
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 07 November 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:

- The Truth and Reconciliation Commission Final Report (2016) includes a Call to Action specifically for Archives.
 - o Call to Action no. 77 states that Archives identify and collect copies of all records relevant to the history and legacy of the residential school system for the National Centre for Truth and Reconciliation (NCTR).
 - o We began gathering the data on our described holdings last fall, but had records in our backlog that we felt may be relevant. With the completion of the Council record description project in August, we were able to conduct a full survey of our holdings.
 - o As there were no residential schools within the municipality of Burnaby, the Archives has few records to produce that are directly relevant to the Truth and Reconciliation Commission. Nonetheless, we have tried to identify and produce any records related to Indigenous peoples and lands found in our holdings; these records are primarily related to the treaty negotiations in the Lower Mainland and in the Province of British Columbia more broadly.
 - o These issues are all connected, of course, and we hope that the production of these records will still contribute to reconciliation and will assist with the NCTR's goals for the future and further development. We were happy to assist, and very glad that the City of Burnaby Archives was able to respond to this Call to Action.

- The Archives has been working towards best practices for preservation:
 - o Twenty of the forty-nine leather-bound Council minute books in the Archives were fraying due to age. These vital records have now been wrapped to forestall further deterioration by Burnaby Village Museum (BVM) Conservation Aide Tania Ainsworth.
 - o Seventy-six glass plate negatives taken by photographer J.W. Phillips between 1910 and 1914 are some of the most fragile and historically significant community records held at the Archives. Local collector Roland Cretain kept the glass plate negatives in his home in their original negative boxes and, upon his death in 2008, his family donated them to the Archives. This collection of glass plate negatives have now been carefully rehoused in new, upright enclosures to ensure their preservation.
 - o This fall we were able to conduct a maturity check for all digital assets in our holdings. The maturity check assessed where we are at with our digital preservation activities, identified risks and issues, and determined next steps. Preserving the most at-risk materials in our holdings – those that are born-digital or material for which we only hold electronic copies (digital content) – is our next step.
 - o Photograph preservation masters (TIFFs) were all migrated from CDs to a secure permanent drive maintained by the IT department. Preservation masters are created from analogue originals to protect the original from being handled. They are also created from born-digital records to protect these born-digital records from being corrupted.

Respectfully submitted,



Rebecca Pasch
City Archivist