



# **COUNTY OF PERTH**

**CORPORATE SERVICES DEPARTMENT**

**ARCHIVES DIVISION  
(Stratford-Perth Archives)**

**Business Plan**

**2009**

November 2008

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# **CORPORATE SERVICES - ARCHIVES:**

## **Business Plan 2009 and Beyond**

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- and -  
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*November 2008*

The contents of this document are premised for an internal, corporate audience. Any questions should be forwarded to the Director of Corporate Services.

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### **Preamble**

The Stratford-Perth Archives, the second oldest County Archives in Ontario, began in 1972 under the auspices of a federal grant which allowed for the hiring of several people to sort through material donated by the Orr family and items collected in the Stratford Public Library in previous decades.

In 1981, the Stratford-Perth Archives Board became an official municipal body recognized by a joint by-law from the County of Perth and the City of Stratford. That same year, the facility moved from the basement of the Perth County Court House to its current location, the former land registry office at 24 St Andrew St.

In 1982 the Listowel branch of the Stratford-Perth Archives was opened. Since 1975 much of the work of collecting material for the Listowel, Mornington, Wallace and Elma areas had been done by volunteers from the Queen's Bush Historical Society. The Listowel Archives was located in the basement of the Municipal Building on Wallace Avenue North and for three years in Gowanstown, until November of 2000 when it moved to a permanent location in the Listowel Public Library at 260 Main Street E. The Mitchell branch of the Stratford-Perth Archives was created in 1984 to serve the geographic area of Mitchell, Hibbert, Logan, and Fullarton. It is located in the Medical Centre at 7 Frances Street in Mitchell.

In 2007, the Stratford-Perth Archives Board was dissolved by a joint by-law of the County of Perth and the City of Stratford, and the Stratford-Perth Archives became a division of the Corporate Services Department of the County of Perth, while continuing to serve as the municipal archives for the City of Stratford, the County of Perth and member municipalities.

## **Core Business**

The Stratford-Perth Archives provides professional archives service by identifying, acquiring, preserving and promoting access to municipal government and non-government archival records documenting the history of the County of Perth, the Municipalities of Perth South, West Perth, Perth East and North Perth, the City of Stratford, their predecessors and their agencies, boards and commissions.

For 2008 forward, the goal of the Stratford-Perth Archives remains to provide this professional archives service while continuing to work towards goals as identified in a business plan initially approved by County Council in May 2007 with goals and objectives addressing the core functions of :

- **Collections Management**
- **Collections Development**
- **Service to Municipal Government Clients**
- **Service to Public Clients**

along with work focussed on Staff Development, Enhancing Partnerships and Strategic Alliances, Public Outreach, Facilities, and IT Updates.

While valuable, the Stratford-Perth Archives will undertake the following activities only when resources are not needed for core business functions.

- Fee for service research services
- Fee for service custom conservation
- Membership activities supporting the work of related professional and cultural-heritage associations

Therefore, they are not addressed in this business plan.

### **Key Customers**

- Perth East, Perth South, North Perth, West Perth, Perth County and City of Stratford Council members, municipal staff and staff of their agencies, boards and commissions
- Perth County, member municipalities and City of Stratford residents, including media, teachers and students, researching local history and genealogy
- Perth County portions of the Avon Maitland District School Board and Huron-Perth Catholic District School Board

### **Key Linkages with Business Plans of Other Programs**

Archives Division is linked with every program and service within the County of Perth and member municipalities and the City of Stratford and their agencies, boards and commissions through the ongoing processing of records obligations and through the provision of archival services.

### **Program Delivery Plan**

How will the program be delivered and at what level?

- Director of Corporate Services
- Archivist

- Clerk-Secretary
- Clerk-Technician
- Clerks (3 permanent part-time + occasional temporary/casual staff )
- Clipping Clerk (1 permanent part-time)

What changes will impact program delivery in the future?

- Changes Mandated by Other Levels of Government
  - Amendments to Municipal Act, S.O. 2001, c.25
  - Changes in Archival standards
  - Changes to other Acts and Regulations
- Direction Received from County Council and CAO
  - Structure of County operations
  - Service needs of County of Perth, City of Stratford and other sponsoring governments
- Implementation of changes required
  - Restructuring of roles and functions as outlined in Goals and Objectives outlined below.

## **Legislated and Professional Standards**

The Stratford-Perth Archives conducts its core businesses in accordance with a number of legislated and professional standards, including:

- The Municipal Act, 2001, c.25
- Public access in accordance with Municipal Freedom of Information and Protection of Privacy Act 1990, cM.56; the Municipal Act 2001, c.25, the Assessment Act 1990, cA.31,; Vital Statistics Act 1990, cV.4; Personal Health Information Protection Act, 2004, c.3
- Canadian Copyright Act, R.S.C. 1985, C-42
- Archives and Record Keeping Act, 2006, c.34
- Other general legislation that applies to all municipalities (such as the Ontarians With Disabilities Act 2001, S.O. 2001, c.32 and the Safe Drinking Water Act 2002, S.O. 2002, c.32
- County of Perth By-laws & Policies, especially, Perth By-Law 2983 ...to establish schedules of retention periods for documents, records and other papers of the corporation of the County of Perth
- Member Municipalities' By-laws & Policies, especially West Perth By-Law No. 32-2004...to establish a schedule for the retention and destruction of records; North Perth By-Law No. 49-AD-1999, as amended by 86-AD-2002...to establish a schedule for the retention and destruction of records; and, Perth East By-Law No. 13-2001...to establish schedules of retention periods for documents, records and other papers of the municipality
- City of Stratford By-laws & Policies, especially, By-law 192-2000...to establish schedules of retention periods for documents, records and other papers of the City of Stratford
- Association of Canadian Archivists' *Code of Ethics* (<http://archivists.ca/about/ethics.aspx>)

- Canadian Council of Archives' *Rules for Archival Description* (RAD) (<http://www.cdncouncilarchives.ca/archdesrules.html>)
- Municipal Archives Interest Group's Resource Guide for Municipal Archives in Ontario statement on *Elements of a Municipal Archives* ([http://aao.fis.utoronto.ca/aa/Resource\\_Guide\\_for\\_Municipal\\_Archives\\_2006\\_Revised.pdf](http://aao.fis.utoronto.ca/aa/Resource_Guide_for_Municipal_Archives_2006_Revised.pdf))

# Key Goals/Objectives of Program

## Collections Management

**GOAL:** The Stratford-Perth Archives will manage key archival resources documenting the history of Perth County, the City of Stratford and the municipalities of Perth South, North Perth, Perth East and West Perth, their predecessors and their agencies, boards and commissions from the public and private sector in a cost-effective manner to ensure their long-term survival to meet the information needs of current and future elected representatives and municipal staff of our sponsoring governments, the citizens of Stratford and Perth County and researchers accessing our collection in person or via correspondence.

### Objectives:

- Seek Council approval of clearly stated mandate for archives. **(COMPLETED 2007)**  
See Appendix 1.
- Seek Council approval of acquisitions and deaccessioning policies. **(COMPLETED 2007)**  
See Appendix 2 and Appendix 3.
- Develop detailed list of appraisal criteria for use by archives staff based on approved mandate and acquisition policy. **(COMPLETED 2007)** See Appendix 4
- Establish a central file registry within Stratford branch to hold all original documentation of all archives holdings. This will require an investment of staff time to sort out the administrative records of the archives itself. **(COMPLETED 2007)**
- Catalogue archives library books and make records available to public via Perth County Information Network (PCIN) database. **UPDATE Nov 2008: There are 4, 268 Archives reference books in the on-line catalogue. This includes about half of the Orr Family rare book collection and project is on-going.**
- Redeploy staff resources from other activities to focus on collection management goals.

### Collections Management UPDATE Nov 2008

**Continuing the focus on collections management work, Archives has begun an inventory project dubbed the "collection management survey" which involves numbering every shelf in every storage location and completing data collection forms for virtually every box in Archives holdings, collecting data such as accession number, donor name etc. from the records themselves and, as a second phase, collecting data from the original accession forms. Ultimately, the data collected during the survey will be input to a database. (See Appendix 5 for sample form.)**

**In addition to seasonal hours established in 2007 for Stratford branch, 1 part-time Archives Clerk from Listowel Branch has been re-deployed to this project, meaning that Listowel Branch is currently open four afternoons per week**



instead of five. A survey is being conducted to assess impact on researchers at that branch.

The Archives Technician and the Archivist are each spending 14 hours per week on the collections management survey. Along with the redeployed part-time Clerk, these staff members are completing the collection management survey for Listowel and Stratford branches as well as the off-site storage locations in Fullarton, North Easthope and Gowanstown.

The Archives Clerk for Mitchell Branch is spending 5 hours per week completing the collection management survey for that branch.

Therefore, a total of 49 hours per week, or 1.4 FTE, is being devoted to this project.

Because documentation is often lacking and storage areas are congested, it takes 3.5 to 5 hours to complete forms for one storage bay (usually 6 shelves of boxes + boxes stored on top), depending on the complexity of the records stored there. Archives has approximately 450 bays of shelving, meaning that 1575 – 2250 hours will be required to complete the first phase of the project. With 1.4 FTE being devoted to the project, it could take until the end of 2009 to complete. The second phase will involve matching the information collected from the boxes themselves with accession records.

This inventory project addresses the following previously approved objectives in a measurable and systematic fashion:

#### **Collections Management**

- 1. Establish an in-house database documenting location of archival holdings linking each container (box, map folder etc.) with specific shelf or map drawer number.**
- 2. Establish an in-house database tracking accessions at all three branches.**
- 3. Identify heavily used or fragile records that should be microfilmed to ensure long term survival of the original records.**
- 4. Identify records series considered high priority for inclusion in an on-line descriptive database accessible via our website.**
- 5. Review all holdings in all branches to determine if they fall within approved mandate. Clearly document these appraisal decisions using standard forms in all branches.**
- 6. Transfer holdings outside of approved mandate to other cultural-heritage partners such as museums, libraries and art galleries as appropriate to their stated mandates and in accordance with the terms of the original donation to the Stratford-Perth Archives.**

- 7. Dispose of non-archival holdings not of interest to other cultural-heritage partners, such as multiple copies of published items, discarded equipment, and Archives own transitory records as quickly as possible.**
- 8. Review existing documentation proving Archives legal custody of all holdings on an accession by accession basis. Where documentation is inadequate, take necessary steps to ensure that Archives can prove legal custody of records and fully understand its obligations to donors.**
- 9. Establish a paper-based system to track movement of records from storage areas to reading rooms, staff offices etc until records returned to proper storage area. Consider conversion to electronic tracking system as future multi-year goal.**

### **Collections Development**

- 10. Accept donations of materials that fall within Council approved mandate with due consideration as to whether or not the Archives has the resources to care for and provide service for the materials properly.**
- 11. Create a plan to analyze existing holdings in order to identify subject gaps in the private sector records collections.**

### **Service to municipal government clients:**

- 12. Provide all of the Archives municipal sponsors with timely access to their own archived information.**
- 13. Create collection-level descriptions of Archives holdings for all sponsoring municipal governments, their predecessors and their agencies, boards and commissions.**
- 14. Set priorities for creation of series level descriptions of Archives holdings for all sponsoring municipal governments, their predecessors and their agencies, boards and commissions.**

### **Facilities**

- 15. After completion of review of holdings and transfer/disposal of holdings outside of Archives approved mandate, review off-site storage space needs and make appropriate recommendations.**

### **Other Collections Management Goals**

- Supervising Collections Conservation & Management Intern from Fleming College who created Disaster Management Manual for Stratford Branch, catalogued and photographed over 200 artifacts in preparation for possible transfer to local museum (COMPLETED 2007)

- Staff training to prepare RAD-compliant descriptions of records by provincial ARCHEION co-ordinator. Since training, 40 collection level descriptions have been added to this on-line database <http://archeion-aa0.fis.utoronto.ca> (TRAINING COMPLETED 2007 & project is on-going)

Other Collections Management Goals (to be addressed in 2009)

- Working with consultant and heritage partners to obtain grant funding for 50% of the cost to restore approximately 350 – 400 volumes of local newspapers. These volumes have been stored separately from the rest of the collection as they are very mouldy. If grant application successful, separate rented storage facility for these newspapers will no longer be required.
- Working in partnership with West Perth to arrange, describe and scan the Campbell Family Photograph Collection of roughly 1000 archival photos from the Mitchell area.
- Continue adding fonds level descriptions to ARCHEION database with a goal to add 25 new records in 2009.
- Establish a new set of forms to document Archives legal custody of all holdings and have reviewed by legal counsel to ensure compliance with municipal freedom of information and protection of privacy legislation.
- Develop a package of information explaining options available to donors in deciding the terms of a deed of gift, especially regarding decisions about tax receipts, monetary appraisal, transfer/waiving of intellectual property rights, and imposing restrictions on access and use.

## Collections Development

**GOAL:** The Archives collection will include a comprehensive set of records holdings sufficient to document the functions and activities of the municipal governments of the County of Perth, Municipalities of Perth South, Perth East, West Perth, North Perth and the City of Stratford, their predecessors and their agencies, boards and commissions.

### Objectives:

- Research information and records management practices and standards for all corporate clients to ensure efficient transfer of records of permanent value to archives holdings as soon as appropriate. (On-going)
- 

**GOAL:** The archives collection will include a comprehensive set of records of heritage value created by private sector organizations and individuals that document the historical development and diversity of the Municipalities of West Perth, Perth East, Perth South and North Perth, the City of Stratford and the County of Perth, their predecessors and their agencies, boards and commissions.

### Objectives:

- Clarify the archives relationship with the Avon Maitland District School Board and Huron-Perth Catholic District School Board and document it clearly.
  - Accept donations of materials that fall within Council approved mandate with due consideration as to whether or not the Archives has the resources to care for and provide service for the materials properly.
  - Create a plan to analyze existing holdings in order to identify subject gaps in the private sector records collections.
- 

**GOAL:** Archives reference library will include key items needed to understand archival records in our holdings.

### Objective:

- All subscriptions to newspapers and journals will be reviewed to ensure efficient use of collections development budget. (COMPLETED 2007)

## Service to Municipal Government Clients

**GOAL:** To provide all of the Archives municipal sponsors with timely access to their own archived information.

*Objectives relating to collections management and development are key to achieving this goal.*

In addition, the Archives will:

- Create collection-level descriptions of Archives holdings for all sponsoring municipal governments, their predecessors and their agencies, boards and commissions. **UPDATE Nov 2008: In 2008, Archives staff supervised a high school co-op student who researched and drafted administrative histories for all of the former townships in Perth County in preparation for cataloguing municipal records.**
- Set priorities for creation of series level descriptions of Archives holdings for all sponsoring municipal governments, their predecessors and their agencies, boards and commissions.
- Strengthen alliances with staff with records management responsibilities in all client governments and their agencies, boards and commissions. **UPDATE Nov 2008: Archives staff training session on MFIPPA issues open to Municipal Clerks**
- Research and prepare 110<sup>th</sup> anniversary booklet and display for Spruce Lodge **(Completed 2007)**

## Service to Public Clients (See also Appendices 6 & 7)

**GOAL:** Maintain high level of service to residents of City of Stratford, County of Perth, Municipalities of North Perth, West Perth, Perth East and Perth South.

### Objectives:

- Seek feed-back from public users on existing services and changes as implemented through forms available in all three reading rooms. (SURVEY COMPLETED 2007 for Stratford Branch indicates high level of user satisfaction. See Appendix 7); **UPDATE Nov 2008: Listowel & Mitchell branch surveys are underway.**
- Seek feed-back from public users on existing services and changes as implemented through a standing "complaints / compliments" section on the website.
- Update microfilm readers / printers as needed in all three branches. (On-going)
- In consultation with the Perth County Branch of the Ontario Genealogical Society, identify high priority indexing projects for volunteers. (On-going)
- Redesign client registration system and forms documenting queries to ensure efficiency and compliance with municipal freedom of information and protection of privacy legislation.
- Investigate strategic alliances with cultural-heritage partners, such as public libraries and museums in Perth County to provide most efficient service to public clients. (On-going)
- Create and clearly communicate a common price structure for services such as providing copies of photographs for all three branches via the website and signs or hand-outs in all three reading rooms. (COMPLETED 2008)
- Redesign archives website with a view to:
  - establishing clear links to/from websites of supporting municipalities
  - creating virtual exhibits
  - creating an on-line descriptive database, and
  - providing access to digital copies of a selection of archives holdings
- Design new general brochure and business cards to reflect new structure. (DESIGN COMPLETED 2008)
- Use the local media and the website to publicize all changes in service and accomplishments of archives goals via County approved press releases. (On-going)

## Staff Development

**GOAL:** Archives staff will upgrade skills and expand knowledge needed to improve Archives operations on an on-going basis.

**Objectives:**

- Staff will self-identify need for training in archival work and be supported appropriately as per approved budgets. (On-going)
  - Staff will have opportunities to attend professional conferences and workshops in accordance with County policy CL-I.01 (On-going)
  - Internal training opportunities will be offered to ensure staff can utilize IT resources with efficiency and confidence, with the expectation of staff commitment towards self-training and continuous self-improvement. (On-going)
  - All association memberships will be reviewed to ensure efficient use of staff development budget. **(COMPLETED 2007)**
- 

**GOAL:** Archives staff will have clearly defined job descriptions and regular performance reviews.

**Objectives:**

- Document all job descriptions (position mandates) and make them easily accessible to staff. **(DRAFTS COMPLETED 2007)**
- Institute performance management for all positions, in accordance with County approved standards. **(Performance Reviews for all staff COMPLETED 2007 and scheduled for 2008)**
- Document archives policies and procedures either in our own manual or as sections within the County's manual. (On-going)

## Enhancing Partnerships and Strategic Alliances

### Heritage Stratford

**GOAL:** The Stratford-Perth Archives will continue its mutually advantageous relationship with Heritage Stratford.

**Objectives:**

- Archives researchers will continue to have ready access to the research files compiled by Archives staff and Heritage Stratford researcher documenting local architecture. (On-going)
- 

### Ontario Genealogical Society, Perth County Branch

**GOAL:** The Stratford-Perth Archives will continue its mutually advantageous relationship with the Ontario Genealogical Society, Perth County Branch.

**Objectives:**

- Archives researchers will continue to have ready access to the branch library and the expertise of branch members through volunteer led "research nights" held at the archives. (On-going) **UPDATE Nov 2008: 4 OGS Research nights hosted at Archives in 2008**
  - Archives staff will be able to access on-line resources available to OGS branches via a branch-owned computer in a non-public area of the archives. Computer workstation installed for OGS in 2007. (On-going)
- 

**GOAL:** Archives will have clearly defined, mutually beneficial relationships with related institutions and organizations.

**Objectives:**

- Existing relationships with the following key cultural-heritage partners will be explored and documented:
    - Perth County Heritage Foundation
    - Stratford-Perth Museum
    - Stratford Public Library
    - Brocksden Museum School
  - Support the work of local heritage groups and events as much as possible without compromising approved goals and objectives for collections management. **UPDATE Nov 2008: In 2007 and 2008, Archives supported local Doors Open events organized by a City of Stratford committee by**
-



**writing descriptions of historical properties, supervising event volunteers and staffing sites on the day of the event. Archives continues to partner with the Perth County Historical Foundation in supporting events such as Railway Heritage Day and the Fryfogel Inn school programme. Archives and Stratford-Perth Museum staff routinely refer potential donors of archival material and artifacts to the more appropriate institution. Artifacts being deaccessioned from Archives to Museum per Council approval. Archives and Stratford Public Library routinely refer researchers to the resources available at both institutions and collaborate on cataloguing the Archives reference book collection. Archives staff working with Brocksden Museum School volunteers to sort and transfer to their custody the large collection of school text books currently in Archives that were collected for their use.**

## **Public Outreach (See also Appendix 8)**

### **Goal:**

Key customers will be aware of the services and collections available at the Stratford-Perth Archives and how to access them.

### **Objectives:**

- Prepare columns on local history for Stratford Beacon-Herald, Mitchell Advocate and Listowel Banner. (On-going)
- Accept a limited number of invitations to give public talks or mount exhibits for events related to Archives approved mandate. (On-going)

## Facilities

**GOAL:** The Stratford-Perth Archives will use its facilities budget as efficiently as possible to maintain core services to corporate and public clients and to house holdings falling within Council approved mandate as safely as possible.

### Objectives:

- Ensure safety of staff and patrons by operating all facilities within Health & Safety standards. (On-going) **UPDATE Nov 2008: Security system activated at North Easthope storage facility and smoke detectors installed at Stratford Branch**
- After completion of review of holdings and transfer/disposal of holdings outside of Archives approved mandate, review off-site storage space needs and make appropriate recommendations.
- Work with Public Works Department and Preservation Student Intern to examine environmental monitoring equipment in all storage areas to determine if information is being gathered as needed. **(COMPLETED 2007) UPDATE Nov 2008: Archives Technician now using environmental monitoring data loggers in branches and 2 off-site storage areas. Allows for electronic daily recording of temperature and humidity fluctuations. Archives Technician visits all sites at least once per month to download data and monitor storage conditions.**
- Redesign layout of public and office spaces in Stratford branch to increase efficiency of work space and maximize safe storage areas for the collection. In redesigning the layout, identify functions, like space for staff meetings, no longer needed since space in the County Courthouse is now available, and plan accordingly. **(COMPLETED 2007)**
- Install steel library shelving to replace wooden shelving in all three branches to protect staff and collections. **(COMPLETED 2007)**
- Install a bank of lateral filing cabinets in the main stack room of the Stratford branch to store permanent records of the archives itself in an organized and accessible manner. **(COMPLETED 2007)**
- Replace existing vertical filing cabinets in all three branches as necessary. (On-going)

## IT Updates

**GOAL:** Become fully integrated with the County IT system.

**Objectives:**

- Acquire full access to County network resources by direct connection to County server. **(COMPLETED 2007)**

- Establish a new relationship with PCIN as some services previously purchased through full membership are now redundant. **UPDATE NOV 2008:**

**Recommendation approved at December 20, 2007 County Council meeting:**

**THAT** the County accept the proposed 2008 PCIN budget portion for Archives, and that a communiqué be submitted to PCIN noting that 2008 continues to be a transition period where Archives is a purchaser of services and not a voting member of PCIN; and

**THAT** effective January 1, 2009, Archives is to no longer be a member of PCIN and Information Perth, and the Archives budget to only include payment for cataloguing contracted services that reflect cataloguing related costs.

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**GOAL:** Change business practices to use IT to increase efficient use of time wherever possible in all Archives functions, and in accordance with the County's Technology Use Policy.

**Objectives:**

- Replace aging computers and peripherals as needed in all branches. For example, the Listowel branch printer/fax/scanner breaks down routinely. **UPDATE NOV 2008: All computers and some peripherals replaced in 2007.**
- Install an up to date telephone system in all branches. **(Stratford Branch Completed 2007)**

# APPENDIX 1: MANDATE OF ARCHIVES

May 2007

The mandate of the Stratford-Perth Archives with respect to **acquisition of archival records** is:

- to act as official repository for archival records created by the City of Stratford, the County of Perth and the Municipalities of North Perth, West Perth, Perth South and Perth East, their predecessors and their agencies, boards and commissions
- to acquire archival records from private sources that document the history and development of Stratford, Perth County, North Perth, West Perth, Perth South and Perth East with due respect for the acquisition mandates of cultural-heritage partners.

The mandate of the Stratford-Perth Archives with respect to **access of archival records** is:

- as a public institution that is open and equally accessible to all researchers to make archival records acquired by the Stratford-Perth Archives available for research in accordance with sound archival practices, available resources, any legal or ethical obligations or restrictions, and having regard to any limitations arising from the physical integrity of the records;
- to promote awareness of and appreciation for the heritage of the City of Stratford, the County of Perth and its member municipalities by facilitating access to archival records acquired by the Stratford-Perth Archives, offering outreach activities; and cooperating with other heritage and archival organizations
- to provide copying and authorization services to ensure that the commercial and non-commercial use of its archives holdings is carried out in an appropriate manner, within all applicable legal restrictions and to the financial benefit of the City of Stratford, the County of Perth and the Municipalities of Perth South, Perth East, North Perth and West Perth
- to administer access to archival records in accordance with such other policies, practices or guidelines as may from time to time be determined by municipal councils

The mandate of the Stratford-Perth Archives with respect to **preservation and maintenance of archival records** is:

- to maintain proper environment, facilities and resources for preserving the archival records acquired by the Stratford-Perth Archives for as long as their continuing value endures
- to promote the responsible care and handling of the archival records acquired by the Stratford-Perth Archives; and,

- to carry out the function of preserving and maintaining the archival records acquired by the Stratford-Perth Archives in accordance with such other policies, practices or guidelines as may from time to time be determined by County, City and Municipal Councils

# APPENDIX 2: ACQUISITION POLICY

May 2007

## General Acquisition Policy Statements

- The Stratford-Perth Archives may add to its holdings through direct or scheduled transfers and deeds of gift. Temporary loans of material for anything other than copying will not be accepted.
- All acquisitions will be accessioned.
- The Stratford-Perth Archives may acquire records in any media format.
- The Stratford-Perth Archives will not acquire records if it cannot acquire the funds to responsibly preserve and provide access to the records.
- The Stratford-Perth Archives will not acquire artifacts unless they are inextricably integral to records being acquired. The Stratford-Perth Archives will refer donors to area museums regarding the acquisition of artifacts.
- The Stratford-Perth Archives may select among records acquired in order to preserve the best, most succinct archival record.
- The Stratford-Perth Archives is committed to the principle of *respect des fonds*.

## Definitions

*Accessioning* – the process by which the archives gains administrative control over newly deposited material

*Archival records* – records that have enduring value that have been appraised and designated for transfer to the archives, which are no longer required for **current** administrative, legal or financial needs

*Appraisal* – the act of determining the disposition of records based on their current administrative, legal, or financial value, their historical, informational, evidential or research value, as well as their physical condition and accessibility

*Records* – recorded information, regardless of physical format or characteristics, created in the regular course of activity

*Respect des fonds* – principle that the archival records of a single creator will be preserved together, not split between archives

## Policy Statements for the Acquisition of Municipal Government Records

1. The Stratford-Perth Archives will acquire inactive archival records created and/or acquired by all business units of the Municipalities of North Perth, Perth South, West Perth and Perth East, the County of Perth, and the City of Stratford and their predecessors. Municipal records are the primary focus for acquisition.

2. Business units of the sponsoring municipal governments will be encouraged to transfer records to the archives under approved records retention schedules; however, direct transfer of unscheduled inactive records will be accepted if they are appraised as archival.
3. Government records will be appraised primarily on their value as evidence of the functions, policies, decisions, procedures and operations of the County of Perth, the City of Stratford, and the Municipalities of North Perth, Perth South, West Perth and Perth East.

### **Policy Statements for the Acquisition of Non-Government Records**

1. The Stratford-Perth Archives may acquire archival records created by individuals, families, businesses or non-governmental organizations active within the sphere of the Municipalities of North Perth, Perth South, West Perth and Perth East, the County of Perth, and the City of Stratford and their predecessors.
2. The Stratford-Perth Archives will refer potential donors to the appropriate institution if the material offered falls within the acquisition mandate of another archives.
3. Stratford-Perth Archives will encourage donor organizations of a significant size to establish their own archives, but if this is not possible, Stratford-Perth Archives will pursue a partnership in which the organization transfers funds to assist in processing its records in return for having its records cared for by the Stratford-Perth Archives.
4. Stratford-Perth Archives will not accept donations of records for which the donor wishes to impose impractical or lengthy access or use restrictions.
5. The Stratford-Perth Archives will create an appraisal report for each donation, which must be approved by the Archivist.
6. If material is left at the Stratford-Perth Archives without proper acquisition documentation, the Archivist will make a reasonable attempt to contact the owner or creator of left material. If no owner can be found, the Stratford-Perth Archives will assume ownership and acquire or not acquire the material according to its acquisition policy.



## **APPENDIX 3: DE-ACCESSIONING POLICY**

May 2007

The Stratford-Perth Archives will acquire archival records according to its approved mandate and acquisitions policy; however, material in the holdings of the archives which is not within the scope of its acquisition mandate, or not appraised as archival, will be deaccessioned.

This policy applies to all material that was formally accessioned or described in the holdings of the Stratford-Perth Archives which does not fit the Archives' Acquisition Policy.

All deaccessioning will be fully documented through a deaccessioning form, signed by the archivist and filed in the appropriate collection case file.

Descriptions of deaccessioned material will be removed from all finding aids and listings. Location registers will be updated to reflect deaccessioning.

Reasonable effort will be made to find a more appropriate repository to preserve and provide public access to deaccessioned material.

All other deaccessioned material will be securely destroyed.

The archivist will be responsible for overseeing and authorizing any deaccessioning and maintain current and adequate deaccessioning policies, procedures and forms.

## APPENDIX 4: APPRAISAL CRITERIA

October 2007

### Appraisal at the Stratford-Perth Archives

Appraisal is the act of determining whether records should be acquired by the Archives, based on their current administrative, legal, or financial value, their historical informational, evidential and research value, as well as their physical condition.

The questions outlined below are some of the criteria that staff should consider when recommending whether or not records merit the public investment of preserving them for longterm access in the Stratford-Perth Archives.

The final decision as to whether or not to acquire records at all three branches rests with the Archivist.

#### ***Are the records primarily original and unique?***

Emphasis is on original records, as primary sources. Published or secondary sources should generally be acquired by libraries though published items that are useful in understanding the records in our collection may be acquired. Artifacts or three dimensional items should generally be acquired by museums.

#### ***Was the creator of the records active primarily in the County of Perth or the City of Stratford?***

Records that were created by a person or organization operating at the provincial or national level are generally acquired by provincial or national archives. The Town of St. Marys and the Stratford Festival also have their own archives. We need to see them as our partners and refer to donors to them whenever appropriate.

#### ***Do the records document a significant or unique time, event, activity or persons in the history of the County of Perth or the City of Stratford?***

While assessing the significance of records is unavoidably subjective, look for records of significance within our sponsoring municipalities that would be of interest to researchers.

#### ***Are the records what they say they are?***

The authenticity and reliability of the records as evidence of the activities of the records creator is very important. Understanding the context of why and how the records were created and used, and who had access to them helps determine records' authenticity and reliability. Such information must be recorded when records are accessioned.

***Do the records complement records already held by the Stratford-Perth Archives?***

Community records add to the stories told in government records, such that a Mayor's personal records are an important complement to the official Mayor's Office records. Conversely the Stratford-Perth Archives may not need to acquire records that are very similar to those already in its holdings.

***Does the physical extent and date range of the records offer a sufficiently comprehensive view of the activities of the records creator?***

More is not always better, but the full set of correspondence with an artist over the length of her career tells much more than one letter. Completeness is an important criteria. Often single items, unless they are of great significance, are not worth the time and effort to adequately preserve and describe them. Conversely it may not be justifiable to acquire a huge volume of records from one person/organization, especially if there is a possibility that the organization could establish its own archives.

***Are the records identified and well-organized?***

An unidentified photograph has less informational value than an album of labelled photographs. A meaningful filing system is more useful than a box of jumbled papers. It is better to be able to preserve the organizational method of the person who created the records rather than having to impose our own.

***Does the donor have clear title to the records with the right to enter into a donation agreement with the Stratford-Perth Archives?***

Ownership of the records will be transferred to the Stratford-Perth Archives, and so the donor must have the legal right to sign the donor form.

***Does the donor want to restrict access or use of the records?***

The Archives will only consider reasonable and short-lived restrictions on the access and use of donated records. The effort of preserving and describing the records is so that they can be used by the general public.

***What is the physical condition of the records? Will they require conservation or reformatting in order to preserve or view them?***

Stratford-Perth Archives can only take on responsibility for records it can afford to preserve and provide access to. It must also protect its holdings from infestations of pests or mould from new acquisitions. It is important to know the history of where and how the records have been kept.

# APPENDIX 5: COLLECTION MANAGEMENT SURVEY

June 2008

## Collection Management Survey

Complete one form for each box or "box sized" empty space on shelf

### Location:

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Range: \_\_\_\_\_

Bay: \_\_\_\_\_

Shelf: \_\_\_\_\_

OR "Top of Range" \_\_\_\_

Former location code: \_\_\_\_\_

### Container Type:

"Empty shelf": \_\_\_\_

Banker: \_\_\_\_

Hollinger - Legal - wide: \_\_\_\_

Hollinger - Legal - narrow: \_\_\_\_

Hollinger - Letter - wide: \_\_\_\_

Hollinger - Letter - narrow: \_\_\_\_

Hollinger - Flat - small: \_\_\_\_

Hollinger - Flat - large: \_\_\_\_

Hollinger - Flat - newspaper: \_\_\_\_

Non-standard box: \_\_\_\_

Volumes: \_\_\_\_\_ (number)

Rolled Docs: \_\_\_\_\_ (number)

### Format of Records:

Originals: \_\_\_\_

Copies: \_\_\_\_

Artifact: \_\_\_\_

Periodicals: \_\_\_\_ (Title: \_\_\_\_\_ )

Books: \_\_\_\_

**Conservation Notes:**

- \_\_\_ needs new enclosures
  - \_\_\_ needs new box
  - \_\_\_ needs treatment (if yes, describe)
- 

**Cataloguing Information:**

Collection "Title": \_\_\_\_\_

Accession #: \_\_\_\_\_

RG or Fonds #: \_\_\_\_\_

Donor Information: \_\_\_\_\_

Donor Form Signed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Arranged to: \_\_\_\_\_ Series \_\_\_\_\_ File \_\_\_\_\_ Item

**Finding Aids:**

Accession form listing \_\_\_\_\_

Admin History / Biography \_\_\_\_\_

Series List \_\_\_\_\_

File List \_\_\_\_\_ complete or partial? \_\_\_\_\_

Item List \_\_\_\_\_

ARCHEION record? \_\_\_\_\_

Our Ontario record? \_\_\_\_\_

## APPENDIX 6: SERVICE TO CLIENTS STATISTICS

	2006 Actual	2007 Actual	2008 Proposed	2008 (to end of Q3)	2009 Proposed
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### Stratford Users

Reference & Research in person	2287	2327	2300	2329	2300
Reference & Research via mail, e-mail & fax	234	254	250	193	250
Reference & Research via phone	564	562	565	364	565
<b>Reference &amp; Research in total</b>	<b>3085</b>	<b>3143</b>	<b>3115</b>	<b>2886</b>	<b>3115</b>

### Listowel Users

Reference & Research in person	597	694	700	506	700
Reference & Research via mail, e-mail & fax	167	192	200	108	200
Reference & Research via phone	189	189	190	119	190
<b>Reference &amp; Research in total</b>	<b>953</b>	<b>1075</b>	<b>1090</b>	<b>733</b>	<b>1090</b>

### Mitchell Users

Reference & Research in person	348	332	350	214	350
Reference & Research via mail, e-mail & fax	100	75	80	144	80
Reference & Research via phone	146	162	165	139	165
<b>Reference &amp; Research in total</b>	<b>594</b>	<b>569</b>	<b>595</b>	<b>497</b>	<b>595</b>

## **APPENDIX 7: CLIENT SURVEY RESULTS**

### ***ARCHIVES SURVEY AUGUST 20 – OCTOBER 27, 2007***

***The survey was placed on the table in the Stratford Branch reading room. Signs were posted asking researchers to complete a survey and to leave it in a box on the table.***

***During the survey period there were 316 research visits logged at the reference desk. Of these, 206 were genealogists and 110 were doing other types of research. 33 of the 316 research visits were made on a Saturday.***

***Of the 316 researchers who visited the Archives during the survey, 27, fewer than 10%, opted to complete the survey.***

***The final section of the survey asked researchers for "any other comments or suggestions." Concern was expressed about the difficulty in finding a parking spot at times and the need for internet access in the reading room. However, the vast majority of those responding simply wanted to acknowledge the wonderful service that they were receiving from staff in the reading room and included:***

- Very pleased and appreciative of assistance
- Please keep the archives functioning, they are a valuable resource
- We are visiting from Manitoba and used the archive resources on 3 different days this week. On every occasion the staff has been wonderful (knowledgeable, most helpful and friendly)
- Thank you for the excellent help I received
- Excellent service, very helpful. Great selection of books. Thank you!
- Great service and facility!
- Wonderful facility and very friendly, helpful staff
- You are all doing a great job!!
- Great staff, very helpful!
- All staff are friendly and helpful if needed.

## **A) HOURS**

*All of those who responded found the "summer hours" convenient. 6 researchers felt that the "winter hours" would be inconvenient while 18 found them convenient. Comments on the need to make appointments for weekday mornings and Saturdays during the winter ranged from "very reasonable" and "I don't mind" to "do not like to make an appointment" and "I wouldn't find that convenient as often my timing is at the last minute."*

*Researchers were split as to a need for evening hours with 11 respondents indicating that they would use the Archives if open in the evenings and 12 indicating that they would not.*

## **B) REASON FOR VISIT**

*All 27 of the respondents were at the Archives to do research.*

## **C) BOOKS, MICROFILM & RECORDS**

*Of the researchers who indicated what materials were used while here, 14 used library books, 22 used microfilm and 21 used original records.*

## **D) FINDING AIDS & CATALOGUES**

*The majority of respondents relied on talking to staff (21) and/or their own familiarity with the Archives collections (11) to identify books, microfilm or records to use during their visit. No one used the card catalogue, 3 used finding aids, 7 browsed for books on the shelves, 2 used sources recommended by other researchers and 4 used the list of resources on the archives website. Only one respondent indicated that the books, microfilm or records consulted did not meet his or her information needs and one commented on a "need to have access to a full catalogue file available on the internet."*

## **E) FACILITY**

*25 respondents found the tables and chairs in the reading room comfortable, with no one indicating that they were uncomfortable.*

*21 respondents found the microfilm readers easy to use. 1 respondent did not and commented that "obsolete equipment should be replaced with refurbished readers."*

*10 respondents indicated that they had used the washrooms downstairs. Comments were brief – "fine", "clean", "good" etc -- but positive.*



## APPENDIX 8: PUBLIC OUTREACH STATISTICS

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	2006 Actual	2007 Actual	2008 Proposed	2008 to end Q3	2009 Proposed
Columns	133	98	120	80	120
Displays	19	7	15	15	15
Presentations & Tours	26	30	10	8	10