



COUNTY OF PERTH

Corporate Services Department

Archives Division

Stratford-Perth Archives

2022-2024 Business Plan

November 2021

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Archives Division Business Plan 2022-2024

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Questions should be directed to the Manager of Archives Services/Archivist or the Director of Legal/Corporate Services.

Preamble

Stratford-Perth Archives is the municipal archives for permanently valuable records created by 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

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

Key Customers

- 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

Core Businesses/Services

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 2022 and beyond, the goal of Stratford-Perth Archives is to provide professional archives service with specific objectives addressing the core functions of:

- **Service to Municipal Governments**
- **Collections Management and Development**
- **Cataloguing and Digitization**
- **Reference and Research**
- **Public Outreach**

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, 2001*, S.O. 2001, c.25
- 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 and Electronic Documents Act*, S.C. 2000, c. 5 (PIPEDA)
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA)
- *Evidence Act*, R.S.O. 1990, c. E.23
- *Canada Evidence Act*, R.S.C., c. C-5
- *Electronic Commerce Act*, 2000, S.O. 2000, c. 17
- Records Disposition Authority No. 96/023 – Records Relating to Electronic Imaging
- *Assessment Act*, R.S.O. 1990, c. A.31
- *Vital Statistics Act*, R.S.O. 1990, c. V.4
- *Education Act*, R.S.O. 1990, c.E.2
- *Archives and Records Keeping Act*, 2006, S.O. 2006, c. 34, Sched. A
- *Copyright Act*, R.S.C. 1985, c. C-42
- County of Perth By-laws and Policies
- Member Municipalities' By-laws and Policies
- City of Stratford By-laws and Policies
- [Association of Canadian Archivists' Code of Ethics](#)

Program Maps

Service to Municipal Governments

- Support transparent and accountable government for Stratford and Perth County residents
- Information management through permanent records transfers and appraisal of long-term value of other government records and information
- Reference and research service to support policy development and maintain corporate memory

Collections Management and Development

- Appraise and acquire information
- Curate rare book and reference library
- Maintain optimal storage conditions for all collections
- Disaster prevention and response plan for Stratford-Perth Archives
- Reappraise collections as needed

Cataloguing and Digitization

- Digitize government records and community collections to protect original records and facilitate public access via the website
- Catalogue collections according to professional standards

Reference and Research Service

- Monitor reference and research requests and co-ordinate responses
- Complete photograph and document scanning requests for researchers
- Operate accessible public reading room

Public Outreach

- Encourage use of Stratford-Perth Archives collections for research, community celebrations and marketing local businesses via exhibits and other public events
- Collections development through outreach to local businesses, organizations and families, publicizing the benefits of donating records to Stratford-Perth Archives

Key Linkages with Strategic Plan

Stratford-Perth Archives is linked with every program and service within the County of Perth, member municipalities and the City of Stratford and their agencies, boards and commissions. This connection is fostered through the ongoing processing of records and information obligations to ensure transparent and accountable government to Stratford and Perth County residents.

As a public facility open to citizens accessing information about local governments and researchers from around the world, Stratford-Perth Archives' actions link with the strategic goals relating to Customer Service Excellence, Growth and Economic Development, and Corporate Sustainability.

Table 1: Achievement of 2021 Program

2021 Goals / Objectives	Achieved	Comments
Service to Municipal Governments	On-Going	Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
Service to Municipal Governments	On-Going	Information management through permanent records transfers and appraisal of long-term value of other government records and information.
Collections Management and Development	On-Going	Maintain optimal storage conditions for collections. In 2021, Disaster Prevention and Response Plan presented to Council; Boxes in Collections Room cleaned and contents inspected.
Cataloguing and Digitization	On-Going	Arrangement and description of archival records from Perth Regiment Museum collection, Pounder Brothers, Ellice Township and postcard collection were major projects in 2021.
Cataloguing and Digitization	On-Going	Work with County IT staff to develop detailed plan for on-line catalogue. New position of Archives Technician for Cataloguing and Digitization created and staff hired in 2021. Since hiring, website layout and content has been improved and digital copies of City Directories, the Perth County Pioneers Photo Collection and a new finding aid for the General Photo Collection have been added to the website.

2021 Goals / Objectives	Achieved	Comments
Reference and Research	On-Going	Reference and research service to general public via Reading Room appointments and email/telephone. Digitized copies of many paper indexes and finding aids added to public computers.
Reference and Research	On-Going	Scanning photographs and documents for researchers
Public Outreach	Videos released Nov 1, 2021	Walter Allward and the Stratford War Memorial project videos on County Website.
Public Outreach	Planning is on-track	Advance planning for Stratford-Perth Archives' 50 th Anniversary in 2022.
Public Outreach	On-Going	Weekly articles promoting Stratford-Perth Archives collections and services in local newspapers.
Public Outreach	2021 exhibit postponed due to pandemic	Annual exhibit in James Anderson Gallery and pop up exhibits to promote treasures of the collections.

Table 2: Major Initiatives for 2022

2022 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
Service to Municipal Governments		<p>Information management through permanent records transfers and assessment of long-term value of other government records and information.</p> <p>In September 2021, Manager met with Stratford's City Clerk to discuss improving procedures for transferring permanent records to Stratford-Perth Archives as a 2022 project.</p>
Collections Management and Development		Maintain optimal storage conditions for collections.
Collections Management and Development		Appraising and accessioning back log of government records transfers and community records donations.
Cataloguing and Digitization		Digitizing early newspapers to add to website in partnership with Perth County Branch, Ontario Genealogical Society.
Cataloguing and Digitization		Evaluate on-line version of current archives management software as basis for on-line catalogue.
Reference and Research		Reference and research service to general public via Reading Room appointments and email/telephone.
Reference and Research		Scanning photographs and documents for researchers.
Public Outreach		Marking Stratford-Perth Archives' 50 th Anniversary in 2022 with "50 Treasures" Exhibit and dedication of accessible garden / walking path. Some related public

		programming will occur in partnership with Stratford Public Library.
Public Outreach		Weekly articles in local newspapers and blog posts highlighting one of the “50 Treasures” through out 2022.

Table 3: Major Initiatives for 2023

2023 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
Service to Municipal Governments		Information management through permanent records transfers and appraisal of long-term value of other government records and information.
Collections Management and Development		Maintain optimal storage conditions for collections.
Cataloguing and Digitization		Digitize collections to preserve original records while providing wider access via the website.
Cataloguing and Digitization		Build on-line catalogue of holdings.
Reference and Research		Reference and research service to general public via Reading Room appointments and email/telephone.
Reference and Research		Scanning photographs and documents for researchers.
Public Outreach		Weekly articles promoting Stratford-Perth Archives collections and services in local newspapers.
Public Outreach		Annual exhibit in James Anderson Gallery and pop up exhibits to promote treasures of the collections.

Table 4: Major Initiatives for 2024

2024 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
Service to Municipal Governments		Information management through permanent records transfers and appraisal of long-term value of other government records and information.
Collections Management and Development		Maintain optimal storage conditions for collections.
Cataloguing and Digitization		Digitize collections to preserve original records while providing wider access via the website.
Cataloguing and Digitization		Build on-line catalogue of holdings.
Reference and Research		Reference and research service to general public via Reading Room appointments and email/telephone.
Reference and Research		Scanning photographs and documents for researchers.
Public Outreach		Weekly articles promoting Stratford-Perth Archives collections and services in local newspapers.
Public Outreach		Annual exhibit in James Anderson Gallery and pop up exhibits to promote treasures of the collections.

Program Delivery Plan

How will the program be delivered and at what level?

- 1 Manager of Archives Services / Archivist
- 3 Archives Technicians
- 2 summer students requested for 2022
- Office hours 8:30 a.m. to 4:30 p.m., Monday to Friday
- Reading Room open by appointment on weekdays combined with expanded virtual reference service and digitized collections on website
- Reading Room open by appointment on Saturdays during the summer
- Drop in access to Exhibit Gallery during the summer

What changes will impact program delivery in the future?

- Changes Mandated by Other Levels of Government
 - Amendments to *Municipal Act, 2001*, S.O. 2001, c.25 Changes to Professional / Institutional standards for archives
 - Changes to other Acts and Regulations, particularly the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, S.O. 2020, c. 17
- Direction Received from County Council and CAO
 - Structure of County operations
 - County Strategic Plan
 - Service demands from other departments

Financial Allocation/Deployment Plan

Table 2: Archives Services Division FTE Requirements by Year

Year	2020	2021	2022	2023
Total Program FTE Requirements	5 Archivist, 2 Techs, 2 Clerks	4.35 Archivist, 3 Techs, 1 summer student	4.7 Archivist, 3 Techs, 2 summer students	4.7 Archivist, 3 Techs, 2 summer students

FTE Variances

- Two summer students are requested as of 2022

Training and Development

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

Comments

The budget includes a request for two summer students to work from Tuesday to Saturday with the students working together to provide week-end service at Stratford-Perth Archives. They will also work together on a project to digitize early newspapers for the website. The second summer student increases the salaries budget by approximately \$11,500. Without the second student, it will not be feasible to offer week-end service in the Reading Room and Exhibit Gallery and fewer newspapers will be digitized and available on the website.

A one-time increase of \$1000 (via transfer from Archives General Reserve) is recommended for the Exhibits and Programs budget to cover accessible signs for the garden / walking path and for extra costs due to the Stratford-Perth Archives 50th Anniversary exhibit and related activities next year.

A one-time increase of \$6500 (via transfer from Archives General Reserve) to the Tech Services budget is recommended to allow staff to assess the usefulness of the online version of the current archives management software.

Other budget activities as listed in the 2022-2024 Archives Division budget reflect no other changes in the ongoing operations of the Division.