

COMMUNITY HERITAGE COMMISSION

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2013

RECOMMENDATION:

1. THAT this report be received for information.

REPORT

The Community Heritage Commission, at its meeting held on 2014 February 06, received and adopted the attached 2013 Annual Report of the City of Burnaby Archives.

Respectfully submitted,

Councillor C. Jordan
Chair

Councillor N. Volkow
Vice Chair

Councillor R. Chang
Member

Copy: City Manager Deputy City Manager (C. Turpin) Director Planning & Building Director Parks, Recr. & Cult. Services Chief Librarian Chief Information Officer City Archivist

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2014 February 06

FROM: CITY ARCHIVIST

FILE: 2410-20
*Reference: Community Heritage
Commission*

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2013

PURPOSE: To present the 2013 Annual Report of the City of Burnaby Archives

RECOMMENDATION:

1. **THAT** this report be received for information.

REPORT

INTRODUCTION

The City of Burnaby Archives had a productive and exciting year in 2013 due in large part to the varied and profound selection of records of enduring importance accessioned into our holdings.

This past year's larger accessions include the City transfer of Burnaby Public Library's Contemporary Archives Photograph collection from the late 1970s, a further accrual to the Burnaby NewsLeader Photograph collection, and the private citizen donation from the John and Lillian Yanko family.

Community Presentations, Records Management partnerships and media coverage rounded out the outreach component to this full and energetic year.

The following report provides a brief summary of our operations throughout 2013.

HISTORY OF ARCHIVAL RECORDS PROGRAM

The City of Burnaby Archives opened in the new McGill Library in 2001 and functions as a division of the Office of the City Clerk. The Archives is the official repository for all inactive civic records of permanent administrative, legal, fiscal, historical, evidential and/or informational value to the City of Burnaby. Archival material is preserved as evidence of the functions, legal rights, obligations, policies, decisions, procedures, accountabilities, and operations of the City. It is the responsibility of the City Archives to ensure the preservation and accessibility of these vital records by providing proper facilities, environmental controls and resources to maintain the archival material in perpetuity.

Our City record description and digitization program has produced a current index of all Council minutes and reports dating back to 1934 and can be searched online with full-text versions of the documents, available from 1977 to the present. All City Bylaws, dating back to 1892, are also available as full-text pdf documents online as are descriptions and finding aids for all files and records in our holdings.

In addition, the Archives has supported the protection and preservation of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives

To: *Community Heritage Commission*
From: *City Archivist*
Re: *CITY OF BURNABY ARCHIVES ANNUAL REPORT*
2011
2012 January 05.....Page 2

collections into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facility in 2007.

CURRENT ARCHIVAL RECORDS PROGRAM

This year under the direction of the City Clerk, the Records Management Program has initiated the E-Agenda. The Archives is looking forward to this electronic record initiative and the ease of access that it will support, as the Office of the City Clerk continues the groundwork in the progression towards a City-wide Electronic Records Management System.

We saw significant transfers to the City Archives this year, including a compelling collection of over five hundred photographs held by the Burnaby Public Library, taken in the late 1970s as part of the Contemporary Visual Archives Project. This project, initiated by the library in 1976, was done in conjunction with Simon Fraser University Communication students. Its aim was to present a contemporary view of Burnaby at that time in photographs. It is a unique and valuable collection but its public access was hindered by the fact that the photographs had not been itemized or described individually in any online catalogue. Preservation issues were also identified, so staff from the Library, the Burnaby Village Museum and Archives met to discuss the best approach for managing these assets and making them available to the wider community. The result of this collaboration was the permanent transfer of the records to the City Archives. The photographs are now available on the Heritage Burnaby website.

The Legal Department, Planning and Building Departments, Engineering, and the Office of the City Clerk transferred a further 77 boxes of records of enduring value to the Archives. All of this material has been processed catalogued and indexed according to the highest level of archival practices and standards, thus allowing the public and City officials quick, efficient and direct access to information stored within them. Such a system plays a vital role in offering open, transparent and accountable governance.

In addition to the official City records, our community collection saw the inclusion of a further accrual from New Westminster Museum and Archives to the already formidable Burnaby NewsLeader Photograph collection, and the private citizen donation from the John and Lillian Yanko family of photographic albums and artifacts, which holds special significance as the largest joint donation involving the City of Burnaby Archives and our Heritage Burnaby partners, the Burnaby Village Museum. The Archives was pleased to receive as a permanent donation the original Robert Burnaby letters that formed the basis of the book "Land of Promise: Robert Burnaby's Letters from Colonial British Columbia 1858-1863." These letters had been on loan to the City – first at the Burnaby Village Museum and since 2009 at the Archives – but the loan period was set to expire at the end of 2013. During negotiations to extend the loan, the Burnaby family generously agreed to make a donation of the letters for permanent preservation at the City Archives. These letters will now remain in our holdings in perpetuity as an important legacy for our community.

PUBLIC PROGRAMMING: HERITAGE BURNABY

Opportunities for public outreach this year included speaking at the Fellburn Community Centre, and at the third installment of the 'History in the Heights' event jointly sponsored by the Heights Merchants Association and the Burnaby Public Library McGill branch, with fellow guest speaker Lisa Codd of the Burnaby Village Museum.

The Burnaby Now newspaper approached the Archives to be the resource for their 'Then and NOW' monthly photograph series. We were pleased to participate, providing entries in the November 8, 2013 edition of the paper.

Our staff also made contributions to the professional archival community by providing recommendations on archival holdings to the activist group 'Women Transforming Cities' and offering training and support to other municipal archives in the fields of database development and content management throughout 2013.

To: Community Heritage Commission
From: City Archivist
Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
2011
2012 January 05.....Page 3

We also were pleased to support a Summer Intern from the University of British Columbia School of Library, Archival and Information Studies. The intern had the opportunity to participate in the work of the Archives, assisting with arrangement and description projects that had long been dormant and making more resources available on the Heritage Burnaby website. This is the second year that the Archives has hosted a SLAIS student and it again has proven to be a worthwhile and valuable experience for all involved.

CONCLUSION

The programs completed this year have brought about improved services and heritage assets for the community. Our 2014 work plan will include the completion of the film digitization project, the book scanning and Heritage Burnaby website upgrades project (both of which are joint initiatives with our Heritage Burnaby Partners), and continued participation in the 'Then and NOW' project with the Burnaby NOW newspaper.

The resources that have been provided to allow a regular full-time archival assistant position and a part-time auxiliary clerk have been integral to the success of our public programming and projects throughout this year. Under the continued guidance and support of the Community Heritage Commission and Burnaby City Council, we look forward to building on these successes as we move into 2014.

Respectfully submitted,



Rebecca Pasch
CITY ARCHIVIST

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cc: City Manager
Deputy City Manager (C. Turpin)
City Clerk
Director Parks, Recreation and Cultural Services
Chief Librarian
Director of Planning and Building
Chief Information Officer