

Archives Policy

1. Function:

The Peterborough Museum & Archives will operate the Archives as:

1.1 An integral component of the Peterborough Museum & Archives Mandate.

1.2 The official repository for City of Peterborough corporate records identified for permanent archival retention.

2. Resources:

The Peterborough Museum & Archives will provide the human, financial, and physical resources necessary to:

2.1 Operate the Archives in accordance with established professional archival standards.

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. Private Papers and Records:

The Archives will collect the private papers of individuals and families, the private records of companies, clubs, and other local organizations.

4. Institutional Archives:

The Archives will be the official repository for all non-current institutional records of permanent archival value, generated by the Corporation of the City of Peterborough and in accordance with the City of Peterborough Records Retention Schedule.

5. Access:

The Archives will define and provide intellectual and physical access to its holdings by accessioning, processing, conserving and sharing the collection in accordance with professional archival standards.

Reference: By-Law Number 16-027, Corporation of the City of Peterborough, A By-Law to Establish a Museum & Archives Advisory Committee.
By-Law Number 12-156, A By-law to Provide a Schedule of Retention Periods for the Records of the Corporation of the City of Peterborough.
Canadian Association for Conservation – Code of Ethics and Guidance for Practice.
Canadian Council for Archives, Code of Ethics.
Canadian Museum Association, Ethics Guidelines.
IIC-CG and CAPC's Code of Ethics and Guidelines for Practice.

Appendix A

Approved: Moved by R. Beal, seconded by J. Leal, carried, July 27, 1989
Revised: Moved by B. Mitolo, seconded by P. Northcott, carried, May 10, 2001
Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006
Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009
Revised: Moved by B. Eekhof, carried, December 9, 2010
Revised: Moved by L. Lumsden, carried, May 14, 2015
Revised: Approved, January 10, 2019
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