



Title	<b>Archives</b>
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

Collecting Scope

1. The VCC Archives makes available institutional content of enduring value to the VCC community. This includes the following types of records in print, digital, and audiovisual formats:
  - a. Official records of VCC: These include administrative, operational, financial, legal, and academic records with permanent historical value in documenting programs, decisions and individuals at Vancouver Community College, such as meeting minutes and related documentation for all College committees. The Records Retention Schedule (RRS) provides guidelines on what kind of records should be sent to the Archives for permanent storage or retained for a certain period before they are destroyed.
  - b. Non-official records of VCC: These include College calendars, annual reports, newsletters, etc.
  - c. Historical records: Material of a historical nature that will communicate and interpret to students, staff and the general public the history, traditions, place, and community involvement of the College and its predecessor bodies. These include photographs of the campuses and College life, and film and video of College events, speakers, and promotional materials. The Archives does not acquire artefacts or memorabilia; these will only be included selectively if they relate directly to, and support the understanding, use and/or display of, a specific archival document.
  - d. Selected scholarly and creative works created by the VCC community: The Archives manages VCC's digital repository which makes available articles, conference and workshop papers, theses and dissertations, technical reports, and working papers, books, outstanding student projects as selected by faculty members or academic units, selected course-related materials and learning objects produced by instructors, etc.

Deselection/Withdrawal

2. Items will typically be stored indefinitely.
3. The relevance of materials in the Archives can and will change over time. Periodic review of the collection may be done to identify items which no longer fit the criteria for inclusion in the collection. Those items will be withdrawn from the collection.

### Preservation

4. Long term preservation will be achieved through an appropriate combination of technology, environmental controls, materials and handling techniques and conservation treatments.

### Access, Privacy and Copyright

5. The Archives grants public access to archival records and facilitates external research requirements, unless otherwise specified. Supervised and assisted employee and student access is permitted. Works in a digital repository will be accessible to all users online.
6. Access to College records containing personal information will be determined consistent with the College's policy on access to information and protection of privacy, any applicable provincial and federal legislation, including hosting on Canadian servers and any other relevant agreements and documents.
7. Any records for which the Archives does not hold copyright may be restricted from re-use or may require formal approval before being used.

### **RELATED POLICY**

Refer to B.6.1 Archives Policy.