



## **COUNTY OF PERTH**

Corporate Services Department

Archives Division  
(Stratford-Perth Archives)

### **2017-2019 Business Plan**

September, 2016

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# Table of Contents

<b>Archives Division Business Plan 2017-2019</b>	<b>2</b>
Preamble.....	2
Service Strategy.....	2
Key Customers.....	2
Core Businesses/Services.....	2
Legislated Standards.....	3
Program Maps.....	4
Collections Management	4
Collections Development	4
Service to Municipal Governments	4
Service to Public Clients	4
Key Linkages with Strategic Plan .....	5
Table 1: Achievement of 2016 Program .....	5
Table 2: Other 2016 Major Achievements .....	6
Table 3: Major Initiatives for 2017	6
Table 4: Major Initiatives for 2018	7
Table 5: Major Initiatives for 2019	7
Program Delivery Plan .....	8
How will the program be delivered and at what level?	8
What changes will impact program delivery in the future?	8
Financial Allocation/Deployment Plan .....	9
Table 6: Archives Services Division FTE Requirements by Year	9
FTE Variances .....	9
Training and Development .....	9
Comments.....	10

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# Archives Division Business Plan 2017-2019

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Questions should be directed to the Archivist or the Director of Corporate Services.

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## Preamble

The Stratford-Perth Archives is the municipal archives for the City of Stratford, the County of Perth and the County's member municipalities of Perth East, Perth South, North Perth and West Perth.

## Service Strategy

The Archives supports efficient and effective governance by providing timely access to historical records for municipal staff and elected officials. The Archives supports transparent and accountable government by capturing key evidence of local government decisions and activities and making it available to citizens.

## Key Customers

- General public
- Councillors and staff of Perth East, Perth South, North Perth, West Perth, Perth County and City of Stratford and staff of their agencies, boards and commissions
- Citizens of Perth County, member municipalities and City of Stratford
- County departments and services

## Core Businesses/Services

The Stratford-Perth Archives identifies, acquires, preserves and promotes access to municipal government and local community 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 2017 and beyond, the goal of the Stratford-Perth Archives remains to provide this professional archives service with specific objectives addressing the core functions of:

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

## Legislated Standards

Municipal records in Ontario are subject to a variety of legislation dictating how they are created, accessed and, in some cases, preserved in perpetuity.

- Municipal Act, SO 2001, c.25, Sec. 254-255
- Canada Revenue Agency (CRA) – Keeping Records (Canada – RC4409)
- Books & Records Retention/Destruction (Canada – IC78-10R3)
- CGSB 72-11-93 Microfilm & Electronic Images as Documentary Evidence
- CGSB 72-34-2005 Electronic Records as Documentary Evidence
- Personal Information Protection & Electronic Documents Act (PIPEDA – Canada Bill C6)
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA – Ontario)
- Evidence Act (Ontario)
- Canada Evidence Act (Canada)
- Electronic Commerce Act (Ontario – Bill 88, 2000)
- Records Disposition Authority No. 96/023 – Records Relating to Electronic Imaging
- Archives Ontario – Information Bulletin #6 Electronic Records Systems – Recorded Information Management (RIM) Requirements
- Assessment Act (Ontario)
- Vital Statistics Act, R.S.O. 1990, CHAPTER V.4 (Ontario)
- Education Act, 1990, c.E.2 (Ontario)
- Archives and Records Keeping Act, 2006 (Ontario)
- Copyright Act, RSC 1985, c C-42 (Canada)
- 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, as amended, establishing 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/content/code-ethics>

## **Program Maps**

### **Collections Management**

- Maintain optimal storage conditions for collections
- Document legal rights to collections
- Reappraisal of collections
- Catalogue and document status of collections
- Disaster response plan

### **Collections Development**

- Appraise and acquire information
- Curate rare book and reference library

### **Service to Municipal Governments**

- Information management support through records transfers
- Reference and research

### **Service to Public Clients**

- Reference & research
- Community Outreach

## Key Linkages with Strategic Plan

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 and information obligations. As such, its actions link with **Goal 1: Ensure residents are being served by an efficient, cohesive, accessible and comprehensive service delivery model**, of the County's 2012-2017 strategic plan, adopted August 16, 2012.

As well, through the provision of archival reference services to the community, such as involvement of heritage tourism activities and providing content for marketing purposes, its actions also link to **Goal 2: Create an environment that supports and engages a diverse range of local businesses**.

**Table 1: Achievement of 2016 Program**

2016 Goals / Objectives	Achieved	Comments
Collections Management	Completed August 2016	Complete disaster recovery plan for new archives facility, replacing 2008 disaster plan for archives.
Service to Municipal Government Clients	Ongoing	Work jointly with the Clerk Division on document management.
Public Outreach	On track for completion October 2016	Further develop History Pin Channel by linking items featured to QR codes on small signs placed near heritage buildings in Perth County. [ <a href="http://www.historypin.org/channels/view/47558#!photos/list/">http://www.historypin.org/channels/view/47558#!photos/list/</a> ]
Public Outreach	On track for completion by end of 2016	Establish timeline and check list for larger social media presence for the Archives, including Facebook and Twitter accounts with all archives staff as potential content contributors.



**Table 2: Other 2016 Major Achievements**

2016 other Achievements	Achieved	Comments
Collections Management	On track for completion November 2016	Arrange and describe (“catalogue”) the Stratford Rotary Club fonds. Funding for an Archives Clerk’s position for 8 weeks to complete this project provided by the Rotary Club and Conestoga College.
Collections Management	Completed	Stratford Beacon-Herald newspaper negatives from 1940 – 1970 cleaned and reboxed.
Public Outreach	Completed	Enslaved Africans of Upper Canada Exhibit June – October
Public Outreach	On track for completion November 2016	Parades of Memory Winter Exhibit November 2016 – January 2017

**Table 3: Major Initiatives for 2017**

2017 Goals / Objectives	Achieved	Comments
Service to Clients		Digitize first decade of Council minutes for all pre-amalgamation municipalities to mark Canada’s 150 <sup>th</sup> .
Service to Municipal Government Clients		Work jointly with the Clerk Division on document management.
Collections Management		Develop guidelines and timetable for digitization of heavily used photograph collections.
Collections Management		Arrange and describe (“catalogue”) the Gaffney Construction Company records donated in 2016.

Collections Management		Clean and rebox Stratford Beacon-Herald newspaper negatives from 1971 – 2003.
Collections Management		Add reference books from Listowel and Mitchell branches to PCIN on-line catalogue.
Public Outreach		Canada 150 <sup>th</sup> Anniversary Exhibit

**Table 4: Major Initiatives for 2018**

<b>2018 Goals / Objectives</b>	<b>Achieved</b>	<b>Comments</b>
Service to Clients		Digitize tax assessment rolls for Stratford, Mitchell, Listowel and Milverton up to 1918.
Service to Clients		Digitize photograph collections per guideline and timetable developed in 2017.
Public Outreach		100 <sup>th</sup> Anniversary of end of World War 1 exhibit

**Table 5: Major Initiatives for 2019**

<b>2019 Goals / Objectives</b>	<b>Achieved</b>	<b>Comments</b>
Service to Clients		Online public access catalogue for all holdings
Service to Municipal Government Clients		Work jointly with the Clerk's Division on document management.

## Program Delivery Plan

### How will the program be delivered and at what level?

- 0.15 FTE Director of Corporate Services & Treasurer
- 1 Archivist
- 1 Archives Clerk-Secretary
- 1 Archives Clerk-Technician
- 2 part-time Archives Clerks
- 1 part-time Archives Clipping Clerk (back-fills as Archives Clerk as needed)
- 1 summer student requested for 2017
- Office hours 8:30 a.m. to 4:30 p.m., Monday to Friday
- Public service hours 10 a.m. to 4 p.m., Monday to Saturday
- Saturday opening by appointment October - March

### What changes will impact program delivery in the future?

- Changes Mandated by Other Levels of Government
  - Amendments to Municipal Act, SO 2001
  - Changes to Professional / Institutional standards for archives
  - Changes to other Acts and Regulations
- Direction Received from County Council and CAO
  - Structure of County operations
  - Policy decisions
  - Service demands from other departments

## Financial Allocation/Deployment Plan

**Table 6: Archives Services Division FTE Requirements by Year**

Year	2016	2017	2018	2019
<b>Total Program FTE Requirements</b>	5.35	5.35	5.35	5.35

### FTE Variances

- No changes in FTEs forecasted, though some staff will shift focus of duties from reference and research support to collection management and digitization work as we settle into operating one reading room rather than three. A request for a summer student capable of drafting a disaster response plan for the new building and assisting with extended hours of service in the summer has been requested for the 2016 budget onwards.

### Training and Development

- Training to familiarize new staff with municipal operations and processes
- Various training workshops pertinent to positions as need/opportunity arises
- Upgraded software systems

With the roll out of archives collection management software, information from the existing databases and spreadsheets has been transferred to this new system. All of Archives' core functions will be performed more efficiently and accurately using this software specifically designed for accessioning, tracking locations, registering donations and transfers of records and creating an on-line catalogue of holdings for use by the public and municipal staff. We plan to link descriptions of records with electronic copies available on the website, and utilizing the digitization lab at the new facility to its greatest extent possible. This will be useful for municipal staff looking for municipal and other records once they've been transferred to Archives. For public users, the website will include copies of photographs – as was done with the Campbell family photographs a few years ago – as well as electronic versions of the collection that has been digitized. This will speed up research and increase access to collections, but also require an investment in staff training time.

## Comments

The budget includes a request for a summer student enrolled in college or university to assist with work on Collection Management projects, specifically in 2017 to produce a manual and develop guidelines and timetable for digitization of photograph collections for digitizing archival photographs to populate MINISIS (archives management software), and in 2018 process the digitization of the material prepared for in 2017.

Other budget activities as listed in the 2017-2019 Archives Division budget reflect no other changes in the ongoing operations of the Division.