
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 21 March 2017

FROM: REBECCA PASCH
CITY ARCHIVIST

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

SUBJECT: CITY OF BURNABY ARCHIVES – UPDATE

For the information of the Chair and Members of the Community Heritage Commission, the following report outlines the activities and initiatives undertaken by the City Archives from February 02 to March 20:

- Archives staff have been collaborating with the Information Technology Department on preservation management for the digital records currently in Archives' holdings.
 - o In February we completed a Digital Asset Registrar to accurately assess the what (media type), when (reason for retention), where (storage location), how (source) and why (access use) involved in this record group.
 - o Building on the Digital Asset Registrar, we have begun the work of assessing the digital copies (surrogates) of all analogue photographs in our holdings, one by one, and transferring them to a more secure system. Any missing surrogate records are replaced by scanning & copying the analogue originals.
 - o The next step in our work plan involves assessing our readiness. We will rely on IT for all the technical requirements involved in securing our digital data.
- 25 boxes of permanent records recently transferred from the Legal Department have now been described and processed into our holdings.

Respectfully submitted,



Rebecca Pasch
City Archivist