

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 17 May 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 since the last CHC meeting:

- Building on the success of our 2016 stabilization request, which updated our Heritage Burnaby website with pdf versions of 1970s Open Council records, our 2017 stabilization ask will provide online access to the 1892-1969 Council records. The funds were granted to Archives in March and, at the time of writing;
 - The 500 hours of description and indexing work required for the project is now complete.
 - The linking portion of the project is underway.
- We are taking the steps to preserve those digital records currently in our holdings through partnership with the Information Technology Department.
 - Archives staff have continued 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. To date, this has resulted in 2,250 updated photograph descriptions and 1,500 new digital access copies available online at www.heritageburnaby.ca.
 - A new Digital Preservation Policy has been drafted by Archives staff and shared with IT.

- Archives staff have been taking a closer look at our processes, to insure that we are making our holdings available to as large a community as possible, without any unwarranted restrictions as to their use. Completion of the 1892-1969 project will result in all Open Council records being accessible online, and freely downloadable. This creates the dual benefit of helping insure open and accountable government while still having a positive impact on the staff time normally required to respond to requests for Council records from both City staff and the public.

Respectfully submitted,



Rebecca Pasch
City Archivist