

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2015 April 02

FROM: CITY ARCHIVIST

FILE: 4230-07
Reference: Archives Expansion

SUBJECT: BUSINESS CASE FOR EXPANSION OF THE ARCHIVES

PURPOSE: To document the need for the expansion of the City of Burnaby Archives

RECOMMENDATION:

1. **THAT** The Community Heritage Commission requests Council approve a preliminary plan for the expansion and relocation of the City of Burnaby Archives; and refer this proposal to the City's Capital Planning process.

REPORT

1. Purpose

The intent of this report is to provide data about current and future Archives' space requirements.

2. Background

The City of Burnaby Archives (the "Archives") opened in the new McGill Library in 2001 and functions as a Division of the Office of the City Clerk. The revised mandate of the Archives (as adopted by Council on 13 August 2001 and revised 18 September 2006) is to identify, acquire, preserve and make accessible archival material in the form of civic and private records documenting the history of the City of Burnaby.

In the past thirteen years, transfers have been made from City departments to the Archives which has helped staff at City Hall alleviate some of the ongoing record storage issues within the City Hall complex.

By 2011 we had reached 100% capacity, and so new moveable storage was installed which provided another 75% increase in storage space estimated to last 5-7 years, or until 2015-2017. That increase in storage is again almost completely filled and is anticipated to be full by 2016, only two years hence. Archives currently inhabits 1,297 square feet of storage space.

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3. Current Situation

The need for expansion of the Archives' storage capacity is urgent. Archival material being stored at Archives increased by 10% per year for the first 10 years of its existence, but has increased by 15% per year for the past 3 years. Assuming this trend continues over the next 2 years, Archives storage will be filled to capacity by 2016.

Several factors dictate the anticipation of a large volume of records transfers in the future.

1. The EDRMS will roll out City-wide in 2016, at which time City staff may be encouraged to send a backlog of files for permanent retention to the Archives. Not all departments have been transferring files to Archives regularly. Therefore, it is not unreasonable to expect a larger quantity in 2016. Additionally, a second influx may occur after the seven year retention schedule meaning that a great bulk of records will be transferring to archives again in 2023, before (possibly) levelling off after that. Moreover, rather than decreasing the volume of records, photocopier and computer printers have increased the volume of records. Even if electronic records slow the growth of office files, archives will continue to acquire records created five, ten and twenty years ago. We may still receive records that are over 100 years old as private donors continue to donate their family records.
2. With the revolution of the digital age and the creation of Heritage Burnaby, the Archives' audience has become worldwide, increasing the amount of public reference enquiries. Indeed, research request statistics for the Archives for the year 2002 were 55 (37 private, 18 staff). In comparison, for the year 2013, requests increased to a total of 606 (281 private, 325 staff). More staff is needed to meet this demand. It is a misconception that collections available on-line means less work for archives staff when in reality the reverse is true; that more work is created as more researchers are finding what they want/need and demanding digital copies. Moreover, increased staffing requires more office space.
3. There is documented evidence that often an increase in visitation occurs following the opening of new facilities. Statistics from the early 1990's indicate there will be an increase of 30% to 100% in use after the new facilities open. One archives facility reported a 300% increase in use over a ten year period due to the opening of its new facility.

As City Archivist, I must make provisions for the imminent shortage of storage space at Archives to accommodate ongoing City transfers and public record donations. To that end, my goal in sending this report is to hopefully provide requirements for the internal space of the Archives for a more long term solution that will endure into the future. Therefore, the following section outlines my preliminary thoughts on the long term requirements of the Archives.

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4. Future Storage Requirements

In the future, we anticipate the percentage increase in storage use will continue by 20% per year from 2016 to 2021 and then by 25% per year from 2021 to 2026, bringing us to a grand total of about a 400% increase in storage capacity needed by 2026. Since Archives currently has 1,297 square feet of storage space now, this means by 2026 we will need 5,188 square feet of storage space, with moveable shelving, in order to accommodate this anticipated growth.

STORAGE CAPACITY – ANNUAL PERCENTAGE INCREASE

Period	Number of Years	Capacity Added	Capacity Used	Annual Percentage Capacity Used	Total Percentage Increase	Capacity Required
2001-2011	10		100%	10%		100%
2011		75%				
2011-2016	5		175%	15%	75%	175%
2016-2021	5			20% (estimated)	100%	275%
2021-2026	5			25% (estimated)	125%	400%

STORAGE CAPACITY – SQUARE FEET

Current Square Footage	Total Percent Increase	Square Footage Required
1,297	400%	5,188

- Archives' primary goal is the preservation and protection of its collections. The facilities have to maintain an environment that will slow collection deterioration as results from excessive light, temperature, humidity or air pollutants. It also must be able to grow and receive new acquisitions and continue housing them secure from theft, fire, flood or earthquake.
- Archival collections are extremely heavy. Their average shelf weight is 90lbs. A single shelf may support 150lbs. Foundation needs to support weight of building, collection and weight of shelving and occupants. Also the building requires an open ceiling for easy access in the storage area to water pipes, heating pipes, sprinkler system, etc. An eighteen-inch clear space is required between top of stacks and the sprinkler system. The floor needs to be able to bear the weight of 300lbs per square foot.

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5. Work Space Requirements

Current	Additional Future Requirements (25 years)
<u>Storage</u> • 1,192 square feet of archival storage space (with proper environmental controls) • 105 square feet of AV storage space (with proper environmental controls) • oversize metal shelves for maps, a map cabinet, map cabinet shelving	<u>Storage</u> • 4,768 square feet of archival storage space (with proper environmental controls) • 420 square feet of AV storage space (with environmental controls) • Computer workstation in the back for storage relocations • Conservation area • 4 map cabinets & map cabinet shelving
<u>Office</u> • 185 square foot office space (City Archivist and Archives Clerks II desks both reside in this space) • desks, computers/laptop, telephones, chairs for 3 staff • secure and comfortable environment; windows that open • large, flat-bed scanner and a non-functioning microfilm reader/printer • filing cabinets (1 large, three small) • 1 bookshelf, hanging shelf	<u>Office</u> • Larger office area to accommodate more staff; space allows for staff growth over time • Glass walls dividing reference room from back offices • City Archivist office large enough for table & chairs with which to conduct sensitive donation interviews and appraisal behind closed door in privacy.
<u>Reading Room/Public Research Space</u> • A 250 square foot reading room at the entrance to the archives (archives assistant's desk resides in this space as well as does the shared photocopier) • 1 large table & 2 chairs • glass display case	<u>Reading Room/Public Research Space</u> • Processing area as a separate room to carry out appraisal, arrangement, description and conservation • Reception desk • Research terminals in the reading room • A meeting room for public programs • 2 tables (3' x 5.5') & 6 chairs

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Current	Additional Future Requirements (25 years)
<u>The Building/Location</u> • Space for trucks to unload, load, and maneuver when making deliveries	<u>The Building/Location</u> • Site provides expansion space to meet the demand for collection growth or secures adjacent, vacant land on which to expand, or the ability to build additional stories. • Sufficient space for at least 25 years growth

6. Proposed Timeline

In an effort to deal with the cumulative space deficits for the Archives in a timely manner, we propose that the expansion project be scheduled as follows:

2016 Planning year
2017 Realization year

For the purposes of budgeting, the order-of-magnitude costs point to the figure of \$1.8 million. The City's Capital Planning process will be better equipped to firmly establish budget amounts.

7. Conclusion

It is recommended that the Community Heritage Commission request Council's approval of the plan in principle for expansion of the City of Burnaby Archives.

It is also recommended using "*Planning New and Remodeled Archival Facilities*" by Thomas P. Wilsted as a resource guide.



Rebecca Pasch
CITY ARCHIVIST

RP:st

Copied to: City Clerk
Director of Finance
Deputy City Manager (C.Turpin)