



CITY POLICY

POLICY NUMBER: C448

REFERENCE:

City Council 1988 10 11
City Council 1971 04 06

ADOPTED BY:

City Council

SUPERSEDES:

NEW

PREPARED BY: Parks and Recreation

DATE: 1988 09 21

TITLE: The City of Edmonton Archives

Policy Statement:

The City of Edmonton will provide a planned program for the acquisition, preservation and provision of access to historical records:

- of the Corporation
- of City Officials
- of City Sponsored Organizations and Events
- of Organizations connected with the City
- from public and private collections relating to the history of the city when deposited by the owners.

The purpose of this policy is to:

Ensure that responsibility for the management of all records and documents of significance to the history of Edmonton is established and maintained through the functioning of the City of Edmonton Archives.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



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1. DEFINITIONS

- 1.01 Archives - are permanently valuable records and documents relating to the history of Edmonton, which were created and accumulated by City Departments, City Agencies and by City-sponsored Organizations or were donated by private agencies.
- 1.02 Corporate Records Committee - a committee whose purpose it is to establish procedures for all corporate records (see Policy 1037).
- 1.03 Records - all original documents regardless of physical form relating to the history and development of Edmonton.
- 1.04 Active Record - a record which is referred to and required constantly for current use by a Department or City Agency in the conduct of its business and which must be retained and maintained in the department or agency.
- 1.05 Dormant Record - a record of a Department or City Agency which is not required constantly for current use, and therefore, need not be retained and maintained in the Department or Agency.
- 1.06 Dead Record - a record on which all activity has ceased and which should be destroyed or if it has long-term informational value, it shall be transferred to the City of Edmonton Archives.
- 1.07 Depositor - shall mean the General Manager of the relevant City Department, or the equivalent authority for Authorities, Boards, Committees or organizations, or a donor of private papers or manuscripts, photographs, magnetic tapes or other documentary items regardless of physical form.

2. RESPONSIBILITIES

2.01 City Manager To:

Approve this policy and proposed amendments to it.

2.02 Corporate Records Committee To:

Establish disposition schedules, policies and procedures for all corporate records including retention, destruction or transfer to the City of Edmonton Archives.

- 2.03 The General Manager of the Parks & Recreation Department shall be responsible for overall management of the City of Edmonton Archives. The functions of the Archivist are:



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- (a) Collecting, preserving, and restoring all corporate records having any bearing upon the history of Edmonton, particularly those corporate records relating to all business conducted by the City and its departments. In addition, historical records donated to the City by a member of the general public will be preserved and restored.
- (b) Classifying, indexing, cataloguing and safekeeping of all items deposited.
- (c) Making available to researchers, with the consent of the Archivist, such material as requested.
- (d) Stimulating public interest in Edmonton's history by the dissemination of information through exhibitions and displays.
- (e) Increasing public knowledge, understanding and awareness of Edmonton's heritage.
- (f) Contacting donors when a request is made concerning use of restricted material.

3. PROCEDURES

- 3.01 Unless otherwise stipulated, all items when deposited in the Archives shall become the property of the City.
- 3.02 A City Department or City Agency depositor shall be entitled to have access to his records at any time for administrative purposes. It is understood that these records are to be examined within the Archives, unless other arrangements are made.
- 3.03 The Archives shall acquire items relating to the growth and organization of Edmonton. All corporate records have a life history, proceeding from the active, to the dormant, to the dead record stage. Corporate records when they reach the dormant stage, shall be referred to the Corporate Records Committee for a decision on disposition.
- 3.04 Corporate Records Committee shall forward selected items to the Archives.
- 3.05 Collections of archival material shall be gathered and placed in Archives and will consist of:
 - (a) Any and all corporate records which reflect the history of the corporation, its growth and change, its staff and programs, its policies, procedures and relationships, its functions, policies and decisions made within the civic organization.



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- (b) Semi-official records, which shall include records of City sponsored organizations, programs and schedules of City events which do not form part of the City's corporate record.
- (c) Records and papers which reflect the life of the City; and when deposited, private papers of mayors, aldermen, commissioners and other City officials.
- (d) Material produced by organizations connected with the City, including the Police and Fire Departments, the Separate and Public School Boards, schools, Royal Alexandra and other public hospitals, Public Library, Art Gallery, Exhibition Association and other organizations supported in any way by funds supplied directly or indirectly by the City, may be deposited in the City Archives.
- (e) Private and public collections, documents, records, minutes, correspondence and publications when deposited by individual families, businesses and any other parties, which are related to the history and development of the City.
- (f) Audio-visual and similar types of materials including photographs, microfilm, film, tape recordings, drawings, diagrams, and any other records associated with the development of the City and its varied associations.
- (g) All City archival material no longer required at its place of origin shall be transferred to the Archives according to a schedule established by the department concerned in consultation with the Archivist.

3.06 The Corporate Records Committee shall establish procedures to ensure the orderly transfer of corporate records to the City of Edmonton Archives, including, but not limited to filing sequences, lists, and discard procedures.

3.07 Before archival material is destroyed, unanimous approval of the Corporate Records Committee shall be given.

4. ACCESSIBILITY OF RECORDS

4.01 Records of the City Administration, or City officials, City connected or sponsored organizations, and from public and private donors shall be made available to the public for research, only with the authorization of the depositor until such records are 25 years old. After such time they shall be available for research purposes.

4.02 Records (as listed in section 3.05) shall be available for research:

- (a) unless restrictions on their use have been specified by the depositor and
- (b) at the discretion of the Archivist.



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- 4.03 Quotations or publication of pertinent material shall be permitted only with the approval of the donor of materials defined in section 3.05 (e) and if available as listed under subsections (a) and (b) of 4.02.
- 4.04 Requests to consult records shall be channelled through the Archivist who will ensure that the rules and regulations governing access to, and use of materials are observed.
- 4.05 Reproduction of archival material and photographs may be supplied at cost.