

CITY OF COQUITLAM

Policy and Procedure Manual



ARCHIVES MANAGEMENT

Chapter: 2
Section: 3
Issue Date: 2001 March 19
Revision Date:

POLICY:

The official repository for the archives of the City of Coquitlam and its predecessor agencies is the City Clerk's Office, and permanently valuable records no longer required by the office of origin and/or designated as having archival value by a records retention and disposition authority are transferred into its custody. The City Clerk's Office, through the Records Management and Archives Program, is then responsible for managing and preserving those records and for making them available to City officials, officers, employees, and the public.

To provide context for its archival holdings of municipal records, the City Clerk's Office may, from time to time and as resources allow, acquire non-government records of significance to the municipality and deemed worthy of long-term preservation.

Access to the archival holdings of the City of Coquitlam is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and any other access agreements established between the City and private donors. Any restrictions placed on these records are applied in a uniform manner to all users.

The City Clerk's Office is responsible for the implementation of the City's Archives Management Policy, and has the authority to accept and arrange for the transfer or donation of inactive records.

REASON FOR THE POLICY:

To preserve the corporate memory and organizational history of the City of Coquitlam by preserving and protecting its records of enduring value.

To provide the City of Coquitlam with the information necessary to prove its rights and obligations, to meet its accountability requirements and to maintain continuity in future decision making.

To disseminate information about the City of Coquitlam's past to any interested parties, either inside or outside the organization, and to encourage and facilitate research and access to records through the provision of reference service and the preparation of finding aids.

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REFERENCE:

Council Resolution No. 242R, 2001

DEFINITIONS:

Archives are the non-current records of an organization or individual preserved because of their continuing or permanent administrative, financial, legal, evidentiary, informational or historical value.

Archival value means that records have secondary administrative, operational, legal, financial, evidential, informational, historical, cultural or commercial value and are worthy of indefinite or permanent preservation.

Records retention and disposition authorities (also known as records retention schedules) are tools for determining the routing and systematic management of records from their time of creation to their time of final disposition. They are timetables that identify the length of time records must be retained in active or semi-active storage and when they may be destroyed or, if judged permanently valuable, transferred to the custody of the City Archives. The RRDA's are the City's legal authority for disposing of public records.

Finding aids are descriptive tools produced by archivists to establish physical and/or intellectual control over archival records. Basic finding aids include accession records, descriptive databases, inventories, shelf and container lists, and indices.

PROCEDURES:

The City Clerk's Office, through the Records Management and Archives Program is responsible for:

- identifying permanently valuable corporate records and facilitating their transfer to the City Clerk's Office when they become inactive, according to established records retention and disposition authorities;
- identifying older corporate records with permanent value (not falling under established records retention and disposition authorities) and facilitating their transfer to the City Clerk's Office;
- accepting donations of archival records belonging to groups, organizations, corporations or individuals that relate to the history and development of the City of Coquitlam, subject to available resources and consideration of such factors as copyright, conditions of access and authority to transfer, donate or sell;
- arranging and describing archival material in keeping with established archival principles and standards and making them accessible to researchers, including

City Council, City officers and staff and the general public through the production of finding aids;

- providing appropriate conditions for the storage, protection and preservation of the City's archival records;
- providing reference service to staff and the general public wishing to use archival records;
- providing educational and outreach programming, as time and resources allow, to increase public awareness and understanding of the history and development of the City of Coquitlam; and
- cooperating with and providing advice and assistance to other archival repositories and custodians of archival records in the area.