



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**COUNCIL POLICY**

**TITLE: MUNICIPAL ARCHIVES**

**NO. HER - 07**

**1. Policy Overview**

This Policy is designed to provide an operational framework for the Esquimalt Municipal Archives (the Archives), established by the Township of Esquimalt (the Township).

**2. Policy Description**

This Policy has been developed:

- to serve as the official repository of the Township's recorded information of enduring historical and archival value, regardless of form;
- to acquire material of historical significance to the Township;
- to appraise, arrange, describe, classify, index, catalogue and preserve all material deposited therein according to current archival standards;
- to ensure material is accessible to the public and available for the Township's decision-making, reference, and research; and
- to promote public knowledge, understanding, and awareness of the Township's heritage.

**3. Definitions**

- 1) **Archival Material** means any items, regardless of medium, format, or type, received or collected by the Archives and preserved for their enduring historical value or other values in the long term interests of the community and its citizens.
- 2) **Deaccession** means the permanent removal of material from the Archives holdings.
- 3) **Municipal records** mean those records subject to ADMIN-42 or its successors and that are created or received in the course of Municipal business and that support, or are required to fulfill, the Township's administrative, operational, legal, fiscal, auditing, or historical obligations.
- 4) **Preservation** (preventative conservation) is the physical care and protection of all archival material on a long-term basis.

**EFFECTIVE DATE:**  
November 4, 2019

**APPROVED BY:**  
Council

**REFERENCE:**  
ADM-19-030

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- 5) **RAD** (rules for archival description) and **ISAD(G)** (general international standard archival description) are both accepted standards for archival description. RAD is managed by the Canadian Council of Archives, while ISAD(G) is administered by the International Council on Archives.

#### **4. Acquisition**

1) Material

The Archives will acquire, preserve, and make accessible the Township's records as well as private-sector material and other recorded information documenting the history of Esquimalt, within both its current and historical boundaries.

Wherever possible, the Archives shall acquire the whole of the records (known as the fonds) and encourage donors to choose just one repository in accordance with established archival standards to protect provenance and original order. In the event that just a portion of the fonds is to be donated, the Archives shall request that any remaining portions be donated at a later date either in person or by written request.

2) Limitations on Archival Material

Some material, although of historical interest, may not be accepted by the Archives. This includes:

- a. Most artifacts;
- b. Municipal records not yet scheduled for disposition;
- c. Any archival material deemed unsuitable by the Municipal Archivist for reasons such as size, condition, relevancy, duplication, unreasonable access restrictions, incompleteness of data, ambiguity of provenance, or inconsistency with accepted archival practice.

Section 7 provides guidelines for removal of material from the Archives.

3) Transfer of Ownership

All Archival Material shall become the property of the Archives and in extension the Township, with the exception of short-term loans. The donation process involves full legal transfer of ownership and custody to the Archives in perpetuity. Unless otherwise specified, copyright and moral rights will also be transferred to the Archives.

**5. Preservation**

Guidelines for the preservation of the collections in the Archives are as follows:

- 1) The Archives shall take all reasonable precautions to ensure maintenance of its collections in accordance with accepted archival standards.
- 2) Preservation practices will begin from the time of acquisition onward.
- 3) Materials shall be stored in a facility or facilities, which are climatically suited to those materials and protects them from damage. An assessment shall be conducted as necessary to monitor storage conditions.
- 4) A collections management system compliant with national standards shall be developed and maintained for digital archival material.
- 5) An emergency management plan shall be developed and reviewed annually to ensure that its information is accurate, current, and complete.
- 6) The Municipal Archivist shall ensure that all staff, volunteers, and researchers provided with access to any Archival Materials are instructed in the proper care and handling of Archival Materials.
- 7) Consumption of food or drink is prohibited in storage areas and where Archival Materials are being referenced, accessed or processed.

**6. Access**

- 1) The Archives shall be open to the public at the times and subject to the rules and conditions as approved by the Director of Corporate Services and Human Resources, on the recommendation of the Municipal Archivist, from time to time.
- 2) All researchers shall complete a Research Request form at time of arrival and prior to any materials being provided to them.
- 3) The Archives shall develop and maintain a collections management system based on RAD to assist researchers in locating materials of interest. If RAD is ever discontinued, the Archives will instead adopt ISAD(G) or another Canadian or international equivalent.
- 4) All Archival Material shall be made accessible to the general public, except for:
  - a. Material restricted by applicable legislation such as the *Freedom of Information and Protection of Privacy Act*. All applications under the *Freedom of Information and Protection of Privacy Act* shall be forwarded to the Corporate Officer.
  - b. Material with restrictions imposed by the donor and accepted by the Archives upon acquisition

- c. Any material restricted for other reasons (such as fragility) by the Municipal Archivist.
- 5) Researchers shall be limited to one box of records or one unit of non-textual material at a time unless otherwise authorized by the Municipal Archivist.
  - 6) No material shall be removed from the premises unless under the care and control of the Municipal Archivist or a delegated staff member.
  - 7) Restrictions regarding copyright shall be posted and explained to researchers, staff or members of the public by the Municipal Archivist or Corporate Officer as appropriate.
  - 8) Copying facilities or reproduction services for textual records and photographs shall be made available in accordance with the Township's *Fees and Charges (Miscellaneous) Bylaw, 2019, No. 2961* as may be amended or replaced from time to time.
  - 9) Photographs ordered from the Archives or found on the Archives website may be freely used for research purposes or individual study. The Terms of Use Agreement must be completed for all other uses, in a form approved by the Municipal Archivist.
  - 10) In accordance with Bylaw No. 2961, fees for photographs will be waived for publications, of any format, that promote public knowledge, understanding, and awareness of the Township's heritage. Examples include, but are not limited to, teaching resources, documentary films, and local history books.

## **7. Disposal of Archival Material**

In some cases, Archival Material falls outside the acquisition policy described in section 1 and it may be desirable to remove the material from the Archives. Guidelines for the disposal of Archival Material are as follows:

- 1) If directed by the Corporate Officer, Municipal records that were prematurely transferred to the Archives must be returned to the originating department.
- 2) The destruction of Municipal records may only occur in accordance with the retention schedule outlined in the Township's Records Classification Manual, pursuant to Council Policy ADMIN-42 and only with the approval of the Corporate Officer.
- 3) Private-sector material which has not been accessioned shall be disposed of according to the donor's instructions as provided at the time of donation.

- 4) If the material has already been accessioned, then the material must be formally deaccessioned in accordance with the Archive's current procedures. When applicable, the donor's disposal instructions as provided at the time of donation must be followed.
- 5) Where no disposal instructions have been specified by the donor, the Municipal Archivist has the discretion and authority to destroy, return, transfer, or donate deaccessioned material as he or she deems advisable.

**8. General**

- 1) Responsibility for the Archives within the Township shall lie with the Director of Corporate Services and Human Resources (the Director).
- 2) The Municipal Archivist, reporting to the Director:
  - a. May recruit, train, supervise and direct volunteers to assist with various tasks at the Archives. ;
  - b. shall prepare the Archives draft budget, submit proposed expenditures to the Director for authorization, and monitor budget compliance; and
  - c. act as the principal liaison for the Archives with staff and members of the public.

Council Policy HER-01 is hereby repealed in its entirety.