



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
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CENTRAL SCHOOL BOARD ARCHIVAL COLLECTION

1. PURPOSE

York Catholic District School Board is committed to effectively preserving its institutional memory through the establishment of an archives collection. The archives maintain artifacts and memorabilia illustrating the historical and/or cultural relevance of the York Catholic School Board and Catholic education in York Region. As such, all artifacts deserve to be ethically collected, maintained, and properly preserved at the York Catholic District School Board.

The purpose of this policy is to provide the York Catholic School Board with parameters relating to the acquisition, cataloguing and preservation of artifacts which pertain to the historical development and institutional evolution of the York Catholic District School Board since its establishment. This Policy sets out the principles and guidelines in stipulating which works of artifacts and memorabilia are added, maintained within, or removed from the archival collection of the York Catholic District School Board.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to preserve the rich history of its institution through the collection, cataloguing and maintenance of artifacts relating to the York Catholic District School Board, as well as document monumental events and/or activities.

3. PARAMETRES – CRITERIA FOR ACQUISITION

3.1 The Coordinating Manager of Planning and Operations shall evaluate the relevance of the artifacts for inclusion in the school board's archives.

3.2 The selection and acceptance of artifact(s) shall be based on the following criteria:

3.2.1 Historical merit and cultural value to the York Catholic District School Board;

3.2.2 Relevance to the Catholic values reflected in the school board's Mission statement;

3.2.3 Relevance to the collections, past and/or present, of the York Catholic School Board;

3.2.4 Condition of the artifact and memorabilia.

3.3 The scope of the York Catholic District School Board's archival collection may include, but is not limited to:

3.3.1 Religious Artifacts related to the York Catholic District School Board;

3.3.2 Commemorative plaques, letters and/or certificates from external agencies

- (Municipal/Provincial/Federal);
 - 3.3.3 Commemorative plaques denoting annual awards/recognition;
 - 3.3.4 Board Agendas and minutes;
 - 3.3.5 Curricula, textbooks, yearbooks;
 - 3.3.6 Maps, plans and architectural records;
 - 3.3.7 School board event photographs, staff and trustee photographs, programs, newspapers, audio, video publications; or
 - 3.3.8 Other memorabilia which has significant meaning to the school board and has been approved for inclusion by the Coordinating Manager of Planning and Operations as it relates to the school board's origin, development, organization, or activities;
 - 3.3.9 Artifacts and memorabilia from schools that have closed;
 - 3.3.10 Artifacts and memorabilia received from schools that reflect the cultural and educational history of the board.
 - 3.3.11 Time capsules
 - 3.3.12 Digital publications (i.e.: recorded live stream events, web pages illustrating commemorative accomplishments and achievements).
- 3.4 Donations of artifacts deemed to be of an archival nature specific to the history of the school board or received as a gift through fundraising shall be accepted in accordance with board policies and procedures.
- 3.5 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 board.
- 4. PARAMETRES – REGISTRATION OF ARCHIVES**
- 4.1 The location for the storage and preservation of school board artifacts and memorabilia and the complete list of items shall be documented (i.e.: digital and/or written) in the registration of the Central School Board Archival Collection (see Appendix 1).
- 4.2 The registration of the artifacts and memorabilia shall include:
- 4.2.1 Serial registration number of the item;
 - 4.2.2 The year of origin;
 - 4.2.3 A description of the historical, cultural and/or significance of the individual item to the York Catholic District School Board;
 - 4.2.4 Condition status of the individual item;
 - 4.2.5 Retention or deaccession status of the item within the archival collection.
- 5. PARAMETRES – PRESERVATION OF ARTIFACTS AND MEMORABILIA**
- 5.1 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Coordinating Manager of Planning and Operations and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 5.2 The York Catholic District School Board shall provide adequate and appropriate conditions for the dedicated space, storage, protection, and preservation of archival material.
- 5.2.1 A dedicated space for the storage of archival artifacts shall be determined by the Coordinating Manager of Planning and Operations.
- 5.3 Access to archival artifacts shall be upon the approval of the Coordinating Manager of Planning and Operations and/or authorized personnel

- 5.4 Artifacts, memorabilia, and archives should be stored:
 - 5.4.1 In a temperature regulated area with an appropriate heat/fire detection and suppression system; or
 - 5.4.2 In a secured display case which shall only be accessible to authorized personnel; or
 - 5.4.3 In a designated area with an unobstructed view which is visible to staff and visitors at the York Catholic District School Board, Catholic Education Centre.

6. PARAMETRES – DEACCESSIONING OF ARTIFACTS AND MEMORABILIA

- 6.1 The deaccessioning and/or removal of artifacts and memorabilia shall be approved by the Director and will take into consideration:
 - 6.1.1 The condition of the archival item;
 - 6.1.2 The historical, cultural, and religious relevance of the archival item to the York Catholic District School Board;
 - 6.1.3 The availability of space for the storage and preservation of the archival item.
- 6.2 All proposals for deaccession and/or removal of artifacts and memorabilia shall be submitted and disclosed within the registration of the Central School Board Archival Collection.
- 6.3 All artifacts and memorabilia which are damaged and/or in poor condition shall be:
 - 6.3.1 Removed from the archival collection at the discretion of the Coordinating Manager of Planning and Operations;
 - 6.3.2 Documented in the registration of the Central School Board Archival Collection.
 - 6.3.3 Photographed and submitted with the registration of the Central School Board Archival Collection for inventory processing.
- 6.4 The Coordinating Manager of Planning and Operations shall designate a repository location for artifacts, memorabilia, and archives which have been permanently removed from the archival collection within the York Catholic District School Board.
 - 6.4.1 All artifacts and memorabilia which are permanently removed from the archival collection are deemed private property of the York Catholic District School Board and shall not be removed from the premises unless authorized by the Coordinating Manager of Planning and Operations.

7. RESPONSIBILITIES

- 7.1 **Director of Education**
 - 7.1.1 To oversee compliance with the School Board's Archival Collection Policy.
 - 7.1.2 To ensure that funding is available for the maintenance and preservation of the archives collection.
- 7.2 **Superintendent of Facilities Services and Plant**
 - 7.2.1 To ensure that the location provided for the archives in the York Catholic District School Board will allow for proper preservation of the archival collection (i.e.: temperature regulated, heat/fire detection, suppression system)
- 7.3 **Coordinating Manager of Planning and Operations**
 - 7.3.1 To manage the archive collections including:
 - 7.3.1.1 To identify a location for the storage and preservation of the archival collection;

- 7.3.1.2 To oversee the physical acquisition and deaccessioning procedures;
- 7.3.1.3 To maintain acquisitions documentation with registration of the Central School Board Archival Collection;
- 7.3.1.4 To monitor the preservation, access, and handling of artifacts;
- 7.3.1.5 To design-a repository location for artifacts permanently removed from the archival collection;
- 7.3.1.6 To collect and/or receive artifacts and determine their suitability for acquisition;
- 7.3.1.7 To ensure all archival artifacts are clearly labeled in order to minimize the risk of damage, loss and/or disposal.

7.4 Principals

- 7.4.1 To provide staff with knowledge of archival collection.
- 7.4.2 To ensure that school artifacts and memorabilia of relevance to the York Catholic District School Board are vetted through the Coordinating Manager of Planning and Operations and maintained or disposed of appropriately.
- 7.4.3 To catalogue the acquisition and deaccessioning of school artifacts and memorabilia in the School Management plan, including those transferred to the YCDSB.
- 7.4.4 To Ensure awareness of the importance of the preservation of archival records and material culture.

7.5 Staff

- 7.5.1 To support the establishment and preservation of the archival collection.

8. DEFINITIONS

8.1 Acquisitions

The act of gaining possession of artifacts and memorabilia to add to the historical and/or cultural archival collection of the school and York Catholic District School Board.

8.2 Archives

The assembly and maintenance of a defined artifact(s) with enduring value relevant to the historical development of the school by a person or persons under the direction and guidance of the Coordinating Manager of Planning and Operations.

8.3 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 York Catholic District School Board.

8.4 Deaccessioning

The act of permanently removing and/or disposing of an item from the archival collection when it is no longer deemed appropriate.

8.5 Memorabilia

Refers to historical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that provide recollection and remembrance to the school and the York Catholic School Board.

8.6 **Serial Registration**

Refers to a number issued to and labeled on each physical item within the archival collection to ensure numerical tracking (i.e.: 001, 002).

9. **CROSS REFERENCES** **LEGISLATION**

[*Municipal Freedom of Information and Privacy Information Act*](#)

YCDSB POLICY

[*Policy 108 School Archives*](#)



York Catholic District School Board

Registration of the Central School Board Archival Collection

Serial Registration Number of Archival Item	Description of Item (i.e. Historical, Cultural and/or Religious Relevance)	Year of Origin	Condition Status of Item	Retention or Deaccession of Item

Coordinating Manager of Planning and Operations

Signature: _____

Date: _____