



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> FOI/RECORDS MANAGEMENT	<i>Policy Number</i> 309
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ADMINISTRATIVE PROCEDURE TITLE

Historical Archives

1.0 ADMINISTRATIVE PROCEDURE

1.1 MANAGEMENT OF THE ARCHIVES

- (a) The Manager of Communications and Freedom of Information/Protection of Privacy supervises the Board's compliance with the Municipal Freedom of Information and Protection of Privacy (M.F.O.I.P.P.) Act, and will be responsible for ensuring that the archives conform to the Act's regulations and intent. These include making general administrative information held by the Board available to the public, and protecting the privacy of individuals.
- (b) The Manager of Communications will keep the Director of Education informed about the creation and use of the archives, along with other matters pertaining to the Board's compliance with the M.F.O.I.P.P. Act, and to records retention.
- (c) An Archives/Collection Management Committee will be established, and this Committee will solicit donations to the archives, and also decide on whether to accept donations to the archives. The Committee will consider both historic and nostalgic significance, and will endeavour to comply with the wishes of principals, teachers, Catholic School Councils, the Catholic Church, and groups within schools and communities.
- (d) Documents designated in the Records Retention Schedule for "archival selection" or "permanent" retention will automatically be considered for retention in the archives. The designations in the Records Retention Schedule will be periodically reviewed (refer to Section 5 of the Records Management Manual).

- (e) Researchers will be welcomed to the archives. Board employees will direct researchers to the Communications Department. The Manager of Communications will do limited research for visitors upon completion of a research request form. The researcher will be required to complete a research agreement (refer to Section 8.4 of the Records Management Manual).

1.2 PRESERVATION OF RECORDS AND ARTIFACTS

- (a) Principals and Education Centre staff will recognize that the preservation of records and their transfer to the archives is an important part of the Board's responsibilities under the M.F.O.I.P.P. Act, in addition to having a larger benefit to the community.
- (b) Principals, librarians, and Education Centre staff will identify administrative records with the designations "archival" or "archival selection" in Section 5 of the Records Management Manual. They will retain the records for the period specified in Section 5, and after this will inform the Manager of Communications of their availability. The records will remain confidential until it is determined whether they contain private information.
- (c) All Board employees are encouraged to identify records, publications, and artifacts that do not fall under the Records Retention System, but which appear to have historic significance to the Board, and to offer them for inclusion in the archives.
- (d) Catholic School Councils are encouraged to take steps to preserve historic records, publications, and artifacts within their school communities. Principals, librarians, and the Archives Committee will assist with such efforts, and will provide guidance on whether items should be kept within the community or donated to the archives.

2.0 TERMS AND DEFINITIONS

2.1 ARCHIVE

An archive is a place or collection containing records, documents, or other materials of historical interest.

2.2 REPOSITORY

A repository is a facility where things can be deposited for storage or safekeeping.

2.3 RECORD

A record is a document or other thing that preserves information.

2.4 FORMAT

A format is a pre-established layout for data (Paper, Electronic, Video, CD, DVD).

2.5 RECORDS RETENTION SCHEDULE

A records retention schedule is a table that describes:

- (a) length of time each document or record will be retained as an active record;
 - (b) reason (legal, fiscal, historical) for its retention; and
 - (c) final disposition (archival or destruction) of the record.
- (also called record control schedule, record disposition schedule, or records schedule)

2.6 RESEARCH AGREEMENT

A research agreement is a document that lists the rules and procedures a researcher needs to abide by in order to use the collections in the Board's Archives.

2.7 COLLECTION

- (a) An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources.
- (b) In a manuscript repository, a body of historical materials relating to an individual, family, or organization.

2.8 COLLECTION DEVELOPMENT

Collection development is the process of building an institution's holdings of historical materials through acquisition activities.

2.9 NON-CURRENT RECORDS:

Records no longer needed for reference by their creators, which are seldom used but which need to be retained by the organisation for legal reasons (e.g. financial statements; recruitment records) or for potential archiving as historical records (e.g. annual reports; Board minutes). (also known as Inactive Records)

3.0 REFERENCES/RELATED DOCUMENTS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board Records Management Manual

A Manual for Small Archives, Archives Association of British Columbia

Municipal Freedom of Information and Protection of Privacy Act

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FOI-305, Records and Information Management

AP-FOI-306, Privacy of Personal Information

AP-FOI-308, Municipal Freedom of Information/Protection of Privacy

5.0 RELATED FORMS

Archives/Records Transmittal Request - Form R.M. 3, Records Management Manual, Section 8.3

Archives/Records Research Request – Form R.M. 4, Records Management Manual, Section 8.4

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

March 2015

7.0 APPROVED BY BOARD

February 10, 2004

8.0 EFFECTIVE DATE

March 23, 2010

9.0 REVIEW BY

Communication Services

10.0 LAST REVISION DATE

March 23, 2010