

**INTER-OFFICE MEMORANDUM**

TO: CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

DATE: 02 April 2015

FROM: REBECCA PASCH  
CITY ARCHIVIST

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

**SUBJECT: CITY OF BURNABY ARCHIVES – UPDATE**

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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' has reached its final stages. The consulting company, Andornot, is expected to have their work completed by the end of next week (April), at which time, the IT Department will take over in order to make finishing touches. Testing (and Help documentation to be created by the IT team) will begin in early April.
- The Community Heritage Commission's 'Archives Film Digitization Project' has been enhanced; moving images on the upgraded website will utilize a still frame for each video (similar to YouTube) as opposed to a placeholder image.
- As of March 23, there have been 74 research requests for the month; 28 of which are requests for photographs thereby comprising 38% of the requests received so far this month. It is worth noting that several of these photo requests are for between 20 and 25 individual photographs. The rate of increase each month, compared to last year this time, has doubled and then increased by a third.
- As reported in the memo submitted by the City Clerk earlier this month, the renewed Oral History Capital Project is now underway. All tapes have now been digitized, and the descriptions have begun for the eleven interviews from the SFU/Centennial donation.
- An exciting new donation of photographs is imminent from the estate of a well-known, local photographer, Jack Surridge, who was a resident of Burnaby from 1959 to the year he died in 2004. A preliminary estimation puts the donation at potentially 1.2 linear meters of archival dry-mounted photographs relating to Burnaby in the 1960s through to the 1980s.

- At time of writing, there have been 8 bankers boxes of City records transferred to the Archives from the Planning Department; another 7 boxes are expected from Planning shortly. In addition, a large transfer of 40 bankers boxes is expected in early April from the Engineering Department.

Respectfully submitted,



Rebecca Pasch  
City Archivist