



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: 2019 November 18

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 Legal Department, the Office of the City Clerk and the Parks, Recreation and Cultural Services Department transferred a total of 35 boxes of records to the Archives in 2019. Staff are now appraising and processing these records.
- Digital record preservation continues and the Archives has renewed its hosted instance of preservation software Archivematica through 2020. We have now processed approximately one quarter of the born-digital records held by the Archives, with more than 4,400 files totaling 550 GB converted to preservation formats and stored in secure remote and local network storage.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rebecca Pasch".

Rebecca Pasch
City Archivist