

ARCHIVES POLICY

Policy Name: Archives	Responsible Owner: Vice President Academic	Created: 2016 Jun 01
Policy Number: A.IM01.04	Approval Body: Senior Management Team	Last Reviewed/Revised:
Category: Administrative	Replaces: A16.01.01 Archives Policy	Next Review: 2020 Jan 01

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A. PURPOSE

The purpose of this policy is to establish a framework and accountabilities for the identification, selection and preservation of Douglas College’s historical records.

B. SCOPE

Documents covered by this policy include:

- a. Official records of Douglas College created, received and accumulated by College personnel and the various governing bodies of the College. Those records that give evidence of the functions, policies and decisions of the College.
- b. Records of groups, individuals, or activities associated with the College.
- c. Records of groups, individuals, or activities associated with, but not part of, the College

C. DEFINITIONS

1. **Access:** The opportunity of finding, consulting, or approaching documents or information.
2. **Appraisal:** The process of evaluating documents for the purpose of continuing preservation.
3. **Archival Record:** A record that has been appraised as having continuing, historical, value either for business or research. Archival records are selected for permanent retention, following their business life cycle. Also referred to as historical record.
4. **Archives:** (1) The noncurrent records of an individual, organization, or institution kept for their continuing value. (2) The agency or institution for the care of archival materials. (3) The building or other repository housing archival records.

5. **Preservation:** Storing and protecting records against damage and deterioration.
6. **Permanently valuable records:** Those records that because of their administrative, financial, legal, operational, cultural, social or scientific value should be retained permanently. This will include those records of single or significant events and activities that will provide evidences for the history of the organization.
7. **Record:** Recorded information regardless of medium or characteristics, made or received by an organization that is evidence of its operations and that has value requiring its retention for a specified period of time.
8. **Record Values:**
 - Administrative value: records that provide information on former activities and decisions** to provide background information, to establish the existence of a precedent or substantiate or refute a claim or allegation.
 - Evidential value:** the capacity of archival documents to provide information about their creator's activities.
 - Financial value:** documentary evidence of the way in which monies were obtained, planned, allocated, controlled and expended.
 - Historical value:** records that provide the memory of the activities of the organization.
Informational value: the capacity of archival documents to provide information about the persons, places, and subjects of which they speak.
 - Legal value:** records which will provide the source of the authority for actions taken by Douglas College and show evidence of title, contractual obligations, duties and privileges.
9. **Sampling:** A records selection method used to preserve selected segments of certain record series, usually bulky and extensive in volume.

D. POLICY STATEMENTS

1. The Douglas College Archives is the official repository for historical records at the College. Any records created or compiled in the course of college business are the property of Douglas College. All records created by employees of Douglas College that are selected for permanent retention, because of their archival value, should be kept in the Archives together with any other material considered to be of historical value. Douglas College will make every effort to preserve its records in a useable format so that they are readily accessible for future use.
2. The Douglas College Archives identifies, acquires, arranges, describes, preserves, and makes available those records that document Douglas College's historical development, institutional history, and ongoing activities. The intent of preserving and protecting records of enduring value is:

- a. to serve as Douglas College's institutional memory;
 - b. to provide the information necessary to establish continuity for future decision making and to permit the College to meet its accountability requirements;
 - c. to preserve information about the development and operations of Douglas College for internal and external parties; and,
 - d. to facilitate the efficient management of Douglas College's records.
3. Appraisal of Records:
- a. Records are routinely appraised in order to identify and select those records that collectively build a comprehensive, but compact, picture of the organization over time.
 - b. Appraisal may take place at two occasions: at the point when retention schedules are developed, and at the point when records are transferred to the Archives. Appraisal is conducted in accordance with the Learning Resources procedures and processes. Records appraisal and selection decisions are made at the series level, wherever possible. Sampling may occur when the destruction of a complete record series is too drastic, and when the characteristics of the records in the series lend themselves to sampling. The criteria for the selection process are informed by the administrative, financial, legal, and historical values of the records.
4. Disposition of Records:
- a. College records are identified, retained and disposed of in accordance with approved Records Retention Schedules.
5. Access:
- a. The Archives grants public access to archival records and facilitates external research requirements in accordance with its policies. Supervised and assisted employee and student access is permitted.
6. Copyright and Use Permissions:
- a. Records containing confidential information, records subject to privacy laws, and any records for which the Archives does not hold copyright may be restricted from re-use or may require formal approval before being used.

E. PROCEDURES

Authority:

The Director of Learning Resources is responsible for establishing policies and procedures for the management, preservation, access, and use of Douglas College's archival records.

Roles and Responsibilities:

The Learning Resources Department is responsible for:

- Identifying records series of archival value and developing appraisal, acquisition, and preservation strategies to ensure that Douglas College's historical records are available and accessible to future users;
- Ensuring records are described and arranged in accordance with accepted archival standards;
- Handling requests to access archival materials for research and informational purposes;
- Establishing and applying guidelines and standards for the appropriate storage environment and storage medium to ensure the security and preservation of archival materials.

College personnel are responsible for contacting the Archivist in the Learning Resources Department when purging inactive files regarding procedures on disposition. Written instructions must be provided by the donor if access to any archival material is to be restricted.

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Policy A16.01.04 Records and Information Management](#)
- [Policy A02.05.01 Compliance with the Freedom of Information Act](#)
- [Policy A08.01.01 College Use of Copyrighted Works](#)
- Institutional Research Repository Policy (to be approved)

G. RELATED ACTS AND REGULATIONS

- [Freedom of Information and Protection of Privacy Act \(RSBC 1996, c.165\)](#)
- [College and Institute Act \(RSBC 1996, c.52\)](#)

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A