

POLICY TITLE <i>Access to Archival Information</i>	ADOPTED BY: <i>City Clerk</i>	EFFECTIVE DATE <i>August 5, 1999</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 26 - 1985, City Clerk</i>	CITY FILE NO. <i>CC 400-2</i>	PAGE NUMBER <i>1 of 3</i>

1. **PURPOSE**

To define the conditions under which records are transferred into the custody of the City Archives from their creating departments within the City administration, the condition of public access to said records, and the conditions under which said records will be maintained and administered.

2. **DEFINITIONS**

2.1 Archival Record - any document regardless of form or medium created or received by the City of Saskatoon in the course of its daily business which is no longer actively used in the administration of the City but which has continuing historical, research and/or administrative value.

2.2 City Archives - the administrative unit responsible for managing the archival records of the City, as well as the records themselves.

2.3 City Archivist - city staff person responsible for operating the archives.

3. **POLICY**

3.1 Records Transfer

Corporate records which meet the following criteria shall be transferred to the City of Saskatoon Archives:

- a) are scheduled for permanent retention under the relevant Corporate Records Retention Schedule;
- b) are at least 25 years or older; and
- c) are deemed to be archival.

POLICY TITLE <i>Access to Archival Information</i>	EFFECTIVE DATE <i>August 5, 1999</i>	PAGE NUMBER <i>2 of 3</i>
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3.2 Public Access

Archival records less than 25 years old shall be transferred to the Inactive Records Centre:

- a) If in the opinion of the City Archivist the records are of archival value and if the information they contain is not affected by privacy considerations, then the records can be researched but returned to the Records Centre until the 25th year is reached.
- b) Once the records are 25 years old, they shall be transferred to the City Archives where will be accessioned, prepared, indexed and catalogued for access to all interested researchers.
- c) Records that have a designated permanent retention but not designated archival (e.g. building permits) shall be stored in the Records Centre permanently .

3.3 Access to Records in the City Archives

- a) All records held by the City Archives and the information contained therein will be available to any member of the City administration and any member of the public for consultation and study, except those subject to statutory restrictions on access.
- b) No unique, original record held by the City Archives will be physically removed from the Archives.

3.4 Preservation of Records in the City Archives

- a) In order to preserve its archival records for future generations, the City will ensure that they are stored, maintained and used in an archivally-sound fashion meeting the standards generally current within the Canadian archival community.

POLICY TITLE <i>Access to Archival Information</i>	EFFECTIVE DATE <i>August 5, 1999</i>	PAGE NUMBER <i>3 of 3</i>
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- b) The City will ensure that new records deemed to have potential archival value will be created and maintained throughout their period of active use in a way that will ensure their continued survival and readability, particularly records created, used and stored in any electronic format, and any other records designed to be read in any way.

4. **RESPONSIBILITIES**

- 4.1 The City Clerk is responsible for administering this policy.
- 4.2 The function of preserving and providing access to the City's archival records shall be carried out by the City Clerk's Office, under the supervision of the City Archivist.