



Office of the City Clerk

D. Back, City Clerk  
R. Pasch, City Archivist

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

DATE: 05 November 2015

FROM: REBECCA PASCH  
CITY ARCHIVIST

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

**SUBJECT: PROPOSED ARCHIVES EXPANSION – UPDATE**

For the information of the Chair and Members of the Community Heritage Commission, I provide below a brief update on activities concerning the proposed Archives expansion since our last meeting.

During a meeting with Mayor Corrigan and Councillor Jordan on July 13, 2015, there were a number of suggestions made as to what could possibly be done to extend the life of the current archives short of a new or expanded facility. Earlier this month, the City Clerk met with His Worship Mayor Corrigan with a response to those suggestions.

In summary;

There are ways and means of delaying or putting off an expansion of the Archives, but if we are to continue to meet our legal and organizational responsibilities in terms of preserving permanent City records, and in addition continue to accept community records which currently make up 9% of our holdings, we do need to continue to plan for a larger space in the foreseeable future.

The increasing move to digital records will not be the answer to our problem. And in fact the absence of an Electronic Document and Records Management System (EDRMS) further detracts from our ability to reduce our reliance on original paper copies.

The various options and alternatives that have been considered will not in themselves preclude the need for more archival storage space as a means of preserving the City and community permanent records and history.

Respectfully submitted,

Rebecca Pasch  
City Archivist