

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	<i>Policy Number</i>
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March 30, 2016	

POLICY TITLE: SCHOOL ARCHIVES

SECTION A

1. PURPOSE

York Catholic District School Board believes that archives are an essential part of a Catholic school's institutional memory and, as such, have a unique value and status. Archives and artifacts are major historical and cultural information resources for the school itself, as well as for the York Catholic District School Board. As such, all artifacts deserve to be properly maintained and carefully preserved in each school.

The purpose of this policy is to provide schools with parameters related to the collection, cataloguing and preservation of artifacts which illustrate the historical development of the Catholic school, or which pertain in whole or in part to the activities of the school since its inception.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to preserve the rich history of each school through the collection, cataloguing and maintenance of artifacts related to the school's namesake, as well as monumental school events and/or activities that depict the culture of the individual school community.

3. PARAMETERS

- 3.1 Artifacts collected for archival purposes shall become permanent property of the York Catholic District School Board with appropriate acknowledgement for the donation of any artifact(s) to the school.
- 3.2 The Principal, in consultation with Staff and Catholic School Council, shall evaluate the relevance of artifacts for inclusion in the school's archives.

- 3.3 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Principal and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 3.4 The scope of each school's archival collection may include, but is not limited to:
- 3.4.1 Religious Artifacts related to the namesake of the school;
 - 3.4.2 Commemorative plaques, letters and/or certificates (Board, Municipal, Provincial and/or Federal) presented at the time of the school's Solemn Blessing and Official Opening or for recognition of school accomplishments/achievements;
 - 3.4.3 Commemorative plaques denoting annual student awards/recognition;
 - 3.4.4 Yearbooks, agendas, school newsletters;
 - 3.4.5 Staff photographs, school event photographs;
 - 3.4.6 Grade 8 Graduate composites;
 - 3.4.7 School banners, mascot, pennants;
 - 3.4.8 School event photographs, programs, newspapers, audio, video publications; or,
 - 3.4.9 Other memorabilia which has a significant meaning to the school and has been approved for inclusion by the Principal as it relates to the school's origin, development, organization or activities.
- 3.5 The location for the storage of school archival artifacts and the complete list of items shall be recorded (i.e.: digital and/or written) in the School Management Plan.
- 3.6 A dedicated space for the storage of archival artifacts shall be:
- 3.6.1 Determined by the Principal in consultation with school staff; and,
 - 3.6.2 Considered in the design of new schools.
- 3.7 Access to archival artifacts shall be upon the approval of the Principal.
- 3.8 Donations of artifacts deemed to be of an archival nature specific to the history of a school or received as a gift through school fundraising shall be accepted in accordance with Board policies and procedures.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the School Archives policy.

4.2 Superintendent of Education: School Leadership

- 4.2.1 To support Principals with the implementation of the School Archives policy.

4.3 Senior Administration responsible for the construction of new Schools

- 4.3.1 To consult with the Principal and approved Architect to ensure that a dedicated space for the storage of archival artifacts is incorporated into a new school's architectural design.

4.4 Principal

- 4.4.1 To define, in consultation with Staff and Catholic School Council, the artifacts that will be preserved and maintained as school archives.

- 4.4.2 To consider the establishment of a school-based Archives Committee to assist with the collection and cataloguing of archival artifacts.
- 4.4.3 To determine which archival artifacts should be displayed on an ongoing basis (i.e., commemorative plaques, Grade 8 Graduate composites, pennants, banners) and which should be stored until needed for display at significant milestone events pertinent to the school (i.e., Solemn School Blessing and Official Opening, School Anniversaries).
- 4.4.4 To identify the location for the storage of school archival artifacts and include the complete list of inventoried items in the School Management Plan.
- 4.4.5 To provide adequate and appropriate conditions for the storage, protection, and preservation of archival artifacts.
- 4.4.6 To ensure all archival artifacts are clearly labeled in order to minimize the risk of damage, loss and/or disposal.
- 4.4.7 To define who will take responsibility for the collection, display, storage and inventory catalogue of the school's archival collection.

4.5 Staff

- 4.5.1 To support the establishment and maintenance of school archives.

4.6 Students

- 4.6.1 To demonstrate respect for all archival artifacts on display at the school.

5. DEFINITIONS

5.1 Archives

The assembly and maintenance of a defined artifact or artifacts with enduring value relevant to the historical development of the school by a person or persons under the direction and guidance of the Principal.

5.2 Artifact

Refers to physical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that have specific and significant relevance to the historical development of the school.

6. CROSS REFERENCES

Municipal Freedom of Information and Privacy Information Act

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