

**INTER-OFFICE MEMORANDUM**

TO: CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

DATE: 17 May 2016

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 wish to provide below a brief update on work at the City Archives since our last meeting.

- IT staff have been successful in working together with Archives staff to develop a more efficient, automated process for the transfer of City records. This newly implemented system will cut processing time in half for all future City record transfers to the Archives.
- A new auxiliary has been engaged at Archives to complete the work of making the 1970s Council records more immediately accessible through Heritage Burnaby. Our recent in-house audit suggested the 1970s Council records be made a priority due to their frequent call for access. We are excited to see the progress made on this timesaving initiative. It takes on average two staff hours to process a request for un-digitized Council records. In comparison, it takes zero to ten minutes to process a request for digitized Council records. Ten minutes for those records that are restricted and zero minutes for unrestricted (open) digital records as they can be directly accessed by City staff or the public through Heritage Burnaby. (At the completion of this project, Archives will have 84 % of its current Council records holdings fully digitized). This work is funded through the Stabilization funding that was approved for Archives this year.
- Archives staff participated alongside the Deputy City Clerk and Heritage Planner in the meeting initiated by Social Planning to discuss related recommendations from the Truth and Reconciliation Commission Final Report.
- In late April, Archives staff began to tackle the municipal records backlog held on our processing shelves. Many of these records had remained untouched since 2003.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rebecca Pasch', with a stylized, flowing script.

Rebecca Pasch  
City Archivist