

Halifax Regional Municipality Archives Preservation Policy

Policy Statement

In accordance with its mandate and resources the Halifax Regional Municipality Archives will strive to ensure the preservation of its holdings. The Municipal Archives is committed to the principle of preservation management and the practice of preventive conservation.

Objective

This policy will provide staff and researchers of the Municipal Archives with guidelines and directives to assist in the long-term preservation of its archival holdings.

Scope

This policy applies to the entire archival holdings of the Municipal Archives and to all staff, researchers and volunteers working with or using the archives.

Pertinent Policies and Procedures

- Copying Policy
- Exhibition and Loans Policy
- IM Security Policy and Procedures
- Handling Archival Records
- Research Room Rules
- Reformatting Policy and Procedures
- IM Disaster Plan

Preservation Priorities

Priority for preservation management will be given to original records created by the Halifax Regional Municipality and its predecessors.

Policy Statements

The Municipal Archives will:

1. Only acquire records and reference material for which they can provide adequate storage, preservation and access.
2. Inspect all new acquisitions for mould and pests prior to accessioning
3. Reserve the right to restrict access to fragile records, and impose extra precautionary restrictions on use (copying, photographing) in order to protect the record.
4. Maintain and enforce current and adequate care and handling procedures (see Research Room Rules and Handling Archival Records).
5. Establish, monitor and maintain adequate temperature, relative humidity and light-levels in storage areas for archival records.

6. Maintain clean, organized and secure storage and adequate housing for the archival records.
7. Maintain clean, organized and secure storage for published reference materials
8. Maintain a current Disaster Plan for the entire building
9. Establish a preservation plan

Roles and Responsibilities

Manager, Information Management - The manager will endeavour to apportion resources to provide professional staff and adequate resources to maintain a preservation management program within the Municipal Archives.

Municipal Archivist - The Archivist will ensure that preservation management is integrated into all activities within the Municipal Archives, will maintain current and adequate Preservation Policies and Procedures, enforce rules established to protect the long-term preservation of the records, and will pursue available preservation training opportunities.

Archivist/Information Analyst - The Archivist/Information Analyst will ensure that preservation management is integrated into all activities within the Reference Collection, enforce rules established to protect the long-term preservation of the reference materials, and will pursue available preservation training opportunities.

Staff and volunteers, Information Management - Individuals working with the archival records and reference materials will adhere to all care and handling procedures, assist in enforcing rules established to protect the long-term preservation of the records, and pursue preservation training opportunities when appropriate.

Researchers - Individuals using the archival records and reference materials will abide by all rules established to protect the long-term preservation of the records and reference materials.

Review

This policy will be reviewed every three years by the Municipal Archivist. Comments or concerns should be directed to the Municipal Archivist.