

TO: CITY MANAGER

1999 MARCH 01

FROM: CITY CLERK

**SUBJECT: SURVEY OF ARCHIVE FACILITIES**

PURPOSE: To provide information on the various types of archive facilities available in the G.V.R.D. and elsewhere in British Columbia

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RECOMMENDATION:

1. THAT this report be received for information purposes.

**REPORT**

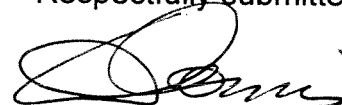
At the regular Council meeting held on 1999 January 25 Council requested staff undertake a review of archive facilities in municipalities around the Province.

Appendix I to this report provides a comparison of facilities in G.V.R.D. municipalities. Appendix II compares communities with a population greater than 70,000 in other regions of the Province.

The budget figures are divided into two parts; salaries and operations. Operations describes any costs other than staffing, building maintenance and utilities. The cost of building maintenance and utilities are not factored into these budgets.

This report is provided for the information of Council.

Respectfully submitted,



D.R. Comis,  
CITY CLERK

APPENDIX I GREATER VANCOUVER ARCHIVES SURVEY

City/Municipality	Archive	Staff	Budget	Population	Size of Archive	Function of Archive/Archival Provisions
Anmore	No	None	None	1000		
Belcarra	No	None	None	665		
Burnaby	No	None	None	179,209		
Coquitlam	No	1 full time Records Management Coordinator	None	101,820		No archive but Records Management Plan with provision for archivable materials.
Delta	No	None	None	95,411		
Langley - District Municipality	No	None	None	80,179		
Langley - City	No	None	None	22,523		
Lions Bay	No	None	None	1,347		
Maple Ridge City Records Archive	Yes	1 part time (0.6) Archive Consultant	Salaries - \$18,000 (consultant contract)	56,173	250 sq. ft. approx in City storage centre	City records repository. Within Clerk's Dept. Records Management Plan in place.
New Westminster	Yes	1 full time Curator (Archives/Museum) and 1 full time Operations Coordinator (Archives/Museum)	Archive Operations - \$9,000 approx. Salaries (of described staff)- \$86,900	49,350	1000 sq ft in museum/archive building	City records repository. Within Parks & Rec Dept. Records Management Plan in place.
North Vancouver - District Municipality	Yes	1 full time staff responsible for Archives, Records Management and FOI Coordination	Records Management/Archives Operations - \$2375 Salary (for described staff) - \$34,620	80,418	1200 sq ft Archive Room in City Hall and 2,242 sq ft records storage and work area room in City Hall	City records repository. Within Clerk's Dept. Records Management Plan in place.
North Vancouver - City	No	Records Management Clerk	None	41,475		No archive but Records Management Plan with provision for archivable materials.

APPENDIX I GREATER VANCOUVER ARCHIVES SURVEY

City/Municipality	Archive	Staff	Budget	Population	Size of Archive	Function of Archive/Archival Provisions
North Vancouver - City/District Community Records Archive	Yes	1 full time Archivist, part time (0.4) Assistant Archivist	Operations - \$3,750 Salaries - \$58,039		1600 sq.ft approx.	Not official repository of City records but receives some originals of records that are not longer used by City Depts and/or have been microfilmed.
Pitt Meadows	Yes	No	Part of Records Management budget	13,436	30 sq ft in City Hall	City records repository. Within Clerk's Dept. Records Management Plan in place.
Port Coquitlam	No	No	None	46,682		
Port Moody	Yes	No	None	20,847	300 sq. ft. room in City Hall	City records repository. Within Clerk's Dept.
Richmond	Yes	1 full time Archivist	Operations - \$18,000 approx. Salary - \$50,000	148,867	3220 sq. ft. in Cultural Centre	Archive serves as City and community repository. Within Clerk's Dept. Records Management Plan in place.
Surrey	Yes	1 full time, 2 part time Archivists and 2 part time summer contractors. (Also, in Clerk's Dept. - 2 - full time Records Clerks dealing with inactive records including archives.)	Archive Operations- \$7,000 Salaries - \$94,000	304,477	2,300 sq ft in museum/ archive building	Archive serves as official repository for all City records as well as repository for community records. Archive is within Parks, Rec & Heritage Dept. Records Management Plan in place.
Vancouver	Yes	11 full time staff including 4 archivists, 1 conservator, 3 positions Records Management positions and 3 secretarial positions.	Archive Operations- \$177,109 Salaries - \$411,356 Records Services Operations - \$12,446 Salaries - \$108,442 Total - \$678,909	514,008	35,723 sq.ft.	Archive serves as City and community records repository. Within Clerk's Dept. Records Management Plan in place.
West Vancouver	No	1 full time Records Management Coordinator	None	40,882		No archive but Records Management Plan with provision for archivable materials
White Rock	No	None	None	17,210		

## APPENDIX II BC ARCHIVE SURVEY

City/Municipality	Archive	Staff	Budget	Population	Size of Archive	Function of Archive/Archival Provisions
Abbotsford	No	1 part time Records Manager & 1 part time Records Clerk	None	105,403		No archive but Records Management Plan with provision for archivable materials including 1500 sq ft onsite inactive records storage centre.
Kamloops	No	1 full time Records Management Clerk	None	76,394		No archive but Records Management Plan with provision for archivable materials
Kelowna -	No	Records Management Clerk	None	89,442		No archive but Records Management Plan with provision for archivable materials.
Nanaimo	Yes	1 full time Archives Manager and periodic employees on grants	Operations - \$18,000 Salary - \$33,000 Archive funded by City (\$30,000), Malaspina College (\$10,000) and other miscellaneous sources (\$11,000)	70,130	650 sq ft in Museum/Archive	Some archivable materials kept at City but maintained by the Archivist and some in City/community archive. Archive is governed by board consisting of members from the City, Malaspina College, Historical Society, Museum and Archive Membership. City has Records Management Plan in place.
Prince George	No	1 part time Records Management Clerk 1 part time Microfilm Clerk	None	75,150		No archive but Records Management Plan with provision for archivable materials

APPENDIX II BC ARCHIVE SURVEY

City/Municipality	Archive	Staff	Budget	Population	Size of Archive	Function of Archive/Archival Provisions
Saanich	Yes	1 part time Archivist, 1 part time Archivist's Assistant	Operations - \$5,000 Salaries - \$60,000	101,388	2,000 sq ft in building as part of the Municipal Hall complex.	Archive serves as official repository for City records and is within the City Administrators Dept. Some records are however stored in Clerks Dept such as Council Minutes & some Bylaws.
Victoria	Yes	1 full time Archivist, 1 full time Archives Assistant & 1 full time Archives/FOI/Records Manager	Archives/FOI/Records Management - Operations - \$111,000 Salaries - \$118,000	73,504	1800 sq ft approx.	City records repository. Within Corporate Services/Clerks Dept., (Archives and Records Management Division). Archives are 60% City and 40% Community records approx. Records Management Plan in place.

