



ARCHIVES POLICY

<b>Policy Name:</b> Archives	<b>Responsible Owner:</b> Associate Vice President, Academic and Student Affairs	<b>Created:</b> 2016 Jun
<b>Policy Number:</b> A04	<b>Approval Body:</b> Senior Management Team	<b>Last Reviewed/Revised:</b> 2020 Jun
<b>Category:</b> Administration	<b>Replaces:</b> A16.01.01 Archives Policy	<b>Next Review:</b> 2026 Sep

TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

**A. PURPOSE**

This policy establishes a College-wide framework to ensure that Records of continuing value are identified and preserved by the Douglas College Archives (the College Archives).

**B. SCOPE**

This policy applies to all Records, regardless of format, that are created, received, and accumulated by the College’s academic and administrative offices and officers and by the various governing bodies of the College.

**C. DEFINITIONS**

**Access:** The opportunity of finding, consulting or approaching documents or information.

**Appraisal:** The process of evaluating business activities to determine which Records need to be created and captured and how long the Records need to be kept; includes determining which Records should be kept as College Archives.

**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.

**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.



**Employee(s):** All Douglas College staff and faculty members, administrators and contractors.

**Preservation:** Storing and protecting Records against damage and deterioration.

**Record(s):** Information created, received and maintained as evidence and as asset(s) by an organization or person, in pursuit of legal obligations or in the transaction of business.

**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 to 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.

## D. POLICY STATEMENTS

1. The Douglas College Archives is the official repository for the College's Records of continuing value. Records of continuing value that are no longer required by the creating office are transferred to the custody of the College Archives, which is responsible for managing and preserving those Records on behalf of Douglas College. Any Records created or compiled in the course of College business are the property of the College. All Records created by Employees of Douglas College and selected for permanent retention for their archival value should be kept in the Archives together with any other material considered to be of historical value. The 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 the 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. The majority of Records created, received and maintained as evidence of College business activities are of short-term value and do not need to be preserved in the College Archives. The continuing value of Records is appraised in relation to administrative, evidential, financial, historical, informational and legal values.
4. The College's Records retention and disposition schedule authorizes either the destruction of Records, once they are no longer required to support identified needs, or their retention as College Archives.
5. College Records are identified, retained and disposed of in accordance with approved Records retention schedules.
6. 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.
7. 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 Manager of Records and Information Management, with their Director, is responsible for establishing policies and procedures for the management, preservation, Access to and use of Douglas College's Archival Records.

### Roles and Responsibilities

The Manager of Records and Information Management is responsible for:

- Identifying Records series of continuing value and developing appraisal, acquisition, and preservation strategies to ensure that Douglas College's Records are available and accessible to future users;
- Ensuring Records are arranged and described in accordance with accepted 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.

When purging inactive files, College personnel are responsible for contacting the Manager of Records and Information Management in the Learning Resources Department regarding procedures on disposition. Written instructions must be provided by the donor if Access to any archival material is to be restricted.



## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

### [Administration Policies](#)

- *College Use of Copyrighted Works*
- *Privacy Policy [formerly the Compliance with the Freedom of Information and Protection of Privacy Act Policy]*
- *Records and Information Management Policy*
- *Scholarly Repository and Research Collection Policy*

## G. RELATED ACTS AND REGULATIONS

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

## H. RELATED COLLECTIVE AGREEMENTS

N/A