

Archdiocesan Archives

Policy No. 800

Policy Statement: In accordance with the *Code of Canon Law*, the curia is to establish and maintain a diocesan archives to ensure the long-term preservation of and future access to records of enduring value. (c. 486, §2).

Intent of Policy: To acquire, arrange, describe, preserve and make available records that document the spiritual and temporal activities of the Archdiocese and its institutions.

Definitions:

Accession: The process by which records are acquired by the Archives either by internal transfer, deposit, donations, gifts or purchase.

Appraisal: The process of determining whether records and other materials have permanent value prior to accessioning into the Archives collections.

Arrangement: The process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical and intellectual control over the materials.

Description: The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records.

Record: any recorded information regardless of format, made or received in the course of individual or institutional activity and kept either for action, as evidence or for reference.

Vital Records: Records that are necessary to the continued operations and activities of the Archdiocese.

Procedure: In consultation with Policy No. 804 Archdiocesan Records Management, the Archivist is responsible for the

1. Identification of records of continuing value
2. Appraisal of accessioned records based on their administrative, operational, legal, and/or historic significance and potential future use
3. Arrangement and description of accessioned records according to Canadian archival standards
4. Transfer of records to the Archives in a timely manner, in accordance with the Retention Schedule

5. Storage of vital records, or records with significant operational, administrative, legal or historic value, in a temperature and humidity controlled vault to ensure their long-term preservation and continued access.
6. Maintain all records in a secure environment, particularly records of a confidential or privileged nature in accordance to the *Code of Canon Law*, the Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

Refer to Policy:

No. 804 Archdiocesan Records Management

