

Approval Date:	May 10, 2021	Policy Number:	P-75-89-A
Motion:	MOTION-21-05-196		
Supersedes:	P-75-2012-01		
Title:	Transfer of Municipal Records		
Board Review:	Approved by the Peace River Museum Board on March 17, 2021 Motion: M-2021-03-7		

Purpose

The purpose of this directive is to guide the transfer of inactive municipal records from the Town of Peace River to the care of the Peace River Archives.

Related Documents

- 1913 Records Retention and Disposition Bylaw and amendments

Definitions

"Inactive records" are those records which have ceased to have day to day use to their operational body and/or have passed their retention period under the current policies of the institution.

"Permanent archival value" is defined as those records which best represent the vision, structure, activities, and overall accomplishments of the institution.

Policy

1. As a member of the Archives Society of Alberta and a professional archival institution, the Peace River Archives and Mackenzie Centre will adhere to the Code of Ethics and Professional Conduct for Archivists in Canada.
2. The following process is in place for the transfer of inactive records from the Town of Peace River to the Peace River Archives:
 - 2.1. Material that has reached the end of its retention schedule according to the Town of Peace River's *Records Retention and Disposition Bylaw* will be made available to the Archives for possible acquisition before destruction.
 - 2.2. The Records Management Coordinator will inform the Archivist of records which are in queue to be destroyed.
 - 2.3. The Archivist has the responsibility to respond to the information within a one-month period.

- 2.4. The Archivist will fill out a *Transfer of Records* form detailing which specific records have been transferred to the custody of the Archives, with copies retained by both the Records Management Coordinator and the Peace River Archives. Final release is subject to approval by the Chief Administrative Officer (CAO). See Appendix A for a copy of this form.
 - 2.4.1. Any records which have FOIP issues should be brought to the attention of the FOIP Coordinator for review before the *Transfer of Records* is signed.
 - 2.4.2. All records transferred are subject to FOIP and the Archivist is responsible for ensuring protection of privacy as required under the Act. Records cannot be released to the public until they are reviewed, redacted, or third-party notifications completed as required under the FOIP Act.
 - 2.4.3. If the Archivist decides that they do not wish to retain some of the records transferred to the Archives, they must complete the appropriate documentation and obtain the required approvals to destroy these records. Records which are permanent retention will be transferred back to the Town Office.

3. Acquisition of these records is guided by the following principles:
 - 3.1. The records selected should hold research value for the archival user groups in areas such as administration, special committees and events, law and programs and services provided by the Town.

 - 3.2. The Archives will assess the records for their permanent archival value.

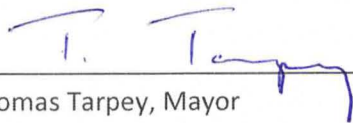
 - 3.3. The Archives will acquire records on a highly selective basis with respect to the space restrictions.

 - 3.4. The records selected should not be overly restricted by privacy laws so as to allow the Archives to fulfill its mandate to make records available to researchers.

 - 3.5. There are certain files that will not be transferred to the archives. These include, legal cases, insurance claims, FOIP requests, tax arrears or any personal (non-public) tax records, collection letters/accounts, personnel records, enforcement matters, and negotiations.

 - 3.6. The Central Filing codes used by the Town of Peace River have been assessed and given one of the following three codes. These codes will also aid in deciding which files are of interest to the Archives. For a list of which codes have been assigned view the Central Filing Key document.
 - 3.6.1. FR – Full Retention: The main body of these records are of permanent archival value and will be fully retained, except for minor culling of copies or records.
 - 3.6.2. SR – Selective Retention: Parts of the records are of permanent archival value and will be appraised carefully.
 - 3.6.3. NR – Not Retained: Very little, if any of these records are of permanent archival value. These records will be given cursory checks in case there are files of interest.

- 3.7. The Central Filing codes should be reviewed every two to five years to ensure they accurately reflect what is being retained.
4. This Policy includes Appendix A - Transfer of Records between the Town of Peace River and the Peace River Museum, Archives and Mackenzie Centre.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO

