
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2019 August 23

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:

- Digital record preservation continues to be our focus, and we are happy to report that 12% of born-digital records held by the Archives have been fully processed through our digital preservation software, Archivematica. Preservation copies generated by the software are being stored in two formats in two geographically-separate locations: (1) encrypted in Cloud storage servers in Ontario and Quebec and (2) unencrypted on local City servers, which are regularly backed up onto tape. These redundancies ensure that the Archives will be able to access its born-digital records even in instances of environmental or natural disaster or technological failure.
- We have made further progress on the holistic review and reappraisal of the Archives' photograph collection. During this project, many photographs have been rehoused and many descriptions have been created or completed. Through the work on this backlog, more photographs are now accessible on Heritage Burnaby, including the Hill family and Vidal family fonds and soon, an accrual to the Burnaby Public Library Contemporary Visual Archive Project fonds.
- Staff are looking forward to providing the Commission with a tour of the Archives once the final touches to the Reading Room and the McGill Library hallway are complete.

Respectfully submitted,



Rebecca Pasch
City Archivist