



ARCHIVES PRINCIPLE

REFERENCE: City Policy 448

TITLE: Making Records Available

PREPARED BY: The City of Edmonton Archives Governance Review Committee

SUPERSEDES: NEW

DATE: 2017-09-12

A collection without access is not an archives, it is hoarding.

The City of Edmonton Archives provides equal access to our holdings via the best method possible, allowing consumers to use and benefit from the collection while maintaining the integrity of the material and respecting applicable legislation and privacy.

Goals

To create a welcoming atmosphere (online and onsite) and foster positive experiences.

To support City administration by providing access to historic corporate records relating to current work.

To provide in person access through a Reference Room with self-serve options as well as Archivist assistance as required.

To provide an online presence to provide access to finding aids and, where appropriate, records.

To provide material in the best medium available; originals if possible but access copies if necessary.

To protect the integrity of original material, maintaining continued accessibility. To foster an awareness of archives as unique and irreplaceable.

To acknowledge the differences between making a record open (onsite) and publishing (online) and to convey this to the public.

To provide outreach programs to inform and engage with City employees and the citizens of Edmonton and the larger research community.

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 while making records available. Archivists will bring any gaps in access governance to the attention of the City Archivist.