
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2018 November 5

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 work of updating online images for approximately 900 unrestricted photographs from the Burnaby Historical Society photograph collection (from low resolution to high resolution) is now complete. Both the public and City staff can freely download these images from Heritage Burnaby on their own, without any further output of time from Archives' staff.
- Archives staff must take explicit action in order to safely house and provide access to its records so that they will be meaningfully available in perpetuity. For analogue records, this process is straightforward: they can be put in proper storage enclosures and kept in an environment with the correct temperature and relative humidity to slow down deterioration, and copies can be created to reduce the handling of originals. For digital records, preservation is a much more difficult and tenuous job. Ongoing and evolving challenges such as hardware obsolescence, mechanical failure, and deterioration of digital media make digital records a highly vulnerable record group. The City Archives is responsible for ensuring the ability to access authentic and reliable digital records over time and across changes in computing technology. Our presentation at the November 5 meeting outlines our new digital record preservation strategy, which includes a subscription to Archives Canada Digital Preservation Service (ACDPS).

Respectfully submitted,



Rebecca Pasch
City Archivist