
INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2021 June 01

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 memorandum outlines the activities and initiatives undertaken by the City Archives since the last CHC meeting:

- The Archives acquired 40 boxes (12 metres) of permanent City records between January 1 and May 31 of this year, a significant increase from the 27 boxes (eight metres) of records brought in during the same time period last year. The new acquisitions include Council and Committee records, departmental records of the Office of the City Clerk and Legal Department, and early municipal records previously stored at the Burnaby Village Museum. Archives staff have processed 15 boxes of Legal Department records and are diligently working on processing the remaining backlog.
- The Archives resumed its community record collecting activities after a year-long suspension due to COVID-19. We acquired several record donations from community members, including a collection documenting the history of a Burnaby Heights property at Hastings Street and Alpha Avenue from 1959 to 2016. These records will be described according to the highest level of archival practices and standards, allowing the public and City staff quick and efficient access to this information.
- The Archives remains closed to the public for in-person access, and staff is doing its best to reach satisfaction on all City staff and public research requests remotely via phone and email.

Respectfully submitted,


Rebecca Pasch
City Archivist