



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: 2018 August 13

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:

- Arising from the Archives update presented at the meeting held on 07 June 2018, staff undertook to investigate if there could be consideration for archival pictures to be posted on social media. The Archives is currently in discussions with the Marketing Department to help determine the best social media strategy for the Archives.
- 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. We plan to present on our efforts at the next CHC meeting.
- The Legal Department, the Realty and Lands Division of the Public Safety & Community Services Department, the Heritage Planning Division of the Planning Department and the Engineering Department have transferred a total of 77 boxes of records of enduring value to the Archives since the start of 2018. These records have now been processed, catalogued and indexed according to the highest level of archival practices and standards, thus allowing the public and City Officials quick, efficient and direct access to information stored within them.

Respectfully submitted,

Rebecca Pasch
City Archivist