



## ADMINISTRATION POLICY:

### Archival Records

---

Policy number:	<b>GN-017 (B)</b>
ALT report:	<b>N/A</b>
Approved by:	<b>City Clerk's Office</b>
Effective date:	<b>2007 / 05 / 31</b>
Next revision due:	<b>2012 / 05 / 31</b>
Department/BU:	<b>City Clerk's Office / Administration Services (Corporate Records)</b>

---

### BACKGROUND

Between 1973 and 1980, the Glenbow Archives served as the repository for historical records for the Corporation of The City of Calgary ("The City"). In 1981, an archives was established within the City Clerk's Office.

The Corporate Records, Archives Section ("Archives") of the Administration Division of the City Clerk's Office acquires records with archival value that have been created by The City. The Archives also acquires private records created by groups or individuals that have a strong relationship to The City.

For information about other policies and guidelines, please refer to the Corporate Records Website (includes documents related to the Corporate Records Classification and Retention Schedule, the Disposition of Records – Destruction or Archival Transfer Guideline, and the Archives Policies and Procedures Manual).

This policy is also supported by:

- The Records Management Policy for Aldermen (Council Policy PAC013)
- The Records Management Bylaw 53M99
- The Records Disposition Policy (Administration Policy GN-013).

### PURPOSE

The purpose of this policy is to require that material with archival value, in the form of civic and private records that document the structure, functions, activities and history of The City of Calgary and its predecessors, is identified, acquired, preserved and made accessible.

## **DEFINITIONS**

For definitions, refer to the Records Management Program Manual Appendices 99-02-01 ("Definitions/Glossary")

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This policy applies to all City of Calgary employees.

#### **1.2. Exceptions**

None.

### **2.0. Consequences of Non-Compliance**

#### **2.1. Failure to adhere to this policy may result in:**

- a. Inability of The City to identify, acquire, protect and preserve its archival records.
- b. Inability to provide access to The City's archival records, including those archival records that are relevant to The City's current business interests.

### **3.0. General Policy Statements**

- 3.1.** The Archives is the official repository for civic and private records of enduring archival value to The Corporation of The City of Calgary and to the citizens of The City of Calgary.
- 3.2.** The Archives acquires records through a formal process of disposition from City business units or by donation from private entities.
- 3.3.** Records accessioned by the Archives are permanently under its custody and control.

### **4.0. Acquisition Responsibilities**

- 4.1.** The Archives acquires The City's archival records through scheduled transfers as part of the records disposition process. Records representing City offices, programs and functions that document the obligations of The City to its citizens are appraised and selected.

- 4.2. The Archives acquires records that complement and contribute to The City's archival holdings from elected City officials, individuals and private organisations.

## **5.0. Arrangement and Description Responsibilities**

- 5.1. Records are arranged and described according to archival principles using established archival descriptive standards. Finding aids or inventories are produced to enable access to records in Archives' holdings.

## **6.0. Preservation Responsibilities**

- 6.1. Recognised preservation and conservation techniques are used to prolong the life of archival records.

## **7.0. Accessibility Responsibilities**

- 7.1. Whenever possible, archival records are made available for research to both City employees and the public. Access to records may be limited due to The City's legal and ethical responsibilities, the fragility of the records, lack of equipment to render them readable, or other limitations.

## **8.0. Outreach Responsibilities**

- 8.1. The Archives seeks to encourage an understanding of The City's history by promoting awareness of its archival records and services.

## SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and templates

- [Corporate Records Management Program Manual](#) (includes documents related to the [Corporate Records Classification and Retention Schedule](#), the [Records Management Program Manual Appendices 99-02-01 \("Definitions/Glossary"\)](#), and the Corporate Records Management Program Guidelines)
- [Updating the Classification and Retention Schedule \(Form CC802/ CC802A\)](#)

### References to related [Council policies](#), bylaws and [administration policies](#)

- [Records Management Bylaw 53M99](#)
- [Records Management Policy for Aldermen \(Council Policy PAC013\)](#)
- Records Disposition Policy (Administration Policy GN-013)

## REVISION HISTORY

Review Date	Description
2010 10 01	Revisions
2007 05 31	New policy
1990 11 12	Chapter 16: Records Management and City Archives (in the hard-copy-based editions of the Administration Manual)