



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> FOI/RECORDS MANAGEMENT	<i>Policy Number</i> 309
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POLICY TITLE

Historical Archives

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to maintaining archives that shall house all non-current material of permanent value to the local history of Catholic education. This shall be the official repository for publications and records of all formats - electronic, paper, film, photograph, as well as artifacts. The scope of the archives shall pertain to the interests and jurisdiction of the Board.

This Policy document sets out the Board's objectives for the archives, and how the archives will be established and managed.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to preserve documents and artifacts that reflect the history of Catholic education, to use them for educational programming, and to make them accessible to the public.

3.0 GUIDELINES

- 3.1 The archives shall be maintained in an orderly fashion according to recognized standards in archiving, cataloguing, records management, storage, care and handling, preventative conservation, and security.
- 3.2 The archives shall be used to collect and preserve a body of material enabling the organization to respond to the needs of students, researchers, and the public, and to itself produce publications and develop educational programming and a museum devoted to the history of Catholic education in Ontario.

- 3.3 In the event that the Board considers establishing a museum to house archival records and artifacts, external grants and other funding resources shall be explored to cover costs associated with the establishment of said museum.
- 3.4 The Archives and Collection shall exist under the direction and supervision of the Archives/Collection Management Committee. Initially, the Committee shall consist of the Manager of Communications and Freedom of Information/Protection of Privacy, an archivist from within the Board, a supervisory officer, and an archives/collections management consultant.
- 3.5 Archival documents shall be selected from the Board's administrative records, as well as from other records, publications, and artifacts that contribute to an understanding of Catholic education in Ontario. These are likely to pertain to schools, school administration, the Catholic Church, other churches, the Ontario Government, other governments, and social history. The collection shall have educational, religious, political, administrative, and nostalgic dimensions.
- 3.6 Any record or object to be removed from the archives collection must be approved by the Archival/Collection Management Committee. In contemplating disposal, consideration shall be given to historic and nostalgic value, protection of privacy, and whether items would be valued elsewhere.
- 3.7 Researchers are welcomed in the archives, but will be subject to restrictions in keeping with the Municipal Freedom of Information and Protection of Privacy Act, and with the Board's Records Retention system.
- 3.8 Objects and non-confidential material shall be loaned for exhibit or publication at the discretion of the Committee. Copyright permission is the responsibility of the researcher.

4.0 TERMS AND DEFINITIONS

4.1 ARCHIVE

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

4.2 REPOSITORY

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

4.3 RECORD

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

4.4 FORMAT

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

4.5 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.)

4.6 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.

4.7 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.

4.8 COLLECTION DEVELOPMENT

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

4.9 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.)

5.0 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

6.0 RELATED POLICIES

Policy 305, Records and Information Management

Policy 306, Privacy of Personal Information

Policy 308, Municipal Freedom of Information/Protection of Privacy

7.0 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

8.0 APPROVED BY BOARD

February 10, 2004

9.0 EFFECTIVE DATE

March 23, 2010

10.0 POLICY REVIEW DATE

March 2015

11.0 REVIEW BY

Communication Services