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**INTER-OFFICE MEMORANDUM**

TO: CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

DATE: 20 October 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.

- In September the Archives participated in the Burnaby City Hall and RCMP Open House. It was a great success with 38 visitors to the Archives booth, and much positive feedback on the newly upgraded Heritage Burnaby website.
- Do to the extra capacity coming from temporary positions within the Archives, over 1000 City-generated photographs were processed from appraisal, accession, through to description and rehousing since our last meeting. All descriptions have been written to RAD (Rules of Archival Description) standard and include the same sophisticated name, subject and geographic indexing utilized for all other photographs, landmarks and artefact descriptions currently online at [heritageburnaby.ca](http://heritageburnaby.ca). The Archives has also been able to complete the 1970s Council record project earlier than anticipated. All open Council records from 01 January 1970 through 31 December 2014 are now immediately accessible online through Heritage Burnaby ([heritageburnaby.ca](http://heritageburnaby.ca)).
- The Community Heritage Commission's 'Burnaby Mountain Oral History Project' was shortlisted for the 'Governor General's History Award for Excellence in Community Programming.' Being shortlisted for this award is quite an accomplishment and something that the CHC can be proud of.

Respectfully submitted,



Rebecca Pasch  
City Archivist