



City of
Peterborough

To: Members of the Museum & Archives Advisory Committee

From: Susan Neale, Museum Director

Meeting Date: November 14, 2019

Subject: Report MAAC19-015
Peterborough Museum & Archives: Archives Policy

Purpose

A report to recommend amendments to the Peterborough Museum & Archives' Archives Policy.

Recommendation

That the Museum & Archives Advisory Committee approve the recommendations outlined in Report MAAC19-015 dated November 14, 2019, of the Museum Director, as follows:

That amendments to the Archives Policy be approved (Appendix A).

Budget and Financial Implications

There are no budget or financial implications associated with the recommendations.

BACKGROUND

By-Law # 16-027

Being a By-law to establish a Museum and Archives Advisory Committee

The Corporation of the City of Peterborough By-Law Number 16-027 (Appendix B) is the by-law that establishes the Museum & Archives Advisory Committee (MAAC). By-Law 16-027, Item 3, states that the role and responsibilities of the Arts, Culture & Heritage Division (staff) includes the following:

3.2 (a) advise and operate the Museum & Archives as the municipality's corporate archives and community museum.

By-Law # 12-156

Being a By-law to provide a schedule of retention periods for the records of the Corporation of the City of Peterborough

The Corporation of the City of Peterborough By-Law Number 12-156 (Appendix C) is the by-law that establishes the retention periods for the records of the municipality, in accordance with the **Municipal Act**.

By-Law 12-156, Item 5 (g), defines the role of the PMA Archives and the City Archivist with regards to the retention of permanent records in the Records Retention Schedule:

5 (g) Certain records identified for permanent retention based on enduring evidential, fiscal, or historical value and upon approval by the City Archivist may be transferred to the municipality's corporate archives located within the Peterborough Museum and Archives. The Archivist shall review schedule "A" changes on a regular basis and discuss these with the Clerk.

Records defined as "A" are Archival, and records defined as "AA" are Subject to Archival Appraisal. Digital records will also be appraised.

Peterborough Museum & Archives Policy Manual

The PMA Policy Manual is submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries as a compulsory component of the annual Community Museum Operating Grant application. Policies are assessed for compliance with federal, provincial and municipal legislation as well as international professional standards, with the goal to ensure ethical museum practices. The most recent feedback from the Ministry was incorporated into the PMA Policy Manual 2019 (refer to Report MAAC19-002).

PMA Archives Policy

PMA policies must also reflect best practices within the Corporation of the City of Peterborough. The PMA Archives Policy (Draft; Appendix A) reflects the following recommended actions, to ensure that the PMA Archives Policy aligns with current operations as well as City By-Law # 16-027 and City By-Law # 12-156.

Table 1: PMA Policy Manual 2019 Archives Policy - recommended actions

	Item		Action
1.	1.0	Function 1.2	as the official repository for corporate records identified for permanent retention.
2.	2.0	Resources 2.2	to appraise all corporate records designated as having potential historical and research value to the municipality when their other values have ended, including digital records.
3.	4.0	Institutional Archives	...Corporation of the City of Peterborough and in accordance with the City of Peterborough Records Retention Schedule
4.	5.0	Institutional Records Management	Delete; replaced by the City of Peterborough Records Retention Schedule
5.	6.0	Access	... and sharing...

Summary

The Peterborough Museum & Archives' (PMA) Archives Policy has been amended to reflect current operations as well as the Corporation of the City of Peterborough current and relevant by-laws.

Submitted by,

Susan Neale, Museum Director

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Attachments:

Appendix A Archives Policy DRAFT
Appendix B By-Law # 16-027
Appendix C By-Law # 12-156