

City of Coquitlam ARCHIVES

Consider Donating Your Records to the City of Coquitlam Archives

Leave a Legacy for Generations to Come!

Records tell us who we are. They help to form our identity and our sense of community.

Archives preserve the documented memory of their community by acquiring and caring for the records of individuals and organizations. The City of Coquitlam Archives is responsible for acquiring and preserving city and community records for Coquitlam.

Coquitlam's holdings consist of records of the city government including Council Minutes, Bylaws, and correspondence from the City Clerk's Office. They also include records from the community that document the social, political, and economic history of the city such as a scrapbook containing images related to the construction of the Coquitlam Dam, the meeting minutes and correspondence of the Eagle Ridge Residents' Association, or the photographs taken by the Tri-City News.



What Can I Donate?

The City of Coquitlam Archives collects materials that document the life and times of Coquitlam's people, organizations, and businesses.

Welcome donations include records such as: minutes, correspondence, and reports of organizations, associations, and societies that are part of the Coquitlam community, as well as personal papers, diaries, photographs, audio/visual records, and similar unpublished materials. As a general rule archives do not acquire published materials.

Why donate?

- ❖ Contribute to passing knowledge from one generation to the next.
- ❖ Make a lasting contribution to the historical narrative of Coquitlam.
- ❖ Be recognized as a part of Coquitlam's cultural memory.
- ❖ Ensure the preservation of your records by placing them in a secure and controlled environment.

Donations could include:

Photographs • Diaries • Scrapbooks • Letters, Maps & Plans • Audio/visual records
Records of a local business • Records of a local organization

The City of Coquitlam Archivist will review all potential donations and evaluate each to determine whether the records fit with our collection mandate, taking into consideration:

- ❖ Significance to the history and culture of Coquitlam;
- ❖ Relationship to existing collections (does it fill a gap?);
- ❖ Resources required to provide appropriate care and documentation.



coquitlam.ca/archives

Coquitlam

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Donating Digital Records

The preservation of digital records requires more planning and regular intervention than for traditional records. For recordkeeping advice, see **Maintaining Your Digital Records** and contact us if you have any questions.

To ensure digital records can be preserved and accessed over time it is essential that digital records are migrated to standard file formats, such as PDF, DOCX, TIFF.

If you keep your records on floppy disks, CDs, VHS tapes or other media that can quickly become obsolete, please transfer these records to more current storage media, such as USB keys, DVDs or external hard drives.

Preparing Records for Donation

Please do not reorganize, repair or clean your records (tape and cleaning products may damage the materials). We prefer to keep the original order, and the archivist can carry out conservation activities on the materials if necessary.

If you think you have materials that may be of interest or have records you wish to donate, please get in touch! Your donation will help preserve Coquitlam's history and will leave an important legacy for the community.



Contact Information

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