



POLICY MANUAL

POLICY TITLE: Archives	POLICY #: 0100-050
AUTHORITY: Administrative	EFFECTIVE DATE: February 19, 2008
ISSUED BY: Director of Corporate Administration	REVIEW SCHEDULE: 2 – 3 years
	APPROVED BY: Council
DATE ISSUED: February 21, 2008	DATE APPROVED: February 19 ,2008 C-60-08

PURPOSE:

- 1.0 The Archives, established by the Town of View Royal, shall serve as a central repository of the community’s archives, and will:
 - 1.1 collect material of historical significance to View Royal;
 - 1.2 appraise, preserve, arrange, describe and safe keep all material deposited therein;
 - 1.3 make that material accessible to the public for reference and research;
 - 1.4 increase public knowledge, understanding and awareness of View Royal’s heritage; and
 - 1.5 prevent the loss of historically significant material in order to provide an adequate and accurate documentation of View Royal.

DEFINITIONS:

1.0 Archival Material

Archival material shall be defined as the whole of the documents made or received by the View Royal Archives in the conduct of affairs and preserved for their enduring historical value and other values in the long term interests of the community and its citizens.

2.0 Preservation

Preservation (preventive conservation) is the physical care and protection of all archival material on a long-term basis.

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POLICY:

1.0 ACQUISITION

Criteria for the collection of material by the View Royal Archives and an outline of procedures for its acquisition and disposal is as follows:

1.1 MATERIAL

The View Royal Archives will acquire material that relates to View Royal from the earliest times to the present, within the present or historical boundaries of View Royal.

Wherever possible, the Archives shall acquire the whole of the records (known as the fonds) and encourage donors to choose just one repository for the material of any one creator in accordance with established archival standards to protect provenance and original order. In the event that just a portion of a fonds is to be donated, the Archives shall request that any remaining portion be donated at a later date either in person or by written bequest.

1.2 LIMITATIONS ON ARCHIVAL MATERIAL

Some material, although of historical interest, may not be accepted by the View Royal Archives. This includes:

1.2.1 most artifacts;

1.2.2 any archival material deemed unsuitable for reasons of size, condition, relevancy, duplication, unreasonable access restrictions, incompleteness of data, ambiguity of provenance, or inconsistency with accepted archival practice.

Materials which have been excluded after the appraisal for selection process shall be offered back to the donor. Should the donor not wish to retain these items, it may be disposed as deemed appropriate by the Archives.

1.3 TRANSFER OF OWNERSHIP

All archival material shall become the property of the View Royal Archives, with the exception of short-term loans. The donation process involves full legal transfer of ownership and custody to the Archives in perpetuity. Appraisal for selection, arrangement, preservation, and description of records shall be carried out as

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deemed appropriate by the Archives in accordance with accepted archival procedures and standards.

2.0 PRESERVATION

Guidelines for the preservation of the collections in the View Royal Archives is as follows:

- 2.1 The View Royal Archives shall take all necessary precautions within its power to ensure maintenance of its collections in accordance with accepted archival standards.
- 2.2 All actions by Archives staff shall be aimed at ensuring the long-term preservation of archival materials by practicing preventive conservation from the time of acquisition onward.
- 2.3 Materials shall be stored in a facility or facilities, which are climatically suited to those materials and protects them from damage by sunlight, fire, and water. An assessment shall be conducted as necessary to monitor storage conditions.
- 2.4 A disaster plan shall be developed and maintained with a periodic review to ensure that its information is accurate, current, and complete.
- 2.5 Staff and researchers shall be instructed in the proper handling of archival materials and use of pencils and cotton gloves shall be required.
- 2.6 Consumption of food or drink is prohibited in storage areas and where archival materials are being referenced or processed.

3.0 ACCESS

- 3.1 The Archives shall be open to the public at times and subject to rules and conditions approved by the Municipal Clerk on the recommendation of the principal archivist.
- 3.2 Researcher Registration – all researchers shall enter the required information including name, address, telephone number, and research topic into the register at time of arrival and prior to any materials being issued to them.
- 3.3 The Archives shall develop and maintain a finding aid system based on the Canadian standard known as Rules for Archival Description (RAD) to assist researchers in locating materials of interest.

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- 3.4 All archival material shall be made accessible to the general public, except for:
 - 3.4.1 material restricted by applicable government legislation including the *Freedom of Information and Protection of Privacy Act*. All applications under the *Freedom of Information and Protection of Privacy Act* shall be directed to the Freedom of Information Officer for the Town of View Royal;
 - 3.4.2 private papers with restrictions imposed by the donor;
 - 3.4.3 any material restricted for other reasons (such as fragility) by the Archives.
- 3.5 Researchers shall be limited to one (1) box of records or one unit of non-textual material at a time unless otherwise authorized by the Archives.
- 3.6 Warnings regarding copyright restrictions shall be posted and explained as appropriate.
- 3.7 Copying facilities for textual records and photographs shall be made available at the fees set out in the Town of View Royal's Fees and Charges Bylaw as in force at that time. No materials shall be removed from the premises unless under the care and control of the principal archivist or a delegated staff member.

4.0 DISPOSAL OF ACQUIRED MATERIAL

- 4.1 In some cases, materials in the Archives may fall outside the guidelines of sections 1 and 2 of this policy and/or current Archives policy. In such cases, it may be desirable to remove the said material from the Archives holdings. If the material has already been accessioned, then the material must be formally deaccessioned in accordance with the Accessions Policy. Disposal of deaccessioned material must follow the disposal instructions that were determined during the accessioning process.
- 4.2 Where no disposal instructions have been specified by the donor, the principle archivist has the authority to destroy, return, transfer or donate deaccessioned material. In all cases, the decision to deaccession and dispose of material in the Archives holdings rests with the principle archivist.

5.0 GENERAL

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- 5.1 Responsibility for the Archives within the organizational hierarchy of the Municipality shall lie with the Municipal Clerk.
- 5.2 The Municipal Clerk may enlist volunteers and employees to staff and administer the Archives, draft operations manuals and rules, and generally carry out routine archival functions. The Municipal Clerk may designate one principal employee/volunteer to recruit, coordinate and direct the other volunteers/employees, prepare draft budgets, submit proposed expenditures for authorization and act as the principal liaison with the Clerk and Council.

PROCEDURES: This section intentionally left blank.

ATTACHMENTS: This section intentionally left blank.

DISTRIBUTION: Electronic file Y:\Administration\0340 Policies\50 - Final\0100 – Administration and Town of View Royal website.

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