



Council Report

Report Number:	RA2024-002
Meeting Date:	April 9, 2024
Title:	Archival Services Policies
Description:	Archival Preservation Policy, Corporate Art Collection and Management Policy, Archival Exhibition Policy
Author and Title:	Angela Fornelli, Manager Corporate Records and Archival Services

Recommendation(s):

That Report RA2024-002, **Archival Services Policies**, be received;

That the policy entitled **Archival Preservation Policy**, attached as Appendix A, be adopted and numbered for inclusion in the City's Policy Manual;

That the policy entitled **Corporate Art Collection and Management Policy**, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual; and

That the policy entitled **Archival Exhibition Policy**, attached as Appendix C, be adopted and numbered for inclusion on the City's Policy Manual.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Archival Services program is a rich and growing resource for the rich local history of the City of Kawartha Lakes and its predecessor municipalities. This report and the attached proposed policies seek to give clarity to staff, council, and the public as to how the Archival Services program cares for and exhibits the records that make up the city's archival collection as well as how it will build the city's art collection in order to facilitate access.

Rationale:

The Archival Preservation policy sets forth how the Archival Services program will work to safeguard the records that make up the municipal archives collection. This policy seeks to ensure all records of the City of Kawartha Lakes, regardless of media, format, or material, are preserved to the best of our ability to ensure their continued longevity. As the archival collection includes records donated by private donors, businesses, and organizations it is important to provide to the public the Archival Services' commitment to the care and preservation of the records they leave in our care. Preservation is a never-ending concern; it is a core function of any archival program and is applicable from acquisition through to access. The records of Corporate Records program are included in this policy as this program also contains records of permanent retention and the city must ensure their continued accessibility.

The Corporate Art Collection and Management policy provides guidance for the legal acquisition, collection care, access, and if necessary for the purposes of repatriation, the deaccessioning of works of art, for a municipal art collection. Works of art are often a part of an archival collection, for example The City of Kawartha Lakes owns and cares for the Anne Langton sketches, however there are no provisions for the purposeful collection of works of art. This policy would direct this action and would also be guided by the Archival Exhibition Policy for additional care and management in the display of works of art.

The Archival Exhibition policy sets forth the parameters under which archival items that are a part of the municipal collection may be used for exhibition or display purposes by internal city departments or entities governed by a Committee of Council as well as any external organizations requesting to do so. This policy works to ensure the proper care and handling of archival materials when in use for display or exhibition purposes or when loaned out for such purposes by setting out the parameters of exhibition. All measures described in this policy are there to ensure the security and longevity of the items and preclude deterioration or damage as much as possible.

Other Alternatives Considered:

No alternatives are recommended.

Alignment to Strategic Priorities

These policies all work towards the strategic priorities of good governance through transparency

Consultations:

Curatorial Services Officer – Economic Development

Arts, Culture, and Heritage Development Officer – Economic Development

Manager, Economic Development

Attachments:

Appendix A – Archive Preservation Policy



Archival
Preservation Policy

Appendix B – Corporate Art Collection and Management Policy



Corporate Art
Collection and Man:

Appendix C – Archive Exhibition Policy



Archive Exhibition
Policy

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Department Head: Cathie Ritchie, City Clerk

Department File: