



ARCHIVES POLICY

TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS



Employee(s): All Douglas College staff and faculty members, administrators and contractors.

Preservation: Storing and protecting Records against damage and deterioration.

Record(s): Information created, received and maintained as evidence and as a system organization or person, in pursuit of legal obligations or in the transaction of business.

Record Values:

Administrative value: Records that provide information on former activities and decisions to provide background information, to establish the existence of a precedent or to substantiate or refute a claim or allegation.

Evidential value: The capacity of archival documents to provide information about their creator's activities.

Financial value: Documentary evidence of the way in which monies were obtained, planned, allocated, controlled and expended.

Historical value: Records that provide the memory of the activities of the organization.

Informational value: The capacity of archival documents to provide information about the persons, places, and subjects of which they speak.

Legal value: Records which will provide the source of the authority for actions taken by Douglas College and show evidence of title, contractual obligations, duties and privileges.

D. POLICY STATEMENTS

1. The Douglas College Archives is the official repository for the College's Records of continuing value. Records of continuing value that are no longer required by the creating office are transferred to the custody of the College Archives, which is responsible for managing and preserving those Records on behalf of Douglas College. Any Records created or compiled in the course of College business are the property of the College. All Records created by Employees of Douglas College and selected for permanent retention for their archival value should be kept in the Archives together with any other material considered to be of historical value. The College will make every effort to preserve its Records in a useable format so that they are readily accessible for future use.
2. The Douglas College Archives identifies, acquires, arranges, describes, preserves and makes available those Records that document the College's historical development, institutional history and ongoing activities. The intent of preserving and protecting Records of enduring value is
 - a. to serve as Douglas College's institutional memory;
 - b. to provide the information necessary to establish continuity for future decision making and to permit the College to meet its obligations under the *Access to Information Act* (R.S.C. (1985), c. A-18) and the *Privacy Act* (R.S.C. (1985), c. P-21).



3. The majority of Records created, received

