 1	Commission subjects - American Legion posts, Auto Center, businesses, churches, Del Monte Heights, flags, etc.	Paper documents, photos of "First Historical Commission Display at City Hall, 1982" (inside folder)	Good	Good. Documents are yellowing, some minor damage present		Organized with folder dividers by Commission subject
Sliding Cabinet 1 "SHP files archival"	Bottom Shelf	Archival box, grey	Seaside Historical Commission Commission Subjects BOX 3	Commission subjects - public art, windmill, public transportation, sculptor, portrait restored, etc.	Paper documents	Good	Good. Some metal paperclips present		Organized with folder dividers by Commission subject
Sliding Cabinet 1 "SHP files archival"	Bottom Shelf	Archival box, grey	Seaside Historical Commission Commission Business BOX 1 AGENDAS	Agendas - 1998 up to 2006-2007	Paper documents	Good	Good		Organized with folder dividers by year
Sliding Cabinet 1 "SHP files archival"	Bottom Shelf	Archival box, grey	CITY OF SEASIDE MISCELLANEOUS BOX 5. Pink post-it notes reads "Incl. Politicos + Employees"	Streets, letters to several people, Seaside Art Commission, employees, flags, etc.	Paper documents	Good	Good. Documents are yellowing, some minor damage present		Organized with folder dividers by subject
Sliding Cabinet 2 "Artifacts"	Top Shelf	Unboxed	Football helmet with "Spartans" sticker	Seaside High School football helmet	Football helmet	Unboxed	Good		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Top Shelf	Unboxed	Football helmet, no sticker	Football helmet, likely from Seaside High School	Football helmet	Unboxed	Good		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 2 "Artifacts"	Top Shelf	"Corona Extra" beer box	Labeled "Antiques" on one side, "Artifacts" on the other	Historic memorabilia	On quick glance: old match books, a fan, etc.	Fair	Didn't complete condition assessments/go through the box, but objects appear to be in fair condition, but old and not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Top Shelf	Staples box, copy paper	Labeled "RADIOS #3" on one side, "Radios" on the other side (and lid)	Historic memorabilia	Radios and associated batteries, etc.	Fair	Didn't complete condition assessments, but objects appear to be in fair condition, but old and not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Top Shelf	Archival box, blue	Lid labeled "History Commission Artifacts from La Salle Room" and side of box labeled "QUILT"	La Salle House	Quilt	Fair	Didn't complete condition assessment/unfold the quilt, but it appears to be in fair condition, but old and not properly stored. Some damage noticeable and dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Second Shelf	Staples Bankers Box, red and white	Labeled "RADIOS #2" on one side, "Old Radio" on the other sides	Historic memorabilia	1 radio	Fair	Didn't complete condition assessment. Radio appears to be in fair condition and semi-covered with bubble wrap (likely not acid free). Not properly stored and dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Second Shelf	Staples Bankers Box, red and white	Labeled "RADIOS #1" on side of lid, "Old Radio" on the front/side	Historic memorabilia	1 radio	Fair	Didn't complete condition assessment. Radio appears to be in fair condition and semi-covered with bubble wrap (likely not acid free). Not properly stored and dusty		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 2 "Artifacts"	Second Shelf	Staples Bankers Box, red and white	Labeled "Antique Glass Light Fixture" on one side, "Glass Antique Ceiling" on front and back. Neon green/yellow post-it reads "Light Fixture"	Historic memorabilia	1 glass ceiling light fixture	Poor (bulging, torn, old tape)	Didn't complete condition assessment, appears to be in fair condition and cradled in bubble wrap (likely not acid free). Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Second Shelf	Archival box, blue	Labeled "OLD ANTIQUES" on several sides/front and back	Historic memorabilia	On quick glance: "crumb catcher," leather items, seeds/plants, wooden object	Fair	Didn't complete condition assessment/go through box, but objects appear to be in fair to poor condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Third Shelf	"Postal/Diet Scale" box	Unlabeled. Old Scotch tape label with "25 cents" written in pencil	Historic memorabilia	Postal/diet scale	Fair/Poor	Didn't complete condition assessment, but object appears to be in fair condition. Not properly stored, dusty, some damage		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Third Shelf	Staples shipping box	Labeled "Historical Commission Buttons"	Historic memorabilia	Buttons, trinkets, spoons, buckles, hair pins and barette, bracelet	Fair	Didn't complete condition assessment/go through box, but objects appear to be in fair to poor condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Third Shelf	Office Depot shipping box	Labeled "RADIOS #1" on one side, "Audio Tapes + Radios" and "Old Radios" on the other sides	Historic memorabilia	Radios, tapes of 2006-2007 Commission meetings	Fair	Didn't complete condition assessment/go through box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 2 "Artifacts"	Third Shelf	Archival box, blue	Labeled "Old Cameras; Vintage" on side of lid, "Old Cameras H.C." on front and back	Historic memorabilia	Old cameras and associated manuals, equipment	Fair	Didn't complete condition assessment/go through box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Bottom Shelf	Archival box, blue	Labeled "Antique Bottles Stuff H.C." on front/back and "Antique Bottles" on lid and front/back	Historic memorabilia	Baskets, bottles, glass vase, stove burner covers, etc.	Fair	Didn't complete condition assessment/go through box, but objects appear to be in fair condition, some covered with bubble wrap (likely not acid free). Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 2 "Artifacts"	Bottom Shelf	Unboxed	Sewing machine with case, orange thread	Historic memorabilia	Sewing machine with case	Unboxed	Didn't complete condition assessment, but sewing machine appears to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Top Shelf	Staples shipping box	Labeled "Historical Commission Old Parade Trophies, Spanish Pot, Misc." on all sides, FRAGILE	Historic memorabilia	Napkins, newspaper clipping, Spanish pot, etc.	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition - but some wrapped tightly in bubble wrap (likely not acid free). Not properly stored, dusty. Didn't see trophies on initial inspection (but could be covered at the bottom of the box)		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 3 "Artifacts"	Second Shelf	Staples box, copy paper	Labeled "Household"	Historic memorabilia	Lace/embroidery, Christmas tree ornaments, postal stamp, kitchen items, etc.	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition - but some wrapped tightly in bubble wrap (likely not acid free). Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Third Shelf	Cardboard box, white	Labeled "Hist Comm Artifact" on one side. Labeled upside down "History Comm, La Salle House, front room, papers, etc." Also labeled "Artifacts - Careful Opening. La Salle House information crossed out on another side	Historic memorabilia	Basket, embroidery, display holders, Remington House Foundation White Brick, book (?), etc.	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Third Shelf	Staples box, copy paper	Labeled "CAMERAS #1" and "Cameras"	Historic memorabilia	Cameras and associated equipment (cases, etc.)	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition - some wrapped in bubble wrap (likely not acid free). Not properly stored, dusty		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 3 "Artifacts"	Third Shelf	Fabric storage box, blue and grey	Unlabeled	Historic memorabilia	1985 Bed Race mug, deflated beach ball, old banners, Obama Way t-shirt, donation box for "1960-1970 seniors"	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Fourth Shelf	Archival box, grey	Labeled "Artifacts" on one side (on green tape)	Historic memorabilia	Lace/embroidery, painting, nail manufacturing history information, etc.	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Fourth Shelf	Staples box, copy paper	Labeled "1960 Parade Trophies," "Albums + Trophies"	Parades	2 trophies	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty. Didn't see any albums as labeled		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Fourth Shelf	Unboxed	Blue and white ceramic glazed vase	Historic memorabilia	1 blue and white ceramic glazed vase	Unboxed	Didn't complete condition assessment/go through the box, but vase appears to be in fair condition. Not properly stored, dusty. Dirt inside		Recommend re-housing, add catalog number/s

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 3 "Artifacts"	Bottom Shelf	Staples shipping box	Labeled "CAMERAS #2" and "Old Cameras"	Historic memorabilia	Old cameras and DVD case with DVDS/CDs of various city meetings, etc.	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 3 "Artifacts"	Bottom Shelf	Unboxed	Singer sewing machine with case	Historic memorabilia	Sewing machine with case	Unboxed	Didn't complete condition assessment, but sewing machine appears to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 4 "Newspapers Etc"	Top Shelf	Office Depot shipping box, no lid	"Labeled "Newspapers misc." and "Otter Realm, News Clippings"	History of Seaside	Newspaper clippings, "You Otter Vote" blue t-shirt, metal container, etc.	Fair, no lid	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition. Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 4 "Newspapers Etc"	Second Shelf	Archival box, blue	Labeled "Framed Early Seaside Commendations and Certificates," "Historical Commission pictures/framed and certificates from La Salle room," and "Framed certificates and resident history"	History of Seaside	Framed commendations, certificates, photos	Fair	Didn't complete condition assessment/go through the box, but objects appear to be in fair condition - wrapped in bubble wrap (likely not acid free). Not properly stored, dusty		Recommend re-housing, add catalog number/s
Sliding Cabinet 4 "Newspapers Etc"	Third Shelf	Archival box, blue	Labeled "Copies of Newspaper Articles 1937-2008," "Box 1, PHOTO COPIED NEWS CLIPS, 1937-2008"	History of Seaside	Photocopies of newspaper clippings	Fair/Poor, lid and box have damage	Good		Organized with folder dividers by year. Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 4 "Newspapers Etc"	Fourth Shelf	Archival box, blue	Labeled "Binders - History Commission," "Michael Wildgoose, Post Office, Rose Manestar, Betty West," "Historical Comm. Newspaper articles, clipping"	History of Seaside	7 binders containing paper documents	Fair	Didn't complete condition assessment/go through the box, but binders appear to be in fair condition. Not properly stored, dusty		Recommend re-housing
Sliding Cabinet 4 "Newspapers Etc"	Fourth Shelf	Staples Bankers Box, red and white	Labeled "Articles to be filed" and "Articles and clippings"	History of Seaside	Paper documents in filing folders, newspaper clippings, signage, etc.	Fair/Poor, one of handles is broken	Good. Documents are yellowing, some minor damage present and warping due to how they're stored		Recommend re-housing
Sliding Cabinet 4 "Newspapers Etc"	Bottom Shelf	Gaylord Bankers Box	Labeled "Newspapers - Herald" and "Herald & others - 1995-2000"	History of Seaside	Newspaper clippings	Good	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored		Appears to be organized by year. Recommend re-housing
Sliding Cabinet 4 "Newspapers Etc"	Bottom Shelf	Staples Bankers Box, white	Labeled "Monterey Herald," "2015 Newspapers," "90-2011," and "Newspapers misc" on lid	History of Seaside	Newspaper clippings	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored		Appears to be organized by year. Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Top Shelf	Archival box, blue	Labeled " Box 1 - 1952, 1964," "Seaside News Graphic 1941," Seaside News Sentinel 1966-67," "News Sentinel 1970," and "-Seaside News, -East Monterey"	History of Seaside	Photocopies of newspaper clippings	Fair	Good. Photocopies are on colored paper (ex. blye, yellow), not sure if acid-free. Some warping due to how they're stored		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Top Shelf	Archival box, blue	Labeled "Box 2 Photo Copied News - Paper Clips"	History of Seaside	Photocopies of newspaper clippings	Fair	Good. Photocopies are on colored paper (ex. blye, yellow), not sure if acid-free. Some warping due to how they're stored		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 5 "Newspapers"	Second Shelf	Archival box, blue	Labeled "Box 3 Seaside Post News - Sentinel," "1973-1975, 1978"	History of Seaside	Newspaper clippings, envelope with the name Bernice Spaits containing a photograph from 1955 with message to future generation (City of Seaside's 60th Birthday Celebration)	Fair	Good. Newspaper clippings are yellowing, some minor damage present - wrapped in tissue paper (not sure if acid-free). Envelope with photo appear to be in good condition		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Second Shelf	Archival box, blue	Labeled "Box 7-Seaside Post News Sentinel," "1985, 86, '88, '91, '97-'00, '05, '06"	History of Seaside	Newspaper clippings	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them)		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 5 "Newspapers"	Third Shelf	Cardboard box, white	Labeled "Misc. Keep Old SAHC," OLD SAHC ?Resort"	History of Seaside	White binder containing newspaper clippings, paper documents, booklet on Dr. John L.D. Roberts, Founder of the City of Seaside	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Third Shelf	Gaylord Bankers Box	Labeled "Herald & Others 1992-1994"	History of Seaside	Newspaper clippings	Good	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them)		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Third Shelf	Gaylord Bankers Box	Labeled "Herald & Others 1989-1991"	History of Seaside	Newspaper clippings	Good	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them)		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Fourth Shelf	Archival box, blue	Labeled "Articles & Clippings"	History of Seaside	Newspaper clippings, binders containing paper documents	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Paper documents in binders appear to be in good condition		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 5 "Newspapers"	Fourth Shelf	Archival box, blue	Labeled "Box 4-Weekly Tribune 1979," "Seaside Weekly Tribune 1980," "Seaside Tribune 1981," "Seaside Marina Tribune 1981-1982"	History of Seaside	Newspaper clippings, book titled "Images of America, Seaside" by Carol Lynn McKibben and the Seaside History Project	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them). Book is in fair/good condition		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Bottom Shelf	Archival box, blue	Labeled "Box 5-Seaside Post News-Sentinel," "1980, '82-'84"	History of Seaside	Newspaper clippings	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them)		Recommend re-housing
Sliding Cabinet 5 "Newspapers"	Bottom Shelf	Archival box, blue	Labeled "Box 6-The Sentinel," "1987, 1989-1996"	History of Seaside	Newspaper clippings	Fair	Good. Newspaper clippings are yellowing, some minor damage present and warping due to how they're stored. Appear organized by year (sheets of paper with years written on them)		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Unboxed	2011 Public-Private Partnership Award from the Monterey County Business Council to the City of Seaside Tour of California Local Organizing Committee for Stage 5 Start of the Amgen Tour of California	History of Seaside	Award, glass	Unboxed	Good. The award is in good condition, however not stored in a box/not protected		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Amazon shipping box	Labeled "Oral History's DVDs from CSUMD" (CSUMB?) - Seaside Voices, 2016	Seaside Voices	DVDs	Fair/Poor, lid and box have damage	Good		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Plastic container, white, no lid	Unlabeled. Bin contains a tape recorder and DVDs (some labeled, some blank)	Seaside Voices?	DVDs, tape recorder	Good, no lid	Good		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Green archival box	Labeled "Oral History Tapes." Box is empty	Seaside Voices?	EMPTY, aside from some index dividers	Good, has some staining	EMPTY		
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Red box with gold/orange designs, no lid	Unlabeled. Box contains old cassette tapes, a VHS tape, and a CD of Elton John Greatest Hits 1970-2002	Seaside Voices?	Cassette tapes, CD, VHS tape	Fair, no lid	Good		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Brown box with flower designs, black lid	Labeled "DVD's - CD's Recreation." Contains DVDs and CDs, one brown envelope on the top is labeled "Fireworks music - CD"	Seaside Voices?	DVDs, CDs	Fair, lid doesn't stay on securely	Good		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Top Shelf	Purple box with flower designs	Labeled "DVD's - CD's Recreation"	Seaside Voices?	DVDs, CDs	Good	Good		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Second Shelf	Archival box, blue	Labeled "Slides & Negatives" with post-its	Seaside Voices?	Slides, negatives, one letter	Fair/Poor, lid and box have damage	Didn't complete condition assessment/go through the box, but slides and negatives appear to be in fair condition - most are in protective boxes/storage. Not properly stored		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 6 "Oral Histories & Biog"	Second Shelf	Gaylord Bankers Box	Labeled "Oral History Transcripts + Obits, Life Histories" and "Oral Hist. Transcripts" on the side of the lid	Seaside Voices?	Paper documents, binder, folders	Good	Good. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Second Shelf	Archival box, grey	Labeled "Seaside Historical Commission, PEOPLE, BOX 1"	Seaside Oral History?	Paper documents, photographs	Good	Good. Documents are yellowing, some minor damage present		Organized with folder dividers, labeled with last names
Sliding Cabinet 6 "Oral Histories & Biog"	Second Shelf	Archival box, grey	Labeled "ORAL HISTORY"	Seaside Oral History	Paper documents, one presentation folder containing paper documents	Good	Good. Documents are yellowing, some minor damage present - most of the paper documents are warping due to how they're being stored		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Third Shelf	Archival box, blue	Labeled "Seaside Oral History Tapes to be Digitized" and "Take to Archives" on a post-it. The top of the lid has an inventory by last name taped on	Seaside Oral History	Cassette tapes, DVDs/CDs, one rock/crystallized rock (decorative piece?)	Fair/Poor, lid and box have damage	Didn't complete condition assessment/go through the box, but tapes and DVDs appear to be in fair condition - most are in protective boxes/storage. Not properly stored. Rock appears to be in good condition		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Third Shelf	Archival box, grey	Labeled "SHP PH BOX 2 - People," "identified by last name," "M-Z"	People	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers by last name. Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Third Shelf	Archival box, grey	Labeled "SHP PH BOX 5 - People - Misc. Unidentified"	People	Photographs	Good	Fair. Some warping due to how they're being stored		Organized with folder dividers. Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 6 "Oral Histories & Biog"	Bottom Shelf	Cardboard box, white	Labeled "OBITS + LIFE STORIES, CASSETTES," "PHOTOS," "History Comm. La Salle House Front Room Papers" - no papers are inside the box	History of Seaside	Cassette tapes, blank cassette tapes	Fair/Poor, lid and box have damage	Didn't complete condition assessment/go through the box, but tapes appear to be in fair condition - most are in protective boxes/storage. Not properly stored		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Bottom Shelf	Archival box, blue	Labeled "VHS TAPES + DVDS," "History Com. Video Tapes, Cassettes + DVDS"	Seaside Redevelopment Agency	Cassette tapes, VHS tapes, DVDs, film reel	Fair/Poor, no lid and damaged	Didn't complete condition assessment/go through the box, but multimedia appears to be in fair condition - most are in protective boxes/storage. Not properly stored		Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Bottom Shelf	Archival box, grey	Labeled "SEASIDE HISTORICAL COMMISSION, PEOPLE, BOX 2"	People	Paper documents, photographs	Good	Fair. Some warping due to how they're being stored		Organized with folders, by last name. Recommend re-housing
Sliding Cabinet 6 "Oral Histories & Biog"	Bottom Shelf	Archival box, grey	Labeled "SEASIDE HISTORICAL COMMISSION, PEOPLE, BOX 3"	People	Paper documents, photographs	Good	Fair. Some warping due to how they're being stored		Organized with folders, by last name. One "miscellaneous" folder. Recommend re-housing
Between Sliding Cabinet 6 and the wall	N/A	Unboxed	Two large aerial photographs of the City of Seaside, both in glass frames	History of Seaside	Photograph, glass frames	Unboxed	Good/Fair. Tried to move away from the wall to take a closer look, but working tables prevent this. Will move when we start re-organizing the space. Appear to be in good condition	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 7 "Scrapbks + Photos"	Top Shelf	Staples Bankers Box, red and white	Labeled "Articles to be filed - Emily"	History of Seaside	Paper documents, scrapbooks, one American flag, folded, notebook, presentation folder, etc.	Fair/Poor, lid and box have damage	Fair. Documents are yellowing, some minor damage present - most of the paper documents are warping due to how they're being stored. Didn't complete condition assessment on the flag, but appears to be in good condition		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Staples Bankers Box, red and white	Labeled "Photo albums, Seaside Events," "Historical Commission Albums"	History of Seaside	Photo albums, photographs	Fair/Poor, no lid and damaged	Didn't complete condition assessment of the photo albums and photos, but the albums appear to be in fair condition. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, brown, unlabeled	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, brown, labeled "1971" on a post-it and "SB 79"	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, brown, labeled "May 24, 1978 -- August 30, 1979," "SB 81," and "May 1978 to August 1979" on the spine	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, cream-white, labeled "1979" on a post-it and "SB 82." "Sept '79 - July '80" on the spine	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, orange, labeled "May -1975 to May - 1978" and "SB 80." Label on the spine has worn off/fallen off	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Second Shelf	Unboxed	Scrapbook, brown, labeled "1970" on a post-it and "1970 - 1971" on the spine	Scrapbooks	Scrapbook, newspaper clippings	Unboxed	Didn't complete condition assessment of the scrapbook and newspaper clippings, but the scrapbook appears to be in fair-to-poor condition, some staining, tape residues, etc. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 7 "Scrapbks + Photos"	Third Shelf	Staples Bankers Box, red and white	Labeled "Orig. Scrapbooks" and "Scrapbooks"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the scrapbooks and newspaper clippings/photos, but the scrapbooks appear to be in fair-to-poor condition, some staining, tape residues, warping, etc. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Third Shelf	Staples Bankers Box, white	Labeled "Misc. Photos - Not Seaside Related"	Unknown	Photo albums, binders	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the albums and binders, but they appear to be in fair-to-poor condition. Not stored properly		If not related to Seaside, perhaps shred and discard? Figure out where it came from and why we have it
Sliding Cabinet 7 "Scrapbks + Photos"	Bottom Shelf	Oriental Trading box	Labeled "1953-1963 Spiral Scrapbooks"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Fair/Poor, damage present and swelling	Didn't complete condition assessment of the scrapbooks, but they appear to be in fair-to-poor condition. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Bottom Shelf	Staples box, copy paper	Labeled "Scrapbooks" and "Scrapbooks HC"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Fair/Poor, damage present and swelling	Didn't complete condition assessment of the scrapbooks, but they appear to be in fair-to-poor condition. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Bottom Shelf	White Bankers Box, no lid	Labeled "Historical Commission, Pictures of Betty West's Life, Albums"	Betty West / History of Seaside	Scrapbooks with newspaper clippings, photos, etc.	Fair/Poor, no lid, damage present and swelling	Didn't complete condition assessment of the scrapbooks, but they appear to be in fair-to-poor condition. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Sliding Cabinet 7 "Scrapbks + Photos"	Bottom Shelf	Gaylord Bankers Box	Labeled "SHAC 8C Scrapbooks," and "1980s, #77 - 1969, 95 - 64, 59-60-61 1960-79"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good	Didn't complete condition assessment of the scrapbooks, but they appear to be in fair-to-poor condition. Not stored properly		Recommend re-housing
Sliding Cabinet 7 "Scrapbks + Photos"	Bottom Shelf	Gaylord Bankers Box	Labeled "Glenda Lewman Files"	Glenda Lewman / History of Seaside	Paper documents in filing folders	Good	Good. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Top Shelf	EMPTY	EMPTY						EMPTY SHELF
Sliding Cabinet 8 "Mayoral Ofc Files"	Second Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 5" with list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Second Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 2" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Second Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 8 (FT. ORD AND F.O.R.A.)" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Second Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 4" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Third Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 6" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Third Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 7" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 8 "Mayoral Ofc Files"	Bottom Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 3" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 8 "Mayoral Ofc Files"	Bottom Shelf	White Bankers Box	Labeled "Mayoral Office Files, Box 1" with a list of contents on the side of the box	Mayoral Office / History of Seaside	Paper documents in filing folders	Fair/Poor, damage present and swelling	Fair. Documents are yellowing, some minor damage present		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Top Shelf	Gaylord Bankers Box	Labeled "Loose Photo's"	History of Seaside	Loose photos, photo album, photo in frame, photo envelopes, etc.	Good	Didn't complete condition assessment of the photos, but they appear to be in good-to-fair condition. Not stored properly		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Top Shelf	Staples Bankers Box, white, no lid	Labeled "Articles, Employee Handbook" and "A+H COMM. Misc, Files -- O.C, Stone (?), Articles, Employee Handbook"	History of Seaside	Paper documents (some in filing folders), presentation folder, binder, Bayonet management report, etc.	Fair, no lid	Didn't complete condition assessment of the documents, but they appear to be in good-to-fair condition. Some wear/tear, yellowing. Not stored properly		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Second Shelf	Staples Bankers Box, white, no lid	Labeled "Plaques"	History of Seaside	Framed plaques to the City of Seaside, History and Arts Commission, etc.	Fair, no lid	Didn't complete condition assessment of the plaques, but they appear to be in good-to-fair condition. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 9, Unlabeled	Second Shelf	Staples Bankers Box, white	Labeled "Nancy Towne Files"	Nancy Towne / History of Seaside	Paper documents in filing folders	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents, but they appear to be in good-to-fair condition. Some wear/tear, yellowing. Not stored properly		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Third Shelf	Archival box, blue	Labeled "N. Towne," "Minutes 1958," "Permissions," and "to be filed/articles"	Nancy Towne / History of Seaside	Paper documents, presentation folders	Fair/Poor, no lid and damaged	Didn't complete condition assessment of the documents, but they appear to be in good-to-fair condition. Some wear/tear, yellowing. Not stored properly		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Third Shelf	Staples Bankers Box, white	Labeled "Amgen 2019, Misc, Books" and "Nancy Towne Books"	Amgen / Nancy Towne / History of Seaside	Books, film (DVD), binder	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the books/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 9, Unlabeled	Bottom Shelf	Gaylord Bankers Box	Labeled "Articles"	History of Seaside	Paper documents in filing folders, signage, loose documents, etc.	Fair, no lid	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 9, Unlabeled	Bottom Shelf	Gaylord Bankers Box	Labeled "Scrapbooks 1960's" and "SAHC Scrapbooks 1960's"	Scrapbooks	Newspapers - didn't dig too deep into box, but didn't see any scrapbooks present	Good	Didn't complete condition assessment of the documents/contents, but they appear to be in fair-to-poor condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Top Shelf	Bankers Box, white	Labeled "Art program files"	Art Program / History of Seaside	Paper documents in filing folders	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents/contents, but they appear to be in fair-to-poor condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Top Shelf	Staples Bankers Box, white	Labeled "Old Clippings SHC," "SCC-01," and "City Council Agendas, 2001: Jan 2001-April 2001, May 2001-August 2001; 2006: June 2006-Sept 2006; 2007: May 2007-June 2007"	Seaside City Council / Art + History Commission	Documents in large envelopes, booklets, etc.	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Second Shelf	Staples box, copy paper	Labeled "Rose docs + clippings," and "Hist. Comm. Papers 2000 -->"	Rose Manestar / History and Arts Commission	Paper documents, presentation folders, booklets, business cards, etc.	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 10, Unlabeled	Second Shelf	Bankers Box, white	Labeled "Art program files" and "Art Program Files 2017-2017"	Art Program	Paper documents in filing folders	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Second Shelf	Bankers Box, white	Labeled "Art program files" and "Art Program Files 2015-2016"	Art Program	Paper documents in filing folders	Fair/Poor, lid and box have damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Third Shelf	Unboxed, sitting on top of box labeled "ATOC 2008, Amgen Tour of CA"	White desk lamp with LED bulb	Unknown	Lamp with LED bulb	Unboxed	Didn't complete condition assessment of the lamp, but appears to be in good-to-fair condition. Didn't check it to see if it works yet		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Third Shelf	Bankers Box, white	Labeled "ATOC 2008, Amgen Tour of CA" and "ATOC Material 2008"	ATOC / Amgen Tour of CA	Binders, VHS tapes, DVDs	Fair, no lid	Didn't complete condition assessment of binders/multimedia, but they appear to be in good-to-fair condition. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Sliding Cabinet 10, Unlabeled	Third Shelf	Archival box, blue	Labeled "Awards + News articles" on a post-it and "Historical Comm. Newspaper Articles Clippings"	History of Seaside	Photographs, newspaper clippings, documents, banners, awards, etc.	Fair/Poor, no lid and damaged	Didn't complete condition assessment of contents, but they appear to be in good-to-fair condition. Not stored properly, some wear/tear and warping due to how items are being stored		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Bottom Shelf	Iron Mountain Storage Box, white with red lid	Labeled "Plaques"	History of Seaside	Plaques to the City of Seaside, etc.	Fair/Poor, lid and box have damage	Didn't complete condition assessment of all plaques, but they appear to be in good-to-fair condition. Not stored properly		Recommend re-housing
Sliding Cabinet 10, Unlabeled	Bottom Shelf	Bankers Box, white	Labeled "History Commission - artifacts, documents - La Salle Room" and "Old Hist Commission Files"	History Commission / La Salle House	Paper documents in file folders, newspaper clippings, booklets, etc.	Fair, no lid	Didn't complete condition assessment of contents, but they appear to be in good-to-fair condition. Not stored properly, some wear/tear and warping due to how items are being stored		Recommend re-housing
Entrance	Floor	Demco cardboard box	Labeled "MAP BOX 1" by KMG. Previously unlabeled	Maps	Approximately 10 maps, topographic maps, etc. Some of the maps include post-its with map descriptions	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Entrance	Floor	Asgrow cardboard box	Labeled "MAP BOX 2" by KMG. Previously unlabeled	Maps	Approximate ly 24 maps, topographic maps, etc. Some of the maps include post-its with map descriptions	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Gracobaby cardboard box, white	Labeled "MAP BOX 3" by KMG. Previously unlabeled	Maps	Approximate ly 13 maps, topographic maps, etc. Some of the maps include post-its with map descriptions	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Gaylord acid-free box	Labeled "MAP BOX 4" by KMG. Previously unlabeled	Maps	Approximate ly 4 maps, topographic maps, etc. Some of the maps include post-its with map descriptions	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Display box, wood theme (cardboard)	Labeled "MAP BOX 5" by KMG. Previously unlabeled	Maps	Approximate ly 23 maps, topographic maps, etc. Some of the maps include post-its with map descriptions	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Entrance	Floor	Display box, wood theme (cardboard)	Labeled "Olympic Stuff" by KMG. Previously unlabeled	Olympics	Appears to be items related to when Seaside hosted a portion of the Olympic run. Signage, torch, etc.	Fair/Poor, no lid and damaged	Fair. Some damage to the torch, banner appears to be in fair condition	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Archival box, blue	Labeled "MAP BOX 6" by KMG. Previously unlabeled	Maps	Box is unopened, but assume it is a map, topographic map, or banner	Good	Unknown. Will wait to open box with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Archival box, blue	Labeled "MAP BOX 7" by KMG. Previously unlabeled	Maps	Box is unopened, but assume it is a map, topographic map, or banner	Good	Unknown. Will wait to open box with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Entrance	Floor	Home Depot cardboard box	Labeled "MAP BOX 8" by KMG. Previously labeled "Maps"	Maps	Dozens of maps, topographic maps, display boards, etc.	Fair/Poor, no lid and damaged	Fair-to-poor. Damage along edges, yellowing, creasing	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Entrance	Floor	Black and red fabric, circular storage case	Unlabeled	Maps	The zipper is broken and the item is sealed in another container within the fabric case, but assume it is a map, topographic map, or banner	Fair. Zipper is broken	Unknown. Will wait to open box with Janie	Priority - items should not be stored on the floor	Recommend re-housing if a map or topographic map
Back Shelving Rack	First Shelf	Home Depot cardboard box	Labeled "Akin African Cloth + Wrapping, A+H Commission, 2018"	Akin Collection	Akin Collection objects (textiles - cloth, wrapping). Didn't dig too deep into the box, wanted to avoid moving textiles until re-housing	Fair, some damage	Didn't complete condition assessment, items appears to be in fair condition. Not properly stored, dusty		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	First Shelf	Unboxed	Wooden sign	Seaside Post Office	Reads "Seaside Post Office 1890-1990." Back of the sign reads "Bob Pohlgreens (?), Monterey County Fair August 1990." Business sticker on the back reads "The Name Dropper, 37 Miguel Street, San Francisco, CA 93131, (415) 285-1443." Sign is stamped few	Unboxed	Good		Recommend re-housing
Back Shelving Rack	First Shelf	Unboxed	Wooden mailbox	Seaside Post Office	Wooden label on the front that reads "Seaside Post Office"	Unboxed	Good, minor damage present. Old, so paint is peeling a little		Recommend re-housing
Back Shelving Rack	First Shelf	Archival box, black	Labeled "Scrapbook, Seniors, 1960s"	Scrapbooks	Scrapbook with newspaper clippings, photos, etc.	Good	Didn't complete condition assessment of the scrapbook/contents, but appears to be in good-to-fair condition		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Box 3 1960s Scrapbooks, SB18-SB23"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Box 4 SB24-SB32"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Box 2, 1963, Scrapbooks, SB9-SB17"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Box 5, 1960s, Scrapbooks, SB33-SB38"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "SB0-SB8, Box 1, Scrapbooks, 1950s"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "1960's Scrapbooks"	Scrapbooks	Scrapbooks with newspaper clippings, photos, etc.	Good/Fair, some damage. Overpacked, so lid isn't staying on the box properly	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, grey	Labeled "Churches"	Churches	Paper documents (photos, brochures, etc.)	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, grey	Labeled "Fil-Am Club"	Fil-Am Club / History of Seaside	Paper documents (photocopies of literature?), a book, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Museum"	Museum / History of Seaside	Paper documents, ledger with typed notes, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Second Shelf	Archival box, blue	Labeled "Old Photos"	History of Seaside	Photographs, framed photo, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Third Shelf	Staples Bankers Box, with a lid from a different box	Labeled "City Employee Plaques" on a post-it and "Plaques + Mounted Photos"	City Employees / History of Seaside	Photographs (framed), photo album, etc.	Fair/Poor, lid and box have damage. Lid does not belong to this box	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing
Back Shelving Rack	Third Shelf	Archival box, blue	Labeled "News + Unsorted"	History of Seaside	Newspaper clippings, paper documents (some in filing folder), etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Third Shelf	Archival box, grey	Labeled "Historical Comm. Big Scrap books of Seaside"	History of Seaside	Photographs, etc. Did not see scrapbooks inside	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Covered with paper (for protection). Not stored properly, dead bugs inside box		Recommend re-housing
Back Shelving Rack	Third Shelf	Archival box, black	Labeled "Big Framed A." A is circled	History of Seaside	Photographs (framed), etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some warping/bent due to how they're being stored. Some bubble wrap (for protection). Not stored properly		Recommend re-housing
Back Shelving Rack	Third Shelf	Archival box, grey	Labeled "Photos + Newspaper" and "SHP OVERSIZE PH. '60-2000+, Box 3"	History of Seaside	Newspaper clippings, photographs, brochure, etc.	Good/Fair, some damage. Lid is a little tricky to get on/off	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Documents stored inside protective sleeves		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Back Shelving Rack	Third Shelf	Archival box, grey	Labeled "City Hall Dedication + Anniversary" and "City Hall Show"	City Hall	Paper documents, newspaper clippings, photographs (some mounted), etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some documents stored inside protective sleeves. Not stored properly, a little haphazard		Recommend re-housing
Back Shelving Rack	Third Shelf	Archival box, grey	Labeled "Del Monte Manor Photo, Posters, etc."	Del Monte Manor	Paper documents, newspaper clippings, photographs (some mounted), etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some documents stored inside protective sleeves. Not stored properly, a little haphazard		Recommend re-housing
Back Shelving Rack	Third Shelf	Cardboard box	Labeled "Historical Commission, 2009, 2nd Plaque, for Noche Buena House	Noche Buena House / History of Seaside	Plaque	Poor (bulging, torn, old tape)	Didn't complete condition assessment of the plaque. Will wait to unbox with Janie. Not stored properly		Recommend re-housing
Back Shelving Rack	Fourth Shelf	Staples shipping box	Labeled "Old Antique Pots Irons"	Historic memorabilia	Historic pots (teapot), irons	Fair, damage present	Didn't complete condition assessment of the items, but they appear to be in fair-to-poor condition. High amounts of rusting is present. Not stored properly		Recommend re-housing
Back Shelving Rack	Fourth Shelf	STOR-ALL Bankers Box, red and white	Labeled "Recycling 1992" and "Baseball Cards"	Unknown	Baseball cards	Poor (bulging, torn)	Didn't complete condition assessment of the cards, but they appear to be in good-to-fair condition. Not stored properly		Not sure why these are here? Not related to Seaside?

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Fourth Shelf	Archival box, blue	Labeled "Photos - Not So Old"	History of Seaside	Photo albums, photographs, etc.	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Some documents stored inside protective sleeves/tissue paper. Not stored properly, a little haphazard		Recommend re-housing
Back Shelving Rack	Fourth Shelf	Perma QuickFold box, white	Labeled "1980's-1990's Newspapers HC"	History of Seaside	Newspaper clippings, paper documents, banner, etc.	Fair/Poor, no lid, damage present and swelling	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Not stored properly, a little haphazard. Didn't open up the banner, but it appears to be in good condition		Recommend re-housing
Back Shelving Rack	Fourth Shelf	Plastic latch box, blue, with a lid that doesn't belong to the box	Labeled "Christmas lights and tree toppers" and "Blue Table Skirts" on the lid	Christmas / History of Seaside	Photographs, some framed and some loose. Plaques, bottles, paper documents, a red pom pom. Didn't see Christmas items inside, except for a paper, gold sparkled snowflake	Good/Fair, some damage	Didn't complete condition assessment of the documents/contents, but they appear to be in good-to-fair condition. Not stored properly, a little haphazard		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Fourth Shelf	Driscoll's strawberries clamshell cardboard box	Unlabeled	Unknown	Old plaque holders. Photos, paper documents held in the plaques have all been removed	Good/Fair, some damage and no lid	Didn't complete condition assessment of the plaques, but they appear to be in good-to-fair condition. Not stored properly, a little haphazard		Recommend discard or re-housing
Back Shelving Rack	Bottom Shelf	Archival box, grey	Labeled "Originals, Old News Paper"	Scrapbooks	Scrapbook (wooden) labeled "SB83"	Good/Fair, some damage	Didn't complete condition assessment of the scrapbook, but it appears to be in good-to-fair condition. Some of the paper material stored in the scrapbook is too big for the box, so there is some warping/bending of the documents		Recommend re-housing
Back Shelving Rack	Bottom Shelf	Archival box, grey	Labeled "Miscellaneous Brochures, Newspapers, Photos"	History of Seaside	Photographs (some mounted), newspaper clippings, brochures, etc.	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Bottom Shelf	Archival box, grey	Labeled "Old Photos, Newspaper Items" and "Photos," "Press" and "Maps" on the side of the box	History of Seaside	Photographs, newspaper clippings, maps, etc.	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing
Back Shelving Rack	Bottom Shelf	Plastic storage/Bankers Box, white with white lid	Labeled "Wall of Fame"	Wall of Fame / History of Seaside	Photographs (some mounted and framed)	Fair. The lid can't be used because items aren't stored properly inside (they stick out)	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing
Back Shelving Rack	Bottom Shelf	TWO California Giant Berry Farms California Strawberries cardboard box/containers	Unlabeled	Unknown	Old plaque holders. Photos, paper documents held in the plaques have all been removed	Good/Fair, some damage and no lids	Didn't complete condition assessment of the plaques inside both boxes/containers, but they appear to be in good-to-fair condition. Not stored properly, a little haphazard		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Back Shelving Rack	Bottom Shelf	TWO Driscoll's strawberries clamshell cardboard box	Unlabeled	Unknown	Old plaque holders. Photos, paper documents held in the plaques have all been removed	Good/Fair, some damage and no lids	Didn't complete condition assessment of the plaques inside both boxes/containers, but they appear to be in good-to-fair condition. Not stored properly, a little haphazard		Recommend re-housing
Against the wall near back shelving rack	Floor	TWO large (roughly 4") cardboard storage/shipping boxes	Unlabeled, but includes photos of objects stored inside on the side of each box	Akin Collection	Akin Collection objects (masks, antlers, textile objects, etc.)	Good/Fair, some damage	Didn't open the boxes to access condition of objects inside, but they need to be stored properly (not in cardboard boxes, at a minimum) and likely have some condition concerns. If the antlers are real, we have faunal material that needs to be assessed. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Against the wall near back shelving rack	On top of the two large cardboard storage/shipping boxes	TWO Cathedral Creek chardonnay bottle storage boxes, white	One box is labeled "Akin Slides Photos 2018 A+H" and "A.K. Slides"	Akin Collection	Akin Collection objects (slides, photographs)	Good/fair, some damage	Didn't open the boxes to access condition of photos/slides inside. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Against the wall near back shelving rack	On top of the two large cardboard storage/shipping boxes	Home Depot cardboard box	Labeled "Akin Photos"	Akin Collection	Akin Collection objects (photographs)	Good/fair, some damage	Didn't open the box to access condition of photos inside. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Against the wall near back shelving rack	On top of the two large cardboard storag/shipping boxes	Amazon shipping box	Labeled "Akin African Cloth"	Akin Collection	Akin Collection objects (cloth/textiles)	Good/fair, some damage	Didn't open the box to access condition of objects inside, but they need to be stored properly (not in cardboard boxes, at a minimum) and likely have some condition concerns. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
In front of the two large cardboard storag/shipping boxes	Floor	Home Depot cardboard box	Labeled "Akin African Stuff A+H Commission 2018"	Akin Collection	Akin Collection objects	Fair/Poor, damage present and swelling	Didn't open the box to access condition of objects inside, but they need to be stored properly (not in cardboard boxes, at a minimum) and likely have some condition concerns. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
In front of the two large cardboard storag/shipping boxes	On top of the Home Depot cardboard box on the floor	The Home Store Napkins cardboard shipping box	Labeled "AM G Paintings + Photos"	Amgen Tour of CA (?)	Framed photographs, mounted photo, woven placemat, etc.	Fair/Poor, damage present and swelling. Box cannot close all the way	Didn't complete condition assessment of contents, but they appear to be in good-to-fair condition. Not stored properly, garbage inside (old lottery tickets, etc.)	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Unboxed	Unlabeled	Akin Collection	Akin Collection objects: 5 statues (paint, wood, mixed material)	Unboxed	Didn't complete condition assessment of statues, but they need to be stored properly (off the floor and on a rack, at a minimum) and likely have some condition concerns	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Northwest Wall	Floor	Unboxed	Unlabeled	Historic memorabilia	Perfection # 53 Kerosene heater/lamp, Standard Oil Company, circa 1880s-1890s	Unboxed	Didn't complete condition assessment of the heater/lamp, but it needs to be stored properly (off the floor and on a rack or in a storage box, at a minimum) and likely has some condition concerns	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Perma QuickFold box, white	Labeled "Plaques"	History of Seaside	Plaques, framed photo, storage containers, old Rolodex, etc.	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Staples Bankers Box, white, no lid	Labeled "Books-Ref + Bio's, Historical References"	History of Seaside	Books, binders, etc. Box includes a list of books we have, and a list of books we should acquire	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Northwest Wall	Floor	Staples Bankers Box, white, no lid	Labeled "Binders, Hist. Comin."	History of Seaside	Books, binders, a presentation box with a transcript inside, etc.	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Plastic latch box, clear with red lid	Labeled "Historical Commission"	Seaside High School / History of Seaside	Seaside High School yearbook, 2019, paper folders with documents, etc.	Good	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of "Historical Commission" plastic latch box, clear with red lid	Dove milk chocolate covered almonds shipping box, cardboard	Labeled "YEC Photos"	YEC	Photographs	Fair, some damage	Didn't complete condition assessment of the photos, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Plastic latch box, clear with blue lid	Labeled "Monterey Bay Blues Festival donated plaques 2015"	Monterey Bay Blues Festival	Plaques	Good/Fair, some damage	Didn't complete condition assessment of the plaques, but they appear to be in good-to-fair condition. Not properly stored	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Northwest Wall	On top of plastic latch box, clear, with blue lid labeled "Monterey Bay Blues Festival donated plaques 2015"	Perma QuickFold box, white	Labeled "Random Items"	History of Seaside	Framed copy of Seaside Police Department's core values, party supplies, Chipotle bag with misc. documents, binders, buttons/pins, photographs, etc.	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Plastic latch box, clear with black lid	Labeled "City Hall Baer Photos"	City Hall / Baer	Framed photographs	Good/Fair, some damage	Didn't complete condition assessment of the photographs, but they appear to be in good-to-fair condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of plastic latch box, clear, with black lid labeled "City Hall Baer Photos"	Plastic storage box, green	Unlabeled	History of Seaside	Trophy, binders, a book, box of photographs, framed photograph, etc.	Fair, damage present and no lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Northwest Wall	Floor	Staples box, copy paper	Labeled "SHS Yearbooks"	Seaside High School	Yearbooks	Fair, damage present and no lid	Didn't complete condition assessment of the yearbooks, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of Staples copy paper box labeled "SHS Yearbooks"	Staples Bankers Box, white, no lid	Labeled "SHS Yearbooks"	Seaside High School	Yearbooks, laminated sign titled "Spartan Standards"	Fair, damage present and no lid	Didn't complete condition assessment of the yearbooks, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Laminated sign is in fair-to-poor condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of Staples Bankers Box, white, no lid labeled "SHS Yearbooks"	Blue cloth tote bag stored inside a Fellowes Banker's Box, wood design with no lid	Blue tote bag has a post-it stapled to it that reads "Black Lives Matter DO NOT TOUCH - Borges"	Black Lives Matter	Black Lives Matter banners/sign age from BLM protests	Blue tote is in fair condition, box is also in fair condition but no lid	Didn't complete condition assessment of the banners/sign, but they appear to be in fair-to-poor condition. Some warping/bending due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Northwest Wall	Floor	Staples box, copy paper	Labeled "SHS Yearbooks"	Seaside High School	Yearbooks	Fair, damage present and no lid	Didn't complete condition assessment of the yearbooks, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of Staples copy paper box labeled "SHS Yearbooks"	Staples Bankers Box, red, no lid	Labeled "Binders"	History of Seaside	Binders - most appear to be empty, an old History Commission researchers guest book	Fair, damage present and no lid	Didn't complete condition assessment of the binders, but they appear to be in fair-to-poor condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend discard or re-housing
Northwest Wall	Floor	Plastic box with blue lid	Unlabeled	History of Seaside	Plaques, framed photographs	Good/Fair, some damage	Didn't complete condition assessment of the plaques/photographs but they appear to be in good-to-fair condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of plastic box with blue lid, unlabeled	Staples box, copy paper	Labeled "Year Books Seaside High School"	Seaside High School	Yearbooks, envelope containing football brochures, etc.	Good/Fair, some damage	Didn't complete condition assessment of the yearbooks/brochures, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Northwest Wall	On top of Staples Box, copy paper, with no lid labeled "Year Books Seaside High School"	Archival box, white/cream	Unlabeled	Seaside High School	Framed photograph of 2005-2006 football team, class photos	Good/Fair, some damage. Overpacked, so lid isn't being used	Didn't complete condition assessment of the photos, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of unlabeled archival box (white/cream) with SHS class photos and framed 2005-2006 football team	Archival box, blue	Labeled "SHS 'Horizon'"	Seaside High School	Copies of school newspaper	Good/Fair, some damage	Didn't complete condition assessment of the newspapers, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, but in protective sleeves. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	TWO cardboard boxes	Both boxes labeled "Nightengale, High School Portraits"	Nightengale Portraits, Seaside High School	Framed portraits (photographs)	Fair, damage present and no lid (both boxes)	Didn't complete condition assessment of the framed photos, but they appear to be in good-to-fair condition. Some protection provided by pieces of cardboard acting as buffers. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	FOUR cardboard boxes	All boxes labeled "Nightengale, High School Portraits, repros from SHS"	Nightengale Portraits, Seaside High School	Reproductions of the Nightengale portraits (all in cardboard storage sleeves)	Fair, damage present on all boxes	Didn't complete condition assessment of the photos, as they are still in protective cardboard sleeves. Not stored properly for long-term storage. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Northwest Wall	On top of two of the four boxes labeled "Nightengale, High School Portraits repros from SHS"	Spring fill cardboard box	Labeled "Nightengale ethnic portraits"	Nightengale Portraits, Seaside High School	Framed portraits (photographs)	Fair, damage present	Didn't complete condition assessment of the framed photos. Not stored properly for long-term storage. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Cardboard box	Labeled "SHS Class Photos" and "Seaside High School Archive"	Nightengale Portraits, Seaside High School	Framed class photos	Fair, damage present	Didn't complete condition assessment of the framed photos. Not stored properly for long-term storage. Will wait to unbox with Janie	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	On top of cardboard box labeled "SHS Class Photos" and "Seaside High School Archive"	Cardboard box	Labeled "Seaside T-Shirts + Mug" and "SSH Tee Shirts + VIP Mug"	History of Seaside	T-shirts. The box says there should be a mug inside, but there is not	Fair, damage present	Didn't complete condition assessment of the t-shirts but they appear to be in good-to-fair condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Cardboard box	Labeled "Art Program"	Art Program	Framed proclamations, artwork, certificates, etc.	Fair, damage present. Overpacked, so the box cannot close/seal properly	Didn't complete condition assessment of the framed items, but they appear to be in good-to-fair condition. Some protection provided by pieces of cardboard acting as buffers. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing
Northwest Wall	Floor	Staples shipping box	Labeled "HC Framed Photos" and "Seaside Art + History Framed Photos"	History of Seaside	Framed photographs, memorabilia	Fair, damage present. Overpacked, so the box cannot close/seal properly	Didn't complete condition assessment of the framed items, but they appear to be in good-to-fair condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
West Corner of Northwest Wall	Floor	Unboxed	Former exhibit/display boards	History of Seaside	Various poster/display boards	Unboxed	Didn't complete condition assessment of the display/poster boards, but they appear to be in good-to-fair condition. Not stored properly	Priority - items should not be stored on the floor	Recommend re-housing, or discard some if possible
Center Rack 1	First Shelf		EMPTY BOXES					Priority - items should not be stored on the floor	Archival supplies - empty boxes
Center Rack 1	Second Shelf	TWO cardboard boxes	Both boxes labeled "Digitized Newspapers"	History of Seaside	Newspaper clippings	Fair, some damage (both boxes)	Didn't complete condition assessment of the newspapers, as the boxes are still taped shut. I assume some warping/bending of the documents due to how they're being stored. Will wait to unbox with Janie		Recommend discard or re-housing
Center Rack 1	Second Shelf	Archival box, grey	Labeled "PUBLIC WORKS"	Public Works	Paper documents, photographs, mounted photo, etc.	Good/Fair, some damage	Didn't complete condition assessment of the photos, some are in protective sleeves and appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Second Shelf	Staples Bankers Box, white, no lid	Labeled "Dr. Roberts Booklets, Postcard Contest SS Postcards" and "Booklets + P.C.S."	Dr. Roberts / History of Seaside	Photographs, brochures about Dr. Roberts, City of Seaside postcards, etc.	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the photos and other documents, but appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Second Shelf	Unboxed	Unlabeled	Akin Collection	Akin Collection objects: 2 statues (wood, paint, mixed material)	Unboxed	Didn't complete condition assessment of statues, but they appear to be in good condition		Recommend re-housing
Center Rack 1	Second Shelf	Staples Bankers Box, red, no lid	Labeled "Documents To Be Sorted"	History of Seaside	Paper documents in filing folders	Fair/Poor, no lid and damaged	Didn't complete condition assessment of contents, but they appear to be in good-to-fair condition. Not stored properly, garbage inside (old lottery tickets, etc.)		Recommend re-housing
Center Rack 1	On top of archival box labeled "Black History" (center rack 1, second shelf)	Unboxed	Rolled up banner	Black Lives Matter	Paper banner that reads "BLACK LIVES MATTER"	Unboxed	Didn't complete condition assessment of banner, but they appear to be in fair condition. Rolled up and unboxed, so there is creasing/warping and damage. Not stored properly		Recommend re-housing
Center Rack 1	Second Shelf	Archival box, grey	Labeled "Black History"	Black History	Newspaper clippings, photo album, etc.	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition, yellowing is present. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Second Shelf	Archival box, black	Labeled "Black History"	Black History	Newspaper clippings, photos, collection objects, etc.	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition, yellowing is present. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Archival box, grey	Labeled "Monterey County"	Monterey County	Paper documents in large envelopes, brochure/brochure/oklet titled "Monterey County General Plan"	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in fair-to-poor condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Cardboard box, white	Labeled "Historical, Front Room Papers - La Salle"	La Salle House / History of Seaside	Paper documents. It appears some Art and History Commission meeting minutes are included	Good/Fair, some damage	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/bending of the documents due to how they're being stored, a little haphazard. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Third Shelf	Office Depot Bankers Box, white and red	Labeled "Mexican Movie Posters"	Mexican Movie Posters	Movie posters	Fair/Poor, damage present and swelling. No lid	Didn't complete condition assessment of the posters, but they appear to be in good-to-fair condition. They are folded, so creasing/damage is present due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Unboxed	1.5" white binder labeled "Seaside Street Index Maps, Seaside Art and History Commission"	History of Seaside	Seaside street indexes	Unboxed	Didn't complete condition assessment of the binder and contents, but they appear to be in good-to-fair condition		Recommend re-housing
Center Rack 1	Third Shelf	Office Depot Bankers Box, white and red	Labeled "YEC Photos Youth, Youth Education Center, 1990-2016, Recreation Dept"	YEC	Photographs in various storage containers, envelopes, etc.	Fair, damage present	Didn't complete condition assessment of the photos, some are in boxes/sleeves and appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Archival box, blue	Labeled "Black + White photos of homes, Laguna Grande 1986 Del Monte Heights" and "Construction"	History of Seaside	Photographs in photo albums, maps, etc.	Fair, damage present. Lid doesn't work properly	Didn't complete condition assessment of the photo albums, but the photos inside appear to be in good-to-fair condition. Some warping/creasing of the maps due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Third Shelf	Plastic box with lid, clear	Unlabeled	History of Seaside	Newspapers	Fair, damage present. Lid doesn't work properly	Didn't complete condition assessment of the newspapers, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Driscoll's strawberries clamshell cardboard box	Unlabeled	History of Seaside	Plaques, framed certificate, wooden gavel, photographs	Fair/Poor	Didn't complete condition assessment of the photos, objects, etc., but they appear to be in good-to-fair condition. Yellowing present on photos. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Archival box, grey	Labeled "SHP/CMcK files + CDs"	Carol McKibben	Paper documents in filing folders, CDs, cassette tape, etc.	Fair, damage present	Didn't complete condition assessment of the documents/CDs and tape, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Plastic filing box, black	Unlabeled	History of Seaside	Paper documents in filing folders/hanging folders, binder, etc.	Fair, damage present and no lid	Didn't complete condition assessment of the documents, but they appear to be in good-to-fair condition. Appears a lot of the hanging folders are empty. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Third Shelf	Archival box, blue	Labeled "Carol McKibben CD/DVDs, Pics" and "Oral Hist. #1"	Carol McKibben / Oral History Project	CDs, DVDs, tapes, photo album, etc.	Fair, damage present	Didn't complete condition assessment of the CDs/DVDs/tapes and photos, but they appear to be in good-to-fair condition. Yellowing present on some photos. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Staples box, copy paper	Labeled "Parade of Champions" and "History Comm Info re Parade of Champions"	Parade of Champions	Paper documents in filing folders, newspaper clippings, stickers, etc.	Fair, damage present	Didn't complete condition assessment of the newspapers/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Third Shelf	Archival box, blue	Labeled "Carol McKibben"	Carol McKibben	Paper documents (didn't dig too deeply inside box to confirm what is in the bottom, appears to be just paper documents)	Fair, damage present	Didn't complete condition assessment of the documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Third Shelf	Archival box, grey	Labeled "Pictures"	History of Seaside	Photographs in mailing envelope/s, rolled up photo, etc.	Fair, damage present	Didn't complete condition assessment of the photographs, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, grey	Labeled "History Commission Mixed Clipping from La Salle" and "Old Monte Photos, Papers, Registry for History"	History of Seaside	Maps, paper documents, etc.	Fair, damage present	Didn't complete condition assessment of the maps/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, black	Labeled "2014 (50s) Show, 50's Music + Movies"	Exhibits	Photographs (some mounted), Newsweek magazine, copies of photos, etc.	Fair, damage present	Didn't complete condition assessment of the photos/magazine, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, grey	Labeled "News 50's" and "40's-60's Papers/Copies"	Exhibits	Newspapers (including copies of newspapers)	Fair, damage present	Didn't complete condition assessment of the newspapers/documents, but they appear to be in good-to-fair condition. Yellowing present		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Bottom Shelf	Archival box, blue	Labeled "1954 Election Blog"	1954 Election	Two binders (scrapbooks) containing typed paper documents, newspaper clippings, etc.	Fair, damage present	Didn't complete condition assessment of the binders/scrapbooks (contents), but they appear to be in fair-to-poor condition. Yellowing present, creasing/warping of documents inside, binders are stained/damaged		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, grey	Labeled "History Exhibit items from 1950's" and "50's Show"	Exhibits	Photographs and documents, some mounted for exhibition	Fair, damage present	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, grey	Labeled "Exhibit items from the 1950's"	Exhibits	Photographs and documents, some mounted/framed for exhibition	Fair, damage present	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 1	Bottom Shelf	Archival box, blue	Labeled "Photo Scrapbooks" and "Del Monte Heights + Other Construction Scrapbooks + Misc."	Scrapbooks	3 scrapbooks, photographs (in protective sleeves), etc.	Fair, damage present	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Archival box, white	Labeled "Photos + Newspapers 1950's-1990's"	History of Seaside	Photo albums, newspapers, paper documents, etc.	Poor (bulging, torn), the lid is stuck inside the box	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. A little haphazard. Not stored properly		Recommend re-housing
Center Rack 1	Bottom Shelf	Karat 8z Paper Hot Cup shipping box	Labeled "LPs & 78s"	History of Seaside	LPs, 78s	Fair/Poor (bulging, torn, old tape)	Didn't complete condition assessment of the LPs/78s, as the boxes are still taped shut. I assume there may be some condition issues due to how they're being stored. Will wait to unbox with Janie		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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In front of Center Rack 1	Floor	Plastic latch box with lid, green	Unlabeled	History of Seaside	Appears to contain archival storage items, but it looks like there may be some photos or paper documents at the bottom	Fair, some damage. Box is overstuffed, so lid doesn't close	Didn't complete condition assessment of the items. I assume there may be some condition issues due to how they're being stored. Will wait to unbox with Janie		Recommend re-housing, if archival material is present
Center Rack 2	Top Shelf	Clicksticks Chardonnay shipping box	Labeled "Knick-Knacks, Artifacts ---> 60's"	Historic memorabilia	Housewares (decorative items), two large plastic signage banners?	Fair, damage present and no lid	Didn't complete condition assessment of the objects, but they appear to be in good-to-fair condition. Not sure if the plastic banners are meant to be saved - if so, they are very wrinkled and therefore not in the best condition. Not stored properly		Recommend re-housing
Center Rack 2	Second Shelf	Plastic latch box with lid, clear	Unlabeled	History of Seaside	Paper documents In mailing envelopes. The top envelope reads "Nancy, for the time capsule"	Good	Didn't complete condition assessment of the documents/envelopes, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 2	Second Shelf	Gaylord Bankers Box	Labeled "Old 4 Books"	Books	Books, booklets	Good/Fair, some damage	Didn't complete condition assessment of the books/booklets, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not stored properly		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, grey	Labeled "Snyder Family Album"	Snyder Family	One photo album/scrap book	Good/Fair, some damage	Didn't complete condition assessment of the photo album, but it appears to be in fair condition. Definitely older, you can see yellowing/tears on the album pages		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, grey	Labeled "Artists, Gerard Gersti"	Gerard Gersti	Poster board/mounted photos, etc. Maybe from an old exhibit?	Good/Fair, some damage	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, grey	Labeled "CSUMB"	CSUMB	Poster board/mounted photos, etc. Maybe from an old exhibit?	Good/Fair, some damage	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 2	Second Shelf	Archival box, grey	Labeled "City Hall Dedication + Anniversary"	City Hall	Poster board/mounted photos, framed photos, etc. Maybe from an old exhibit?	Good/Fair, some damage	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, grey	Labeled "Seaside's First Post Office"	Seaside Post Office	Poster board/mounted photos, framed photos, paper documents, etc. Maybe from an old exhibit?	Good/Fair, some damage	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, grey	Labeled "Growth/Change/Re-Dev."	History of Seaside	Scrapbooks, etc.	Good/Fair, some damage	Didn't complete condition assessment of the scrapbooks but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, tan	Labeled "SCHOOLS."	Schools	Mounted photos, booklet	Good/Fair, some damage	Didn't complete condition assessment of the photos/booklet, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 2	Second Shelf	Archival box, blue	Labeled "House of Anita Murray" and "Roberts"	Anita Murray / Roberts	Documents, photos, items stored in envelope, etc.	Good/Fair, some damage	Didn't complete condition assessment of the photos/booklet, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Bubble wrap protecting some items		Recommend re-housing
Center Rack 2	Second Shelf	Archival box, blue	Labeled "Sewing needle dispenser"	Historic memorabilia	Sewing needle dispenser	Good/Fair, some damage	Didn't complete condition assessment of the dispenser, but they appear to be in good-to-fair condition. Packing pillows are protecting the dispenser somewhat		Recommend re-housing
Center Rack 2	Third Shelf	Unboxed	Unlabeled	History of Seaside	Various framed photos, certificates, old felt letter board, etc. related to the City, Seaside High School football, Ord Terrace School, etc.	Unboxed	Didn't complete condition assessment of the frames and their contents, but they appear to be in good-to-fair condition. Not stored properly		Recommend re-housing
Center Rack 2	Third Shelf	Bankers Box, white	Labeled "Art Program Files"	Art Program	Paper documents in filing folders	Fair, damage present	Didn't complete condition assessment of the photos/documents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 2	Third Shelf	Staples Bankers Box, red, no lid	Labeled "History Commission Artifacts + Papers from La Salle House"	La Salle House / History Commission	Books, documents, newspaper clippings, booklets, etc.	Fair, damage present and no lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing
Center Rack 2	Third Shelf	Archival box, blue	Labeled "Carol McKibben"	Carol McKibben	Paper documents, files	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing
Center Rack 2	Third Shelf	Staples Bankers Box, white, no lid	Labeled "To Be Filed"	History of Seaside	Paper documents, photographs, photo album, history index cards, etc.	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly, haphazard		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack2	Bottom Shelf	Archival box, blue	Labeled "BIBLE Big Sur 1962"	Big Sur, City of Monterey	Bible, regional planning study for Big Sur country, book titled "A Comprehensive Survey of Architectural Resources in the City of Monterey" from 1977	Fair, damage present. Overpacked so the bottom is bulging out	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing, or donate to Monterey/Big Sur museums or libraries
Center Rack2	Bottom Shelf	Cardboard box	Labeled "Seaside High School ARCHIVE"	Seaside High School	Newspaper clippings, photographs, brochures, etc.	Fair, damage present and no lid	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing
Center Rack2	Bottom Shelf	Archival box, grey	Labeled "2 City Ledgers c. 1954" and "Carmel Water District: 1924 Ledger"	City of Carmel	2 ledgers, unsure if both are from the City of Carmel	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored, wrapped in tissue paper. Not being stored properly		Recommend re-housing, or donate to Carmel library

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

Location	Box/Content Location	Box / Storage Description	Label/Title/Description	Subject	Type of Materials	Condition of Box	Condition of Contents	Importance/ Priority	Comments
Center Rack2	Bottom Shelf	Archival box, grey	Labeled "City Hall Guest book 1971-1991" and "+ Ph. A16 13 Box 6"	City Hall	2 ledgers/binders, unsure if both are guest books from City Hall	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing
Center Rack2	Bottom Shelf	Archival box, blue	Labeled "B. Vernon (Photos)"	B. Vernon	Mounted photos	Fair, damage present	Didn't complete condition assessment of the photographs, but they appear to be in good-to-fair condition. Some paper used to protect photos. Not being stored properly		Recommend re-housing
Center Rack2	Bottom Shelf	Archival box, blue	Labeled "Ft. Ord CSUMB CDs"	Fort Ord	CDs, USB thumb drive, photos, documents, etc.	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. Not being stored properly		Recommend re-housing
Center Rack2	Bottom Shelf	Staples Bankers Box, red and white	Labeled "SEASIDE SENIORS"	History of Seaside	Scrapbooks, a piece of rope, framed photo, documents, etc.	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in fair-to-poor condition. Some warping/creasing due to how they're being stored, yellowing present. Not being stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Center Rack 2	Bottom Shelf	Archival box, grey	Labeled "V. Old Newspapers"	History of Seaside	Newspapers	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored, in protective sleeves		Recommend re-housing
Center Rack 2	Bottom Shelf	Archival box, black	Labeled "SCANR"	Archival supplies	1 scanner	Fair, damage present	Didn't complete condition assessment of the scanner, but appears to be in good condition		Recommend re-housing - doesn't need to be in an archival box
Center Rack 2	Bottom Shelf	Archival box, blue	Labeled "ORAL HISTORY"	Oral History Project	Cassette tapes, with invoice showing that they were digitized	Fair, damage present	Didn't complete condition assessment of the contents, but they appear to be in good condition. Not being stored properly		Recommend re-housing or discard, since they have been digitized and cassette players are phasing out
Center Rack 2	Bottom Shelf	Plastic latch box (clear) with red lid	Unlabeled	Unknown	2 microphones, 1 speaker (that looks like a bottle of wine!)	Fair, some damage. Box is overstuffed, so lid doesn't close properly	Didn't complete condition assessment of the microphones/speaker, but they appear to be in good condition, unsure if they still work. Not being stored properly		Recommend re-housing, or donating to the City
Staging Rack	Top Shelf		EMPTY ARCHIVAL BOXES						EMPTY ARCHIVAL BOXES
Staging Rack	Second Shelf	Archival box, grey	Labeled "Misc. Photos - Parade, Articles"	History of Seaside	Newspaper clippings, photographs, documents, etc.	Good/Fair	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored, one of the photos is rolled up. A little haphazard, not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Staging Rack	Second Shelf	Archival box, grey	Labeled "Old Documents"	History of Seaside	2 scrapbooks, paper documents, etc.	Good/Fair	Didn't complete condition assessment of the contents, but they appear to be in good-to-fair condition. Some warping/creasing due to how they're being stored. A little haphazard, not stored properly		Recommend re-housing
Staging Rack	Second Shelf	Unboxed	Unlabeled	History of Seaside	Framed photograph titled "The Gathering at Roberts Lake," with archive accession form taped to it	Unboxed	Didn't complete condition assessment of framed photo, but appears to be in good condition. Taped accession form needs to be removed and filed. Not stored properly		Recommend re-housing
Staging Rack	Second Shelf	Unboxed	Unlabeled	History of Seaside	Glass award from 2009, presented to the City of Seaside by Monterey County Business Council, for "2009 Best Places to Work, Monterey County, over 75 Employers"	Unboxed	Didn't complete condition assessment of award, but appears to be in good condition. Not stored properly		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Staging Rack	Second Shelf	Archival box, tan	Labeled "Seaside People Helping Their City"	History of Seaside	1 glass award, photos taped to colored paper, documents, etc.	Good/Fair	Didn't complete condition assessment of award or photos/documents, but appears to be in good-to-fair condition. Some warping/creasing present due to how they're being stored. Not stored properly		Recommend re-housing
Staging Rack	Second Shelf	Archival box, blue	Labeled "Mayors" and "Mayors/City Council"	Mayoral Office / History of Seaside	Mounted photos/documents, newspaper clippings (copies), signage, etc.	Good/Fair	Didn't complete condition assessment of documents/contents, but appears to be in good-to-fair condition. Some warping/creasing present due to how they're being stored. Not stored properly		Recommend re-housing
Staging Rack	Third Shelf	Archival box, black	Labeled "Seaside in Print," "Copies News Blowups," and "2013 Blow Ups Seaside in Print"	History of Seaside	Mounted blown up newspaper articles	Good/Fair	Didn't complete condition assessment of mounted boards, but appears to be in good-to-fair condition.		Recommend re-housing
Staging Rack	Third Shelf	Archival box, blue	Labeled "Murals" and post-it note reads "Sandra: This is the 'Murals' Box from the Attic"	History of Seaside	Paper documents, one copy of the Monterey County Weekly from 2014, mounted photos/display boards, etc.	Good/Fair	Didn't complete condition assessment of mounted boards, but appears to be in good-to-fair condition. The copy of the Weekly is in good condition		Recommend re-housing

Seaside Art and History Commission Archival Storage Room  
Initial Inventory - May-June 2024

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Staging Rack	Third Shelf	Archival box, grey	Labeled "Politics + City Life"	History of Seaside	Framed photo, newspaper clippings, documents, etc.	Good/Fair	Didn't complete condition assessment of documents/contents, but appears to be in good-to-fair condition. Some warping/creasing present due to how they're being stored. Not stored properly		Recommend re-housing
Staging Rack	Bottom Shelf	Unboxed	Unlabeled	History of Seaside	4 banners	Unboxed	Didn't complete condition assessment of banners, but they appear to be in good-to-fair condition. Some warping/creasing present		Recommend re-housing, or donate to the City so they can re-use them?
Staging Rack	Bottom Shelf	Unboxed	Unlabeled	History of Seaside	National Washboard Co. Chicago Saginaw Memphis "Soap Saver" washboard, "No. 191 Pat. Sept. 7-1915"	Unboxed	Didn't complete condition assessment of washboard, but appears to be in good-to-fair condition		Recommend re-housing