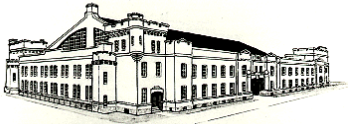


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|  | <h1>ARCHIVES GUIDELINE</h1> <p>PRINCIPLE NUMBER: D2</p> |
| <p>TITLE: Acquisition of City and Private Records</p> | |
| <p>PREPARED BY: The City of Edmonton Archives Governance Review Committee</p> | |
| <p>SUPERSEDES: AD-1</p> | <p>DATE: 2019-02-28</p> |

Governance

- *Principle D1: Governance*
- *Principle D2: Acquisition of City and Private Records*

Definitions¹

| Term | Definition |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Archives | <p>Records in the custody and control of the City of Edmonton Archives that have been identified as permanently valuable due to their administrative, legal, evidentiary, cultural and historic significance. These records are kept with the understanding that they will be saved and made accessible, as appropriate, in perpetuity.</p> <ul style="list-style-type: none"> ● The collective term for the records at the City of Edmonton Archives ● A short term for the City of Edmonton Archives <p>City Record: recorded information in any form in the City's custody and control.</p> <p>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.</p> <p>Private Record: a record that is not a City Record (Archives)</p> |

¹ For additional definitions, see *City of Edmonton Archives Glossary*

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| Collection | A set of records acquired over time from several different sources, usually based on a specific criteria (subject or media for example). These records are accumulated by intent rather than as a by-product and are therefore considered more artificial than organic. (see fonds). |
| Consumer(s) | From the OAIS Standard, the end users of archival material. Consumers gain access to archives either through the online catalogue or through the Reference Archivist onsite in the Reference Room or remotely via copies. |
| Fonds | (Pronounced <i>fon</i> , it is a shortening of the French term, Fonds d'Archives). A set of records that has been accumulated (made or received) by an individual or organization through normal daily activity and then put aside and saved. Because the records are a by-product of regular activities, this type of aggregation is considered to be a more organic process than the gathering of a collection and therefore is more representative of the producer. |
| Producer | From the OAIS Standard, the City business unit, individual, organization or business that is the originator of a set of records that has been set aside for preservation. Note that producers set aside records that they have generated as well as records that they have received from others. |

Purpose

The City of Edmonton Archives (CoEA) has a dual mandate (currently under Policy 448). First it is to acquire records from the Corporation of the City of Edmonton to document, as fully as possible, the operations and the decisions of the Corporation. Secondly, it may acquire from private producers to capture the rich and diverse experiences of living, working and participating in Edmonton's communities.

The Archives acquires not just to preserve the record but also to provide access to the contents of the record. There is an understanding that if the record would not be available to

a consumer (due to restrictions or machine-readability) or the cost to make it available is prohibitive (due to condition) the Archives should not acquire it.

A goal of the process of acquisition by the Archives is to document fully transfers and donations for transparency and to inform the work of future archivists as they manage the collection over time.

Scope

Consumers and Outreach supported by the Collection

The City of Edmonton Archives serves the staff of the Corporation by supporting the Information / Records Management systems that designate significant records for transfer and preservation.

It serves the community by working with producers to identify Private Records of enduring value for donation to the Archives. Outreach includes recommendations on the kinds of records the Archives accepts as well as having discussions about how to organize records and identifying and earmarking material that will be coming to the Archives.

The Archives serves City employees by providing access to City Records (Archives) for the purposes of their current work.

Access for all consumers is available mainly onsite or on-line where possible, as well as through our exhibitions, tours or educational programs about the records the Archives collects.

Priorities and Limitations of the Collection

The Archives' collections policy as outlined in our Mandate to accept City Records as per the Records Retention Schedules developed by the Records Management Section within the Office of the City Clerk in consultation with the Archives and the various City business units. It also accepts donations of Private Records which relate to activities of the people, organizations and businesses within the corporate boundaries of the City of Edmonton and tell the stories of those experiences.

City of Edmonton Archives employees need to be aware of the scope of its collection especially in regards to:

- preventing overrepresentation (either by dominant groups already well represented or through inappropriate focus on one group or area).
- being aware of gaps in the collection and, if possible/desirable, looking for ways to fill these gaps.
- being aware and respectful of some communities/groups' mistrust of government and its institutions (building trust, allowing for the Freedom To Be Forgotten, or documenting in non-colonial ways).
- being aware of personal bias as it may affect acquisition strategies and decisions.

The desired level of Private Records donation is at the fonds level. Related groups of records best capture lives and activities within their contexts and are a richer resource than individual items, a publication, or an object.

The Archives generally acquires records in the English language but records in other languages could be acquired if they fit the collection mandate for the City collection. The Archives may obtain assistance to appraise, process and describe records produced in other languages, to be determined on a case by case basis.

Many types of record formats are acceptable (textual, graphic, etc.) but producers should consult with the Archives for certain material as outlined in donation documents. For example, there are different considerations with audio visual and digital material and more information may need to be gathered to inform the Archivists' work.

Attached to this guideline are procedures [to be written] relating to the acquisition of the various record formats the Archives accepts, from digital records to oversized objects like displays/exhibitions created by community or family groups. The acquisition of individual publications (authored, edited or published) about Edmonton, or by Edmontonians, will be considered for the Reference Library as per its procedure (to be finalized - 2019).

Cooperative Agreements affecting the Acquisition of Private Records

Although the City of Edmonton Archives is not currently a signatory to any specific inter-archive cooperative agreements, the principle is respected by this institution. There are numerous other archives within the corporate boundaries of the City of Edmonton, some of which have overlapping collection interests. The Archives generally respects the collection mandates of other archival institutions and tries to work cooperatively with their representatives and producer(s) to determine which institution is most appropriate to hold the material.

It is preferred that fonds not be split between institutions. In cases where multiple repositories have an interest in the material, only one should acquire it. Archivists and consumers rely on cooperative repository databases (*AlbertaOnRecord.ca*, *ArchivesCanada.ca*) to find records at other institutions. If deemed desirable by both institutions, the City Archives will work with other institutions to repatriate or consolidate previously distributed fonds.

In the case of accessions coming to the City Archives which contains objects, the curatorial staff of the City Artifact Centre will be consulted to determine if they will acquire them as part of the City Collection. Documentation will be shared to maintain intellectual control and context.

Municipal Boards and Agencies

There are organizations created by City Council or that are connected but at arm's length from the Corporation (for example, Edmonton Historical Board, Edmonton Sports, Arts, Heritage, Combative Sports Councils, etc.) whose records are under the City of Edmonton Archives' mandate but are not subject to the City's Records Retention Schedules.

Roles and Responsibilities

City Archivist

- consult with the Office of the City Clerk and sign off on Corporate Records Retention Schedules
- coordinate Disposition Notices review meetings
- submit exceptions to regular transfers' paperwork for review and approval
- take advice from the Acquisition Committee and sign off on acquisition forms
- raise awareness of the Archives mandate and build relationships with City and private

producers

Archivists

- review and make recommendations to the City Archivist on Corporate Records Retention Schedules
- participate in Disposition Notices review meetings
- participate in Acquisition Committee meetings
- work with Artifacts Centre Curators on hybrid acquisitions
- raise awareness of Archives mandate and build relationships with Corporate and private producers

Office of the City Clerk

- consult with the Archives on Corporate Records Retention Schedules
- provide disposition notices
- coordinate transfer of scheduled City Records
- complete paperwork on exceptions to regular transfer process on a case by case basis

Curators (Artifacts Centre)

- consult on transfers or donations which include objects (artifacts)
- consult on creation of acquisition processes and forms
- share processing information to facilitate consumer access if appropriate