

Archives Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Operations
Approval date	October 29, 2024
Effective date	October 29, 2024
Policy owner	Vice President, Administration and Chief Financial Officer
Policy administrator	Director, Information, Risk & Compliance (IRC)

Objective

This policy creates the NorQuest College Archives (archives) as the official repository for College records of enduring value. The archives acts as the College's collective memory. It acquires, preserves, and provides access to records of enduring value related to the people, history, culture, programs, and mandate of the College and its predecessors.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.

Policy

The archives acquires, appraises, arranges, and describes, preserves, and makes available:

- Official Records of enduring value;
- Private Records of historical value to the College; and
- Non-Archival Materials at the discretion of the archivist.

The archives further stewards the College's collective memory and aligns with the College's strategic goals by:

- maintaining archives management infrastructure;
- promoting understanding of the history, values, programs, and goals of the College, and contributing to its development;
- fostering research, scholarship, creativity, and diversity of thought;
- building trust through transparency and accountability;
- acting in a thoughtful and reliable manner, reflecting its aspirations while remaining grounded in recognizing its improving capacities; and,
- adhering to the principle statements listed below, and those in the [Records and Information Management Policy](#).

As per the [Records and Information Management Policy](#), official records are the property of the College, subject to Collective Agreements, employment contracts, and other forms of intellectual property rights management. Private records, including their copyright, become property of the College through donation agreements between the archives and the donor(s).

PRINCIPLE STATEMENTS

1. Access, Use, and Privacy: The archives will make its holdings available to the widest possible audience, subject to legal, privacy, and ethical considerations.
2. Context: The archives preserves the history of records as well as the records themselves. This information may be updated, as necessary.
3. Enduring Value: Records of administrative, legal, financial, evidential, or historical value are included in the archives, including those created by and about NorQuesters.
4. Equity, Diversity, and Inclusion: The archives commits to an equitable collective memory in which diverse ways of knowing are preserved. Any stakeholder/rightsholder groups who are underrepresented in the archives are invited, if they desire, to collaborate with the archives to increase their representation in the holdings.
5. Responsible Stewardship: The archives commits to ethical best practices that reflect both archival expertise and the knowledge of stakeholders/rightsholders. As ideas evolve, the archives will evolve with them.

6. **Rights of Indigenous Peoples:** The archives respects the information rights of Indigenous Peoples. Records created by, for, and/or about Indigenous Peoples are managed through collaboration and consultation with Indigenous communities at the College. The archives makes an ongoing commitment to this work and will learn from such guiding documents as The First Nations Principles of Ownership, Control, Access, and Possession (OCAP), The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Truth and Reconciliation Commission's (TRC) Calls to Action for Museums and Archives.
7. **Sustainability:** The archives considers the environmental impact of its work and will work to implement sustainable practices wherever possible.

Definitions

Appraisal: the process of identifying materials offered to an archives that have sufficient value to be acquired.

Arrangement: the process of organizing archival materials to protect their context, achieve physical and/or intellectual control over them, and support their access and use.

Collective Memory: information that serves to unify a group of people and provide a group identity.

Context: the organizational, functional, societal, and operational circumstances surrounding archival records' creation, receipt, storage, and/or use, and its relationship to other records.

Description: a standardized recording of information about the structure, function, creation, and content of archival records, which supports their access and use.

Enduring Value: the usefulness or significance of records based on the information they contain that justifies their ongoing preservation. Archival

Value is a type of Enduring Value based on the ongoing usefulness or significance of records for the administrative, legal, fiscal, evidential, or historical information they contain, justifying their continued preservation.

Holdings: a general term which refers to the entire inventory of archival records, of any medium, in the custody of the archival institution.

Non-Archival Material: refers to materials that do not meet the criteria for being considered archival. This may include transitory records, duplicates, ephemera, or historical artifacts. Non-archival material may not be systematically organized and may not meet the basic acquisition requirements of an archival institution but may be acquired if possessing supplementary historic or research value.

Official Record: a complete, final, and authorized version of a record. Provides evidence of business transactions, is required by legislation, provides evidence of compliance with business requirements, and contributes to the building of NorQuest's memory for scientific, cultural, or historical purposes.

Preservation: any effort to extend the lifespan of archival material by sustaining and improving the methods used to care for it. This includes safe handling, security, storage, metadata, and environmental conditions.

Private Record: recorded information created by private individuals, families, or organizations, which may be acquired and preserved by an institution for historic value and relevance, alongside its official records.

Related information

NorQuest College

- [Records and Information Management Policy](#)

External

- [Alberta Freedom of Information and Protection of Privacy \(FOIP\) Act](#)
- [Alberta Post-Secondary Learning Act](#)

- [Association of Canadian Archivists \(ACA\) Code of Ethics and Professional Conduct](#)
- [Copyright Act](#)
- [The First Nations Principles of OCAP \(Ownership, Control, Access, and Possession\)](#)
- [Truth and Reconciliation Commission's \(TRC\) Calls to Action](#)
- [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

Next review date

September 2028

Revision history

Date	Version Number	Action
September 2024	V1	New.