

POLICY:	ARCHIVES CENTRE	#	310
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A: **POLICY**

1. 1.1 The Thunder Bay Catholic District School Board recognizes the importance of public awareness and promotion within the school community of this Board's rich history.
- 1.2 It is also aware of the importance of preserving and protecting those records and other items of an enduring value and/or historical interest to the Board and to the public.
- 1.3 In keeping with these tenets the Board shall strive to create a comprehensive source of records documenting the development of Catholic Education by this Board. 1.4 The Board, therefore, supports the establishment of an **Archives Centre**, subject to the Board's physical and budget limitations.

B: **GUIDELINES**

2. **General**

- 2.1 The "*Archives Centre*" shall serve as the official depository for retired records of the Board in all formats that are deemed to be of enduring administrative value and/or historical significance.
- 2.2 As part of the Board's records management system, appropriate procedures for the management of records in the Archives, including access for research purposes, will be established.
3. The Archives Centre shall acquire archival records from private sources that have bearing upon the history of the Board. It is generally understood that unless otherwise stated such donations are the property of the Board upon completion of a donation agreement.
4. To ensure the long-term preservation of records under its care the Board shall:
 - 4.1 Endeavour to provide a physical location for the archives that is suitably equipped to allow for the proper protection of the collection.
 - 4.2 Promote the security of records against potential hazards such as fire, water damage and theft.
 - 4.3 Promote responsible care and handling of the records at all times.
 - 4.4 Engage in active conservation treatment of records when necessary, either in-house or under contract to a qualified conservator as warranted.
5. To promote accountability, efficient delivery of Board services and historical research, Board staff, officials and the general public will have access to the Archives Centre as guided by the following:
 - 5.1 Researchers and others shall be required to apply in writing to the Director of Education stating the general scope of research to be undertaken, giving as specific a list as possible to

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the documentation requested. Written permission of the Director of Education will be required for access to the Archives Centre.

5.2 To protect and insure the continued accessibility of the materials in its custody, the Board shall impose the following necessary conditions regarding the use of archival materials.

5.2.1 Access to holdings will be on a predetermined scheduled appointment basis. Space will be provided in the Archives Centre to conduct research.

5.2.1 Reproduction of records for research purposes will be allowed according to established fees and within the bounds of Canadian copyright law. The Board reserves the right to prohibit such reproductions should this be deemed harmful to the originals.

5.2.2 The Board has the obligation of protecting confidentiality within the archives in accordance with the law, particularly with respect to the *Municipal Freedom of Information and Protection of Privacy Act*. It will be the responsibility of the Board to inform researchers of the restrictions which apply to record groups.

5.2.3 The privacy of donors and their records will be respected as stipulated in donation agreements.