

COMMUNITY HERITAGE COMMISSION**B***HIS WORSHIP, THE MAYOR
AND COUNCILLORS***SUBJECT: CIVIC ACQUISITION OF COMMUNITY ARCHIVES COLLECTION****RECOMMENDATION:**

1. THAT Council receive this report for information.

REPORT

The Community Heritage Commission, at its meeting held on 2007 February 01, received and adopted the *attached* report advising of the recent acquisition of the Burnaby Historical Society's Community Archives Collection by the City Archives, and outlining a proposal for completing the arrangement and description of record collections.

Respectfully submitted,

Councillor C. Jordan
ChairCouncillor G. Begin
Vice Chair

Copied to:	City Manager Director Parks, Recr. & Cult. Services Chief Librarian Director Planning & Building
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TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2007 January 24

FROM: DIRECTOR OF PLANNING AND BUILDING

FILE: PC 3520 20
File Ref: HPOD

SUBJECT: CIVIC ACQUISITION OF COMMUNITY ARCHIVES COLLECTION

PURPOSE: To advise of the recent acquisition of the Burnaby Historical Society's Community Archives Collection by the City Archives, and to outline a proposal for completing the arrangement and description of record collections.

RECOMMENDATION:

1. **THAT** the Community Heritage Commission receive this report for information purposes.

REPORT**1.0 BACKGROUND**

Established in 1958 under the B.C. Societies Act, the Burnaby Historical Society has maintained an independent pioneering role in the collection of archival and reference materials regarding the history of the City. The society has operated its 'Community Archives' as a volunteer endeavour with the cooperation and financial assistance of the City. In 1990, the collection was relocated to a new public facility in the main administration building of Burnaby Village Museum.

In 2006, Council approved a revised mandate for the City Archives to include community records as part of the approved Historic Photographs Online Database project. The Burnaby Historical Society's membership agreed to transfer ownership of the Community Archives collection to the City Archives in January, 2007. The amalgamation of these archives collections marks a significant achievement for the development of Burnaby's City Archives and will improve the public's access to these important historic resources.

The Community Archives collection, although rich in content, is relatively small in scale. It only occupies 168 linear feet of shelf space. This collection includes many different private, club and society record collections, in addition to approximately 5,000 photographic images. The City Archives can accommodate this collection within its existing storage facility at the McGill Library. The collection would occupy less than 9% of the shelf space available. It is expected that the collection will be transferred to the City Archives over the next six months.

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From: Director Planning and Building
Re: City Acq. of Community Archives Collection
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2.0 COMMUNITY RECORD COLLECTIONS PROJECT

The photographs of the donated Community Archives collection will be made accessible through the proposed Online Photograph Database project, currently being researched and undertaken by the City. However, the arrangement and description of the Community Archives valuable records collection also needs to be completed to provide for full public access. Descriptions and indexes of the contents of record collections will provide both the public and archives staff with the necessary 'tools' to retrieve the information contained in these documents. Access to these historic paper records could include placing the collection inventories online for access through the City's web-site and the existing integrated British Columbia database (B.C. Archival Union List) operated by the Archives Association of B.C.

At this time, the City Archives does not have the staff or resources to complete this project without additional funding assistance. The work necessary could include the employment of student archivists through the established University of B.C. Masters of Archival Studies Program. There are a number of private foundations and Provincial funding assistance programs that could also be accessed to complete this project to benefit the citizens of Burnaby. City staff will undertake to develop a proposal for this project, including costs and funding options, for the consideration of the Community Heritage Commission and Council.

3.0 NEXT STEPS

With the transfer of the Community Archives collection to the City Archives staff would proceed to fully define the parameters and requirements for the arrangement and description of this important collection. A further report will be prepared to seek approval of the Community Heritage Commission and Council for the approach to be used to implement the project. This important City Archives initiative will continue to be guided and supported with regular updates submitted to the Community Heritage Commission.


B. Luksun, Director
Planning and Building

JW:tn

cc: City Manager
City Clerk
Director Parks, Recreation and Cultural Services
Chief Librarian