



# ARCHIVES PRINCIPLE

**REFERENCE:** City Policy 448

**TITLE:** Governance

**PREPARED BY:** The City of Edmonton Archives Governance Review Committee

**SUPERSEDES:** NEW

**DATE:** 2017-09-12

Principles answer fundamentally what we do and why on a very high level. Guidelines also express what we do and why but are more focused on particular areas or activities. Procedure and How-To documents are grounded in the philosophies expressed in the Principles and Guidelines and show how we do what we do – they are the Principles and Guidelines in practice.

## Definitions

**City Record (Archives)** – a record transferred to the City Archives from a City Department generated, maintained, and received as a result of the City’s operation and fulfilment of its mandate.

**Guideline** – attached to a Principle(s), these documents guide and determine present and future decisions in a specific area of workflow by outlining overall goals, defining issues and challenges, and identifying roles and responsibilities.

**Principles** – these are the City of Edmonton Archives commitment to best practice in the context of our institution. Divided into 5 domains (Governance, Acquisition, Management, Preservation and Access), these documents guide and determine present and future decisions by outlining high level goals and identifying roles and responsibilities.

**Private Record** – a record that is not a City Record (Archives).

**Procedure** – attached to a Guideline, these documents outline the processes to carry out the intentions outlined in the Principles and Guidelines.

**How-Tos** – standalone documents that outline, step by step, how to carry out a task according to organizational standards and the expertise of Subject Matter Experts. These documents allow work to be shared among archivists while maintaining standards and ensuring consistent outcomes.

## Goals

To ensure a strategic and consistent approach to our work that accurately reflects the Archives aspirations and yet is grounded in our capabilities.

To work together and break down silos, rooting our work in the same philosophies so that as we go about our separate tasks we are working together towards the same goals.

To help us feel engaged and connected and that we all contribute to the Archives' success.

## **External Governance**

- *Municipal Government Act (MGA)*
- *Freedom of Information and Protection of Privacy Act (FOIP)*
- *Copyright Act*
- *The Association of Canadian Archivists (ACA) Archivist's Code of Conduct*
- *Canadian Council of Archives (CCA) Rules for Archival Description*

## **City of Edmonton Governance**

- *City Policy C448 The City of Edmonton Archives*
- *City Policy C503 Records Management for Members of City Council*
- *City Bylaw 12101 Corporate Records and Information Management Bylaw*

## **Roles and Responsibilities**

The **Governance Committee** will be struck, either annually or at the discretion of the City Archivist when changes are required, to review governance documents and amend/update as necessary. The Committee will solicit and incorporate feedback on governance from the Archives' team either at the monthly Archivists' Meeting or by calling meetings as necessary.

The Committee will document the results of the review.

The **City Archivist** will chair the Governance Committee and select at least one Archivist to serve on the Committee to act as recorder and to assist with the review. More Archivists may be assigned as necessary.

The **Archivists** will serve on the Committee as requested by the City Archivist. Archivists will offer feedback on existing governance documents as well as on proposed updates/amendments. Archivists will bring any gaps in governance to the attention of the City Archivist as required.

Other **members of staff** can be consulted as required by the City Archivist.