
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 23 May 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:

- The Archives hosted the spring session of the Lower Mainland Municipal Archivists Forum (LMMAF) in the Community Room at the McGill Branch, Burnaby Public Library. Archives staff presented on last year's updates to the Heritage Burnaby website (www.heritageburnaby.ca) and provided a tour of the City's archival holdings. The LMMAF provides an opportunity to discuss a wide range of common archival issues, share best practices and resources, discuss challenges, and discover areas of potential collaboration or cooperation. It was founded in 2016 by the City Archivist at Coquitlam, Emily Lonie, who identified a need for a mechanism to enable regular communication among local professionals following conversations with other municipal archivists in the area.
- The collaboration with the Information Technology Department and the City Archives on preservation management for the digital records currently in Archives' holdings continues to progress well. Our latest success comes from addressing the digital records we hold on external media (CD and DVD-ROMs, external hard drives, and USB flash drives). Archives staff are now utilizing two open-source software tools (tools whose source code is made available with a license in which the copyright holder provides the rights to study, change, and distribute the software to anyone and for any purpose) in our workflow: BitCurator, to create bit-for-bit copies (called "disk images") of this media, and Fixity, to verify the accuracy of those copies. By creating accurate disk images, we are mitigating the risks of storage medium failure and obsolescence common to external

media, making these records accessible to researchers, and preparing them for long-term storage in our forthcoming preservation system.

Respectfully submitted,



Rebecca Pasch
City Archivist