



Office of the City Clerk

B. Zeinabova, City Clerk
R. Pasch, City Archivist

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2020 August 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:

- Nineteen boxes of permanent records have been transferred so far this year from the Office of the City Clerk, the Planning Department, and the Parks, Recreation and Cultural Services Department. These records have all been appraised and are in the process of being described and indexed.
- We have been doing our best to reach satisfaction on all City staff and public research requests remotely via phone and email, and, on July 18, the Archives re-instated in-person visits, including: family and private organization donations, paper-based City record transfers, and research visits to the Reading Room. Due to heightened safety protocols, all Archives services are by-appointment only for the foreseeable future.
- We are pleased to announce that Archives staff person Alix Nay accepted the position of Assistant Archivist and we are now working with Human Resources to fill Alix's newly vacated position. With this next hire, our team will consist of three permanent staff, for the first time in our history.

Respectfully submitted,

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

Rebecca Pasch
City Archivist