

ATTACHMENT 2

Subject: Community Archives Strategy Implementation (2024)
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	Workstreams	YYYY				YYYY				YYYY				YYYY					
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
A1	Cultural Memory Working Group	Access/Define				Acquire/Plan		Stabilize											
A2	Cultural Memory Advisory Panel	Stabilize				Access/Define				Acquire/Plan		Stabilize		Stabilize					
A3	Host roundtable meetings	Stabilize				Access/Define				Acquire/Plan		Stabilize		Stabilize					
A4	Engage with Communities	Stabilize								Access/Define		Stabilize		Stabilize		Stabilize			
B1	Reach out to First Nations and NGOs	Stabilize				Acquire/Plan		Stabilize		Stabilize									
B2	Incorporate First Nation languages	Access/Define		Acquire/Plan															
B3	Sponsor students and community	Acquire/Plan	Stabilize		Stabilize	Access/Define		Acquire/Plan				Access/Define	Acquire/Plan	Stabilize		Stabilize			
B4	Recordkeeping workshops	Stabilize								Access/Define	Acquire/Plan	Stabilize		Access/Define	Acquire/Plan	Stabilize			
B5	Publish file-level descriptions	Stabilize						Access/Define		Acquire/Plan		Stabilize							
B6	File transfer service	Acquire/Plan								Access/Define				Stabilize					
B7	Cultural Memory Advisory Panel engagement	Stabilize										Acquire/Plan		Stabilize					
C1	Acquisitions sub-group	Stabilize	Access/Define	Acquire/Plan	Stabilize	Stabilize													
C2	Acquisitions policy work	Stabilize		Access/Define	Acquire/Plan	Stabilize	Stabilize												
C3	Archives' mandate work	Stabilize						Access/Define		Acquire/Plan		Stabilize		Stabilize					
C4	Procedure manual work	Acquire/Plan	Stabilize	Stabilize		Acquire/Plan	Stabilize	Stabilize		Acquire/Plan	Stabilize	Stabilize		Acquire/Plan	Stabilize	Stabilize			
D1	Move to central location	Access/Define	Acquire/Plan	Stabilize		Stabilize													
D2	Longer-term facility	Acquire/Plan																	
D3	Digital Preservation	Stabilize	Stabilize					Acquire/Plan		Stabilize		Acquire/Plan		Stabilize		Acquire/Plan			
D4	Burnaby website visibility	Access/Define	Acquire/Plan	Stabilize		Stabilize				Stabilize	Stabilize			Stabilize	Stabilize				
E1	Cultural competency	Stabilize	Stabilize		Acquire/Plan	Stabilize	Acquire/Plan	Stabilize	Stabilize		Acquire/Plan	Stabilize	Acquire/Plan	Stabilize	Stabilize		Acquire/Plan		
E2	Project-based workers	Stabilize				Access/Define	Acquire/Plan	Stabilize	Acquire/Plan	Stabilize				Stabilize		Stabilize			
E3	Community Archivist role	Access/Define						Acquire/Plan				Stabilize		Stabilize					
E4	University of British Columbia Pilot Project	Stabilize						Access/Define				Acquire/Plan		Stabilize					

LEGEND

Access/Define	Acquire/Plan	Implement/Execute	Stabilize
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FOUNDATIONS OF INVOLVING COMMUNITY AND WORKING IN PARTNERSHIP

A1 – Working Group - Form Cultural Memory Working Group (CMWG) and adopt terms of reference including values; start backlog of problems to solve and develop process for prioritizing and assigning problems to sub-groups. Continue identifying, prioritizing, and assigning problems to solve, reviewing and coordinating implementation of solutions.

A2 Archives and Working Group - Form Cultural Memory Advisory Panel (CMAP) and adopt terms of reference. Engage with community archivists and supporters to plan multi-year collaborative project with funding.

A3 Archives - Host roundtable meeting inviting archivists from other Burnaby institutions, First Nations, Burnaby community groups, and local government archivists.

A4 Archives - Engage with community archivists and to generate ideas and start a plan for future initiatives to amplify community history and experiences (A2).

DIVERSIFY SERVICES

B1 Archives - Continue to reach out to archivists working for First Nations and NGOs, identifying and implementing means to support their work on their terms.

B2 Archives - Start to incorporate *hən̓q̓əmi̓nəm̓* and *Skwxwú7mesh Sníchim* names into descriptions of plant and animal photos within the *Burnaby Mountain Preservation Society* fonds; incorporate into thesauri. Explore more opportunities for integration where technological tools permit.

B3 Archives - Explore potential to sponsor students learning to be community archivists, potentially through reciprocal research arrangements (MOUs), and interested community members from non-archival backgrounds.

B4 Archives - Design and deliver first iteration of recordkeeping workshop for societies; seek help from CMWG and CMAP to publicize.

B5 Archives - Design and start to implement process to publish file-level descriptions (existing and net-new) of corporate records (with help from Corporate Services and offices of primary responsibility for records). Use file-level descriptions to create a finding aid (resource guide) for locating Indigenous histories and cultural information.

B6 Corporate Services - Make request to IT for file transfer service for Archives, potentially as part of ECM implementation project.

B7 Archives – Work with CMAP to identify diverse communities and groups to engage with open-ended intentions.

DEFINE AND ENRICH COLLECTION

C1 Working Group - Form Acquisition Sub-Group to coordinate review and updates to work units' acquisition policies. Includes reviewing reproduction rights at donation (e.g. using Creative Commons licensing or other method that enables community members to retain ownership while providing rights to use. Collaborate with CMAP and CMWG to launch acquisitions strategy.

C2 Archives - Engage with CMAP to review and update the Archives acquisition policy

C3 Corporate Services - Refresh the Archives' statement of mandate, remove it from Archives Procedures Manual, and publish it in a corporate policy, with supporting document identifying minimum service levels during regular operating conditions, civic emergencies, and business resumption; could link to the other cultural heritage work units' mandates.

C4 Archives - Start to update Procedures Manual, incrementally (including link to statement of mandate in new corporate policy).

CREATE SAFE AND TRUSTED SPACES

D1 Corporate Services – Continue planning to move the Archives to a more central location on the City Hall campus.

D2 Corporate Services – Continue planning and preparing for a longer-term facility for the Archives.

D3 Archives – Conduct self-assessment of digital preservation strategy following international standards, then start/continue to build capabilities as needed, including web archiving.

D4 Archives – Expand Archives presence on City of Burnaby website.

BUILD CAPACITY AND CAPABILITIES

E1 Archives – Staff participate in cultural competency training specific to cultural memory work.

E2 Archives – Explore potential for Archives to engage project-based workers who are students learning to work as community archivists, potentially through MOU with UBC.

E3 Archives – Seek approval for RFT community archivists to manage acquisition and processing of private records.

E4 Archives – Potential pilot project with UBC on community archives capacity building.