

C.G.J.A.

Grand Jury Reports Indexing Project

PHASE ONE

Field Research Workbook



California Grand Jurors Association

NOTES TO VOLUNTEERS

This project should be very easy if county records are in good order, however, if documents are missing, the search may become very challenging. The discovery that documents are missing is equally important to this project. Your findings will be published as a portion of a statewide catalogue for use by grand jurors, historians, scholars, legislative researchers, students, government, etc. and will form a basis for phase two.

1. This Field Research Workbooklet and a pen or pencil is all you need.
2. Each workbook provides notation forms for 50 years. Three workbooks (or 10 additional pages of worksheets attached to this one) will be needed for a complete record of each county.
3. Field Researchers are encouraged to tenaciously seek out every report published in their respective counties back to 1850.
4. Please exhaust every known possible repository for files of past years grand jury reports before designating them missing. Some reports may be on microfilm, others may be in the basement in boxes. HAPPY HUNTING!

5. NAMES OF VOLUNTEERS USING THIS WORKBOOK:

Name(s) _____
Address _____

Phone () _____
CGJA Member _____ Current/Past Grand Juror _____ Other _____

Name(s) _____
Address _____

Phone () _____
CGJA Member _____ Current/Past Grand Juror _____ Other _____

Name(s) _____
Address _____

Phone () _____
CGJA Member _____ Current/Past Grand Juror _____ Other _____

GRIP PHASE ONE

TABLE OF CONTENTS

Note to Volunteers	i
Table of Contents	1
Introduction to G.R.I.P.	2
Phase One Cataloging Instructions	3
Check List of Reports Found	4
Worksheets for Cataloging	5
GRIP Registration Form	15

GRIP PHASE ONE

INTRODUCTION

The 1993 California Grand Jurors Association Annual Conference adopted a position to advocate the indexing of all grand jury reports in California by date, county, and subject content. As a result, the Grand Jury Reports Indexing Project Committee (GRIP) was appointed by our President.

The GRIP Committee met several times to discuss the preparation of a standardized indexing protocol and to develop a strategy to pursue this research undertaking. Archivists have been interviewed regarding this project and more will be conferred with. The project will proceed as follows:

1. The complete project will require the coordinated participation of 50-100 or more volunteers from throughout the State over a period of 10 or more years and will require regular annual updating as new reports are published. Volunteers are needed from every county of the State.

2. Participation in this CGJA project need not be limited to current or past grand jurors or members of the CGJA. ANY assistance from jurors, students, scholars, librarians, archivists and others should be welcomed and acknowledged in the project credits. Common interest coalitions may expand recognition for this CGJA project and improve chances for grant funding.

3. The strategy of approach is in two phases:

PHASE ONE - FINDING REPORTS: Cataloging the locations, conditions and tables of contents of all grand jury reports that can be found in each county of the State. A first draft statewide catalog including most counties should be achievable in 2 to 3 years with periodic revisions to include new information. In addition to forming a foundation for Phase Two, this CGJA/GRIP catalog would be of information to the GJ institution, scholars, students, historians. Phase One can commence immediately in every county where volunteers step forward. (The GRIP Phase One Field Research Workbook is now available for statewide distribution).

PHASE TWO - INDEXING REPORTS: The development of the indexing protocol needs to be in accord with recognized professional archiving standards and compatible with the National Archiving Subject Directory. Careful research and consultations with archiving authorities are required in order to assure compatibility. Progress reports will be prepared for presentation at the CGJA Annual Conferences.

Additional GRIP Field Research Workbooks are available upon request. Volunteers are needed from every county in California.

For further information contact Dan Taranto, Chairperson, GRIP.
890 Cloudswood Road, Fieldbrook, CA. (707-839-4844).

GRIP PHASE ONE

CATALOGING INSTRUCTIONS for Field Research:

Before the reports can be indexed, they must be located. The Phase One goal is to make a catalog of all the past years reports (and the official responses) that can be found, where they are stored, what condition they are in, and to list investigation titles.

By law, all of these reports should still exist in each county somewhere. The County Clerk is directed by Penal Code §933 to maintain a complete file of past grand jury reports. GRIP "Certificates of Acknowledgement" may be issued to cooperating officials who are helpful in locating and accessing past grand jury reports and the official responses upon the recommendation of the Field Researcher. This search is inclusive of the entire history of California back to 1850.

Your mission, should you decide to accept it, will be to conduct the following basic research which is needed on the local level in each of the 58 counties of the state. Once reports are located, the Field Researcher's task is to carefully fill out the worksheets with the following basic information:

1. YEAR AND COUNTY in which the report is published:
2. LOCATION(s) OF REPORT: Be specific and brief (ie: "Top Shelf,Backroom")

County Clerk's Office	County Library
County Law Library	Grand Jury Library
Superior Court File	County Supervisors Public Record
County Counsel's File	District Attorney's File
College Library Archive	County Historical Society Archive
Private Library	Other
3. CONDITON OF REPORT:
 - A. Good - Like new
 - B. Fair - Complete but a little beaten up
 - C. Poor - Some pages missing, torn, scribbled
 - D. Bad - Pages burned, moldy, stuck together, decomposing
 - E. Missing - List dates & places visited; note explanations & by who.
4. PHOTO COPIES: Attach historically dated duplicate pages to the worksheets. A photo &/or handwritten copy of Tables of Contents (or individual report titles), is of greatest importance.
 - A. Tables of Contents - report titles &/or Executive Summary
 - B. Juror Roster/Presiding Judge -Optional
 - C. Report Cover &/or Title Page - Optional
5. REGISTRATION OF VOLUNTEER FIELD RESEARCHERS:

Please identify the volunteers using this workbook on page i.
Also, Fill out and mail in the GRIP Registration Form on page 15.
6. REPORT PROGRESS: Submit a brief progress report once per year. When you believe that you have found all that can be found, make a complete copy of your entire GRIP Phase One Research Workbook and the special photocopy attachments, and mail the original to:

GRIP, 890 Cloudswood Road, Fieldbrook, CA 95521

G.R.I.P. PHASE ONE

SUMMARY CHECK LIST OF REPORTS FOUND

1850 _____	1900 _____	1950 _____
1851 _____	1901 _____	1951 _____
1852 _____	1902 _____	1952 _____
1853 _____	1903 _____	1953 _____
1854 _____	1904 _____	1954 _____
1855 _____	1905 _____	1955 _____
1856 _____	1906 _____	1956 _____
1857 _____	1907 _____	1957 _____
1858 _____	1908 _____	1958 _____
1859 _____	1909 _____	1959 _____
1860 _____	1910 _____	1960 _____
1861 _____	1911 _____	1961 _____
1862 _____	1912 _____	1962 _____
1863 _____	1913 _____	1963 _____
1864 _____	1914 _____	1964 _____
1865 _____	1915 _____	1965 _____
1866 _____	1916 _____	1966 _____
1867 _____	1917 _____	1967 _____
1868 _____	1918 _____	1968 _____
1869 _____	1919 _____	1969 _____
1870 _____	1920 _____	1970 _____
1871 _____	1921 _____	1971 _____
1872 _____	1922 _____	1972 _____
1873 _____	1923 _____	1973 _____
1874 _____	1924 _____	1974 _____
1875 _____	1925 _____	1975 _____
1876 _____	1926 _____	1976 _____
1877 _____	1927 _____	1977 _____
1878 _____	1928 _____	1978 _____
1879 _____	1929 _____	1979 _____
1880 _____	1930 _____	1980 _____
1881 _____	1931 _____	1981 _____
1882 _____	1932 _____	1982 _____
1883 _____	1933 _____	1983 _____
1884 _____	1934 _____	1984 _____
1885 _____	1935 _____	1985 _____
1886 _____	1936 _____	1986 _____
1887 _____	1937 _____	1987 _____
1888 _____	1938 _____	1988 _____
1889 _____	1939 _____	1989 _____
1890 _____	1940 _____	1990 _____
1891 _____	1941 _____	1991 _____
1892 _____	1942 _____	1992 _____
1893 _____	1943 _____	1993 _____
1894 _____	1944 _____	1994 _____
1895 _____	1945 _____	1995 _____
1896 _____	1946 _____	1996 _____
1897 _____	1947 _____	1997 _____
1898 _____	1948 _____	1998 _____
1899 _____	1949 _____	1999 _____

COUNTY OF _____

WORKSHEET GRIP PHASE ONE CATALOGING WORKSHEET

IMPORTANT - PLEASE FOLLOW THE FIELD RESEARCH INSTRUCTIONS IN THIS WORKBOOK

1.
COUNTY _____ YEAR _____

LOCATION OF REPORT _____

CONDITION: Good ___ Fair ___ Poor ___ Bad ___ Note _____

Copy of Table of Contents? _____ No. pages? _____ Any Official Responses Found? _____

2.
COUNTY _____ YEAR _____

LOCATION OF REPORT _____

CONDITION: Good ___ Fair ___ Poor ___ Bad ___ Note _____

Copy of Table of Contents? _____ No. pages? _____ Any Official Responses Found? _____

3.
COUNTY _____ YEAR _____

LOCATION OF REPORT _____

CONDITION: Good ___ Fair ___ Poor ___ Bad ___ Note _____

Copy of Table of Contents? _____ No. pages? _____ Any Official Responses Found? _____

4.
COUNTY _____ YEAR _____

LOCATION OF REPORT _____

CONDITION: Good ___ Fair ___ Poor ___ Bad ___ Note _____

Copy of Table of Contents? _____ No. pages? _____ Any Official Responses Found? _____

5.
COUNTY _____ YEAR _____

LOCATION OF REPORT _____

CONDITION: Good ___ Fair ___ Poor ___ Bad ___ Note _____

Copy of Table of Contents? _____ No. pages? _____ Any Official Responses Found? _____

WORKSHEET GRIP PHASE ONE CATALOGING WORKSHEET

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GRIP PHASE ONE

REGISTRATION FORM

It is important for each county with volunteers wishing to participate in this project to register with the GRIP Committee. This is necessary in order to avert duplication of effort and to establish a network for communications regarding this project. Please fill out this form and mail it in.

Thank you.

REGISTRATION QUESTIONS:

County _____ Date _____

County Contact Person Name Address & Phone:

Names & phone numbers of other Research Team Volunteers:

Mail to: G.R.I.P. - PHASE ONE
890 Cloudswood Road
Fieldbrook, CA 95521