

TO: CITY MANAGER

DATE: 2001 AUGUST 2

FROM: CITY CLERK

FILE: 1300-00

SUBJECT: CITY OF BURNABY ARCHIVES MANDATE AND ACQUISITION
POLICY

PURPOSE: To seek Council approval for a mandate and acquisition policy for the City of
Burnaby Archives.

RECOMMENDATIONS:

1. **THAT** Council adopt the Mandate and Acquisition Policy for the City of
Burnaby Archives as set out in this report.

REPORT

As the City of Burnaby Archives nears its completion, it is important to have a clearly defined
mandate and acquisition policy to guide the City in the creation of its archival collection.

The *attached* policy has been created in consultation with the Burnaby Village Museum and is
presented for the approval of Council.

Respectfully Submitted,



D.R. Comis
City Clerk

cc: Deputy City Manager Corporate Services

APPENDIX A

Mandate and Acquisition Policy for the City of Burnaby Archives

1. Mandate

The purpose of the City of Burnaby Archives is to identify, acquire, and preserve material of archival and/or informational value to the City of Burnaby which has been created in the regular conduct of municipal business, and to make such records available to City officials and the public.

2. Acquisition Policy

The City of Burnaby Archives is the official repository of all inactive City records of enduring administrative, legal, fiscal, historical, evidential and/or informational value to the City of Burnaby. Archival material is preserved as evidence of functions, policies, decisions, procedures and operations of the City of Burnaby.

The Archives is responsible for providing services to ensure the preservation and accessibility of the City of Burnaby's archival material. City records having archival value are identified through the corporate records management program and are acquired by the Archives through scheduled transfers from all city departments.

2.1 Archival Material

Archival material includes those records created, received and accumulated during the course of practical civic activity by Council and any department, office, committee, board, commission or agency of the City of Burnaby that are to be preserved because of their continuing values to the organization.

Records include documents, reports, minutes, letters, maps, drawings, photographs, microfiche, books, and any other medium on which information is recorded or stored by graphic, electronic, mechanical or other means.

3. Use of Archival Material

The Archives is a public institution and is therefore open and equally accessible to all City officials, City staff and members of the public. Archival material will be available for viewing under conditions in accordance with sound archival practices, the availability of resources, and the physical integrity of the materials.

4. Authority

This policy was approved by Burnaby City Council on xxxxx and took effect on that date.

