
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2019 May 28

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:

- Throughout the City Archives' history, our office has undertaken projects to increase workflow efficiencies while still ensuring the preservation and accessibility of the City's vital records.

The Archives' logical next step is to concentrate on finding ways to improve the efficiency of the space that we occupy inside the McGill Library branch.

With the support of City Council, the Burnaby Public Library, and with guidance from the Engineering, Corporate Management, and Information Technology departments, we have developed a renovation plan that will provide dedicated scanning areas and appropriate staff work space, including a private area to receive donations from community members and review Freedom of Information requests. The renovation also includes an increase in space for researchers in the Pixie McGeachie Reading Room. The project is being completed by the Facilities Management (FM) division of the City's Engineering department.

The CHC meeting in September will include a tour of our newly renovated office.

Respectfully submitted,



Rebecca Pasch
City Archivist