



ARCHIVES PRINCIPLE

REFERENCE: City Policy 448

TITLE: Acquisition of City and Private Records

PREPARED BY: The City of Edmonton Archives Governance Review Committee

SUPERSEDES: NEW

DATE: 2017-09-12

The City of Edmonton Archives has a planned, coordinated, and consistent approach to acquisition in order to have an authentic and inclusive collection that is representative of Edmonton.

The City of Edmonton Archives has a legal obligation to acquire City records designated as archival in the Records Retention Schedule of the City of Edmonton. Our mandate also includes acquisition of private records at the Archives' and donors' discretion.

Goals

To document transfers and donations fully for transparency and to inform the work of future archivists as they manage the collection over time.

To be aware of the scope of our collection:

- To prevent overrepresentation (either by dominant groups already well represented or through inappropriate focus on one group or area).
- To be aware of gaps in our collection and, if possible/desirable, look for ways to fill these gaps.

City Records

To work in cooperation and partnership with information and FOIP managers at the Office of the City Clerk and the Corporate Records Centre as well as Departmental Records Advisors.

- On overall management of City Records as appropriate
- To transfer material as per Retention Schedules
- To capture security and access classification of accessions

To conduct preliminary appraisal to ensure capture of the best possible evidence of City

functions and activities:

- While drafting and reviewing Retention Schedules
- During Transfer process
- During triage/re-boxing

Private Records

To work in cooperation and partnership with donors to transfer material that best documents the people of Edmonton and what it's like to live and work here.

To collaborate with other archives to ensure donations are made to the most appropriate institution that can best manage, preserve and make them available for use.

To keep donations intact and not split material between institutions.

To conduct preliminary appraisal to ensure capture of the best possible evidence of life and work in Edmonton:

- During donation process (conversations with donors, acquisition meetings)
- During triage/re-boxing

To conduct monetary appraisals, upon donor request, according to national standards.

To respect donor wishes where possible with reasonable requests for restrictions on access to the records. Restrictions will be expired at a time mutually agreed upon by the Archives and the donor.

Roles and Responsibilities

The **City Archivist** will approve this Principle and review it annually or when changes are required.

Archivists will use the Principle to inform their work in acquiring records. Archivists will bring any gaps in acquisition governance to the attention of the City Archivist as required.