

Council Policy No.:	<b>CP2024-XXX</b>
Council Policy Name:	Archival Preservation Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Municipal Act, 2001 Archives Policy 2021-037, Archives Acquisition Management Directive, SOP 2023-002 Care and Handling of Archival Materials

## Policy Statement and Rationale:

### Purpose:

This purpose of this policy is to set forth the framework by which the Archival Services program will meet the legislated preservation duties as set forth in S. 254 (1) of the Municipal Act. This policy ensures the principles of preservation activities are clear and understood by the staff of the City of Kawartha Lakes as well as by both internal and external researchers and by elected officials. It provides transparency and clarity regarding preservation of the records under the city’s care and control.

### Objectives:

The preservation and care of the City of Kawartha Lakes archival collection and the permanent records within the Corporate Records program are core functions of the Archival Services program. Preservation ensures the City’s records of enduring historical and business value are protected from deterioration, damage, or information loss due to corruption or obsolescence.

This policy aims to establish the parameters for the management of all materials housed in the Records and Archive Centre. It sets out the principles that guide the preservation activities that are designed to mitigate the main risks and threats to the continued life of the records and their accessibility.

Archival Services recognizes that the use and access to its archival collections are one of its primary functions. A material's original format will be preserved for as long as possible and access will be provided to original and research copies as appropriate.

Through this preservation policy the Archival Service program will ensure that:

- It supports decision-making and strategy when allocating resources for the maintenance of its collection,
- Its collections are protected, secured, cared for, and preserved,
- Its collections are conserved in accordance with current best practices in the conservation field,
- The collections are digitized and / or duplicated in a manner that allows [patrons access to information,
- It assists and supports the development of preservation approaches and methodologies for both physical and digital material, and
- It allows the development of coherent preservation programs and workflows

### **Roles and Responsibilities:**

The Manager, Corporate Records and Archival Services / Municipal Archivist will assume overall responsibility for the planning and implementation of a prevention management program for Corporate Records and Archival Services. They will direct corporate records and archives in order to provide optimal preservation management for the Corporate Records and Archival Services programs.

### **Scope:**

This policy is intended to govern the ways in which the City of Kawartha Lakes retains and preserves its records of enduring historical value in accordance with S. 254 of the Municipal Act, 2001. It applies to records in both the Archival Services and Corporate Records programs, as well as those records donated to the City of Kawartha Lakes by private persons, businesses, or organizations.

### **Definitions:**

**“Access”** means the physical retrieval of records from storage.

**“Acquisition”** means (1) the process of acquiring records from any source by transfer, donation, or purchase; (2) the body of records so acquired.

**“Appraisal”** means the process of identifying materials offered to an archives that have sufficient value to be accessioned.

**“Arrangement”** means the process of organizing archival materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials.

**“Cataloguing”** means the process of providing access to archival materials by creating formal descriptions to represent the archival materials and then organizing those descriptions through headings that will facilitate access for researchers and staff.

**“Conservation”** means the repair or stabilization of materials through chemical or physical treatment to ensure they survive in their original form as long as possible.

**“Description”** means the process of creating a finding aid or other access tools that allow individuals to browse a surrogate of the collection to facilitate access and improve the safekeeping of the collection by creating a record of the collection thereby minimizing the amount of handling of the original works.

**“Format”** means the materials and structure of an item.

**“Preservation”** means (1) the professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of the cultural property; (2) the act of keeping from harm, injury, decay, or destruction especially through noninvasive treatment; (3) to take action to prevent the deterioration or loss.

**“Preservation Management”** means the development and implementation of a systematic preservation plan encompassing all aspects of archival functions.

**“Reformatting”** means the creation of a copy with a format or structure different from the original especially for preservation or access.

**“Retention Period”** means the length of time records should be kept for administrative, legal, fiscal, historical, or other purposes by an institution.

**“True copy”** means a reproduction that is not an exact copy of the original but which is sufficiently close to be understandable.

## **Policy:**

In order to ensure the continuing availability and authenticity of the archival records held in trust for the people of the City of Kawartha Lakes preservation must be an ongoing endeavor. It is a fundamental part of the Archival Services program and a part of all archival activities from acquisition through to access; since preservation is also a part of

the care and management of government records with permanent or long-term retention periods, this policy will also apply to those records in the Corporate Records program.

All formats of records, whether human or machine readable are considered for evaluation and preservation, if warranted. Items will be judged primarily by their quality and worth as a record rather than the challenges presented by their media or format.

All preservation actions must work towards preserving the maximum number and quality of attributes and must maintain a record's interrelationships with other records. The impact of any preservation actions, including copying and reformatting, must be evident and any impact on meaning or loss of information must be conveyed to users.

A record of any format, whether a true copy or the original archival record, consists of both the information it contains and the medium or format of which it is comprised. Both of these intrinsic components work towards creating or affecting the historical perception of the user. The dependence between the medium and the information is recognized to be of equal importance to the preservation and any copying or reformatting must retain or capture that relationship.

The preservation actions for machine readable records will be distinct from those of human readable records.

The Manager, Corporate Records and Archival Services will ensure the preservation functions of City of Kawartha Lakes Archival Services program are incorporated into all major archival functions including appraisal, acquisition, arrangement, description, cataloguing, research use, and outreach. The Manager, will ensure all conservation treatments of archival items are carried out, or supervised by, trained staff and that records of all formats will be maintained. If conservation is required beyond the skill or capabilities of staff, consultation with professional conservationists will be undertaken.

All preservation treatments will follow the archival standards as set out by the Library and Archives Canada (LAC) and will include preventative conservation in relation to the care, handling, storage, and access of archival materials. This policy will also apply to those records of enduring historical value within the Corporate Records program.

## Revision History:

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
0.0	[Date]	Initial Release	