



ARCHIVES PRINCIPLE

REFERENCE:
City Policy 448

TITLE: Management of Records

PREPARED BY: The City of Edmonton Archives Governance Review Committee

SUPERSEDES: NEW

DATE: 2017-09-12

The City of Edmonton Archives manages records to gain physical and intellectual control to both preserve the material and make it discoverable and ready for access by consumers.

Goals

To document the who, what, when and why of processing material, particularly arrangement and appraisal decisions.

To keep accruals and fonds intact:

- By keeping material together except in cases of unique storage requirements, and then maintaining intellectual control by documenting separations
- By not splitting material between institutions

To conduct considered appraisal and sometimes re-appraisal and deaccession of material that does not fit our collection mandate.

To maintain information on City Council and Departments, documenting structure and functions to best reflect the evidentiary nature of the material and provide openness, transparency and accountability over time.

Physical Processing

To obtain physical control to protect and extend lifetime in a way that maintains integrity, reliability and authenticity (re-box, re-house, migrate, stabilize, repair or copy, etc. if necessary).

Intellectual Processing

To provide access points that facilitate discovery, capture the context of creation and outline the functions and activities represented in the material.

To document access conditions (if any) based on the contents of the records and in collaboration with FOIP managers at the Office of the City Clerk where appropriate.

To arrange and describe material in way that best that respects the original order and producer's structure (if present) while making it readily discoverable and accessible.

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 when managing records. Archivists will bring any gaps in management governance to the attention of the City Archivist.