



Office of the City Clerk

K. O'Connell, City Clerk
R. Pasch, City Archivist

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 19 March 2018

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:

- Twenty-five boxes of permanent records recently transferred from the Legal Department and 9 boxes from the Realty and Lands Division of the Public Safety and Community Services Department have now been described and processed into our holdings.
- Burnaby Village Museum Conservation Aide Tania Ainsworth returned to Archives, this time focusing on improving the preservation conditions for maps and plans already described into our holdings. After putting in 300 hours into processing backlogged maps and plans, Archives staff will have eradicated that backlog in time for her next visit at the end of April.
- Archives staff have continued collaboration with the Information Technology Department on preservation management for the digital records currently in Archives' holdings. This collaboration has been productive and is progressing well. I will report back with more concrete information once the next stage is solidified.

Respectfully submitted,

Rebecca Pasch
City Archivist