



ARCHIVES PRINCIPLE

REFERENCE: City Policy 448

TITLE: Preservation of Records

PREPARED BY: The City of Edmonton Archives Governance Review Committee

SUPERSEDES: NEW

DATE: 2017-09-12

The City of Edmonton Archives creates secure, long term, optimal storage conditions for the unique requirements of the disparate media in our holdings in order to protect them from harm, maintain accessibility, and extend life and usability.

Preventative – stabilizing at risk material at accession and when processing, creating preservation and or access copies as necessary.

Planned – stabilizing previously stable material that has become at risk over time, creating preservation and or access copies before reaching a crisis point.

Reactive – to respond according to our emergency plan should disaster occur.

Goals

To ensure optimal storage conditions and maintain the integrity and usability of the material over time.

To maintain a secure repository with controlled access: preventing theft, loss and/or modification to the collection.

To maintain and follow emergency and disaster recovery plans.

To ensure the continuity of the Archives by building capacity, continually developing skills, and by maintaining sustainable growth.

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 preserving records. Archivists will bring any gaps in preservation governance to the attention of the City Archivist.