

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 05 February 2015

FROM: REBECCA PASCH
CITY ARCHIVIST

FILE: 2410-20
Reference: *Community Heritage
Commission*

SUBJECT: CITY OF BURNABY ARCHIVES – UPDATE

For the information of the Chair and Members of the Community Heritage Commission, I provide below a brief update on work at the City Archives since our last meeting.

- The Community Heritage Commission's 'Website Upgrades and Book Digitization Pilot Project' is nearing completion. In January, the consulting company Andornot demonstrated their improvements to the Heritage Burnaby site, walking City staff through all functionality and design upgrades. A "show and tell" style training session on Umbraco was also given, to give City staff a first taste of this new style of webserver. The Archives Film Digitization Project was included in this demonstration. Next in line for the project is for City staff to begin the formal review of the work. Both projects are now anticipated to roll out in spring of 2015.
- The Oral History Sub-Committee that was struck on 06 December 2014 held their initial meeting on 20 January 2015. This meeting was both productive and involved, as Commissioners began to tackle the renewed Oral History Project through a first proposal of theme and content criteria. This Sub-Committee is supported by the City Clerk and staff from the City of Burnaby Archives and the Burnaby Village Museum.
- As part of the overall 2015 provisional budget, an increase in Auxiliary hours for the Clerk Typist II position was approved, thus resulting in a staffing level increase to 2.80 for the City Archives 2015 Operating Budget.

Respectfully submitted,



Rebecca Pasch
City Archivist