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| Title | Archives |
| Policy No. | B.6.1 |
| Approval Body | President & Chief Executive Officer |
| Policy Sponsor | Vice-President, Academic & Research |
| Last Revised/Replaces | April 25, 2005 |
| Effective Date | May 7, 2018 |

CONTEXT AND PURPOSE

The purpose of this policy is to establish Vancouver Community College (VCC; the College) Archives as the official repository of the College's permanent records and to gather selected administrative files, photographs, audiovisual materials, papers, student projects, theses & dissertations, and other non-official records that document aspects of college life and history.

The functions of the Archives are to identify, select and preserve documentation of the history and administration of the College and scholarly and creative works created by the VCC community; to provide archive assistance to researchers; and to disseminate information about the holdings of the Archives.

SCOPE AND LIMITS

The Archives serves as the official repository of VCC official and non-official records of enduring value. This does not include confidential employee and student records. VCC Library is responsible for developing policies, setting directions, and managing the Archives.

The Coordinator of Records Management and Archives in the Library is responsible for overseeing the implementation of this policy, and will review it every five (5) years or as needed.

STATEMENT OF POLICY PRINCIPLES

1. The VCC Archives will collect, appraise, arrange, describe, preserve, and make available records of value to the VCC community.
2. The goals of the Archives are:
 - a. to assist and support the College in carrying out its responsibility to provide access to materials of enduring value to the VCC community;
 - b. to make accessible the knowledge generated by the College and thereby increase its potential impact;
 - c. to benefit the College and its scholars by bringing broader dissemination, increased use, and enhanced professional visibility of scholarly material;
 - d. to provide the information necessary to establish continuity for future decision-making;

- e. to preserve information about the development and operations of VCC for internal and external parties; and
 - f. to facilitate the efficient management of VCC's records and provide a sustainable management system for digital content;
3. The Archives is responsible for providing long-term access to and the preservation of all the archival materials it acquires. It is meant to be a permanent scholarly and historical record.
4. The Archives grants public access to archival records and facilitates external research requirements.
5. Records may be transferred to another institution where, in the opinion of the Coordinator of the Archives, such records would be more appropriately preserved by another institution.

DEFINITIONS

Access: The opportunity of finding, consulting, or approaching documents or information.

Appraisal: The process of evaluating documents for the purpose of continuing preservation.

Archival Record: A record that has been appraised as having permanent administrative, financial, legal, operational, cultural, social or historical value.

Archives: refers to the College Archives which holds all records deemed of permanent value.

Preservation: Storing and protecting records against damage and deterioration in perpetuity.

Record: Information (in paper, audio, electronic, or other formats) created or received by employees and representatives of the College in the course of their work that must be retained to meet the ongoing operational, fiscal, historical and legal needs of the College. These records are the property of the College and subject to its overall control.

RELATED LEGISLATION & POLICIES

Policies:

A.3.3 Freedom of Information and Protection of Privacy (FOIPPA)

A.3.9 Records Management

D.1.3 Copyright

RELATED PROCEDURES

Refer to B.6.1 Archives Procedures.