

Archives Management Policy
Vancouver Police Centennial Museum



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Preamble

The Vancouver Police Centennial Museum (the “V.P.C.M.”) was opened to the public in 1986 by the Vancouver Police Historical Society (the “V.P.H.S.”). Upon incorporation of the V.P.H.S. in 1983, its mission statement and that of the museum and the associated registered charity was: “To foster interest among the general public in the history of the Vancouver Police Department”.

The intent of this policy is to define the scope and nature of the V.P.C.M. Archives (the “Archives”), as operated by the V.P.H.S. Board of Directors. This policy is designed to outline the procedures to be applied to the Archives, to ensure that the best possible educational, research and interpretive opportunities are available to both the visitors of the museum and the participants in the museum’s programs.

Information from Archival Association guidelines and archive management policies were consulted in compiling this document.

1. Archives Mandate

The Primary focus of the Archives is to collect material documenting the heritage of the Vancouver Police Department (the “V.P.D.”), including such material as can be used in crime prevention education programs.

The Archive’s secondary focus is to collect material portraying the heritage of policing in a broader manner, including material from other areas of B.C., Canada and the world.

2. Scope of the Archives

2.1 Definition of Archival Material

The term archival material refers to and includes: documents, photographs, films, machine readable magnetic and optic media, published and unpublished manuscripts, maps, plans, and sound recordings, books, drawings, letters, vouchers, papers or any other thing on which information is recorded or stored through the means of graphic, electronic, mechanical, magnetic, or other means.

Archival material is created from the activities of a person or organization and is preserved for its historical interest.

2.2 Archives Objectives and Standards

The objectives of the Archives are to:

- i. preserve and portray the rich history of the V.P.D.;
- ii. recognize the heritage of other policing organizations in B.C., Canada and the world, and
- iii. provide a resource for the enhancement of crime prevention education programs.

All archival activities will be conducted in accordance with the Association of Canadian Archivists Code of Ethics that is attached to this document.

2.3 Exclusions to Collection of Archival Material

The following is not categorized as archival material and will be collected according to separate collections management policy guidelines:

- artifacts, i.e., uniforms, brass knuckles, trophies, etc.

3. Acquisition and Appraisal Policy

3.1 Definition of Appraisal

Appraisal is the process of evaluating documents for the purpose of continuing preservation.

3.2 Definition of Acquisition

Acquisitions are additions to the holdings of an archival repository.

3.3 Scope of Archival Material Acquired / Collection

The Archives will actively acquire, manage, and preserve the following archival material:

- i. examples of V.P.D. history, related activities, and practices;
- ii. documentation of the formation and history of the Vancouver Police Department
- iii. archival material relating to the V.P.D.;
- iv. archival material regarding the heritage of the building and its original uses as it fits the mandate of the society;
- v. documentation of the history of the V.P.H.S.;
- vi. examples of global policing heritage; and
- vii. materials aiding in educational programs mandated by the V.P.H.S.

3.4 Acquisition Criteria

All acquired archival material must meet the following criteria:

- i. archival material must meet the parameters set out in section 3.3 of this policy;
- ii. records must be in good condition with no conservation needs that can not be met by the museum;
- iii. archival material must not pose any hazard to the facility, other objects, staff, or volunteers;
- iv. records must not be duplicates of items already in the archives unless they are better in quality or will be used for display or educational programs;
- v. there must be adequate space available to properly store and care for the material;
- vi. the owner must have legal title to the artifact and be willing to transfer legal title to the museum, and legal title must be confirmed by documentation; and
- vii. documentation must be obtained of all available provenance.

3.5 Authority to Acquire

The Director, the Curator, or their designate are authorized to accept donations that meet the criteria set out in this policy.

The Director, upon recommendation of the Curator or their designate, may approve the purchase archival material that the Director deems appropriate.

3.6 Cooperation with other institutions

The Director, the Curator, or their designate will consult with other archival institutions or museums where applicable to ensure that V.P.C.M. collecting activities are not conducted in a manner that would be detrimental to those collections.

3.7 Appraisals/ Tax Receipts

V.P.C.M. staff, volunteers, or Board members may not value or appraise:

- i. donated archival material; and
- ii. archival material pending accession to or already in the repository.

In order for the Board of Directors to issue a tax receipt, the donor must have the archival material professionally appraised or provide the original receipt of purchase. This does not mean that the original purchase price is equivalent with the current market value, rather it is to be used as a guideline. The Board of Directors must approve and sign all tax receipts.

3.8 Authentication

The Archives will not collect archival material known to be a fake or a forgery, unless it is specifically marked as such for display or educational program use. Documentation confirming a fake or forgery shall be obtained along with an acquisition, where applicable.

3.9 Conflict of Interest

V.P.C.M. staff, volunteers, and Board members must declare their collections / collecting interests at the time they assume their positions. Where there is a conflict of interest between the collection of the Archives and the collection of an individual related to the archives, the interest of the Archives takes precedence.

4. Accession Policy

4.1 Definition of Accession

Accession is the formal acceptance into custody and recording of acquired archival material. It involves the legal transfer of ownership from the owner of the material to the V.P.C.M. Accessions will include any archival material donated, purchased, and transferred from individuals and other organizations.

4.2 Accession Procedure

After potential archival material has been evaluated by, the Director, the Curator, and/or their designate, and accepted for accession, the following procedure shall be followed in order to maintain precise records of the holdings of the archives.

- i. completion of a **Temporary Deposit Form**, to keep track of archival material while they are being considered for accession;
- ii. completion of a **Deed of Gift/Donation Form**, to secure legal title to all archival material donated, to be signed by the Director, the Curator, and/or their designate, and the donor and attachment of a receipt of purchase or tax receipt if applicable;
- iii. the donated archival material is to be assigned a unique **Accession Number** and recorded in the accession record (Accession Numbers will be comprised of the following two parts and are unique to each object: the first number will be representative to the year the item was accessioned, the second number will represent the donor or group that the archival material is associated with);
- iv. completion of an **Accession Form**, to keep track of all archival material donated and accepted into the collection, recording all relevant information on the material and its history, and attachment of a digital photograph of the material, if deemed applicable;
- v. the Accession Number will be placed on the file folder where the archival material is kept;

- vi. the archival material will be entered into the computer database and a paper copy will be printed for the records, with back-up copies of the database kept off-site; and
- vii. the archival material will be stored or displayed, and the location will be marked on appropriate forms.

4.3 Compliance with laws

The Director, the Curator, or their designate, will take all reasonable steps to ensure that no archival materials are accessioned into the repository that were acquired in a manner that is contrary to the laws of Canada or the country of origin.

Archival material received from or through the V.P.D. will be treated and handled in the same manner as any other donation made by the general public.

All archives collecting will be conducted in a manner that complies with the:

Association of Canadian Archivists Code of Ethics.

5. Access to and Disclosure of Archival Material

5.1 General Rules

The collection, use and disclosure of personal information by members on behalf of the V.P.H.S. and by staff of the V.P.C.M., is regulated by the Personal Information Protection Act, S.B.C. c. (the “PIPA”). The PIPA applies to all businesses, organizations, trusts, and societies, including not-for-profit societies and charitable organizations. The purpose of the PIPA is to protect all persons’ “personal information” by setting rules that have to be followed when such information about individuals is collected, used or disclosed. The PIPA defines personal information as “any information about an identifiable individual”. As a result, the requirements of the PIPA effectively apply to all archival material pertaining to historical and living persons. The PIPA is attached to this document for further reference.

The PIPA does not apply, and does not need to be consulted when collecting, using or disclosing archival material that deals only with events or places. Restrictions that apply to the disclosure of information of this type are set below in section 5.5 of this Policy.

5.2 Collecting Personal Information

The PIPA normally requires that a person, about whom information is collected, provide their consent to having that information collected. However, the PIPA specifically allows personal information to be collected, without the consent of the person that the information is about, if it is for a reasonable archival purposes.

While it may, for various reasons, at times be desirable and appropriate for the Archives to contact and seek the consent of a person or the person's surviving relatives, before information about that person is collected by the Archives, it is not necessary in every case and personal information may be collected by the Archives without the consent of the person the information is about.

The Curator and/or the designate will consult with the Director, and the Director may refer the matter to the Board of Directors. If personal information of particularly sensitive personal or political nature is to be collected, in order to determine whether the consent of the person the information is about or if that person is deceased, the consent of their nearest surviving relative ought to be sought and obtained.

5.3 Using Personal Information

The PIPA allows the V.P.C.M. to use personal information provided to or collected by the Archives, without the consent of the person that the information is about, so long as the information is used for a purpose consistent with the objectives of the Archives, as set out above in section 2.2 of this Policy.

5.4 Disclosing Personal Information

The PIPA allows the Archives to disclose archival material, consisting of or containing personal information, to researchers, other archival entities and others generally, if it is for a purpose consistent with the objectives of the Archives, as set out in section 2.2 of this Policy, and if:

- i. the person the information is about, or where the person is deceased, if their nearest living relative consents to others having access to the information, once it is accessioned to the Archives;
- ii. the Director, the Curator, or their designate determine that a reasonable person would not consider the information to be too sensitive to the individual it is about, for it to be disclosed;
- iii. the information is about someone who has been dead for 20 years or more; or
- iv. the information is in a record that has been in existence for 100 years or more.

If the consent of the person or their nearest surviving relative has not been obtained, and the Director, the Curator, or their designate determine that a reasonable person would consider the personal information to be sensitive, but not so sensitive that disclosure need be restricted completely, they may, before allowing access to the information, first seek the consent of the person the information is about or their nearest surviving relative.

Alternatively, the Director, the Curator, or their designate, may require that a person seeking access to sensitive personal information, enter into an agreement that he or she will not subsequently use or disclose that information in individually identifiable form, without the express authorization of the Archives.

Access to another persons' personal information contained in the Archives, is at the discretion of the Director, the Curator, and/or their designate of the V.P.C.M. Individuals interested in gaining access to such archival material must complete an application form clearly stating the nature and purpose of their research.

5.5 Disclosing of Other Information

Access to archival material is at the discretion of the Director, the Curator, and/or the designate of the V.P.C.M. Before allowing access to any of the following information, the Curator or their designate will consult with the Director, and they may refer the request for access to the information to the Board of Directors:

- i. archival material that has been requested to be restricted by the donor, creator, or author;
- ii. archival material that is graphic in nature;
- iii. archival material that, if disclosed to the requester or the public in general, would be harmful to a law enforcement matter;
- iv. archival material that, if disclosed to the requester or the public in general, could reasonable be expected to compromise the defense of Canada or of a foreign state allied to or associated with Canada;
- v. archival material that, if disclosed to the requester or the public in general, could reasonable be expected to compromise the detection, prevention or suppression of espionage, sabotage, or terrorism;
- vi. archival material that, if disclosed to the requester or the public in general, could reasonable be expected to compromise the effectiveness of investigative techniques and procedures currently used, or likely to be used, in law enforcement;
- vii. archival material that would reveal the identity of a confidential source of law enforcement information;
- viii. archival material that, if disclosed to the requester or the public in general, could reasonable be expected to endanger or cause harm to the life or physical safety of a law enforcement officer, any other person or to public safety generally;
- ix archival material that would reveal any information relating to or used in the exercise of prosecutorial discretion;

- x archival material that, if disclosed to the requester or the public in general, could reasonable be expected to deprive a person of the right to a fair trial or impartial adjudication;
- xi archival material that would reveal a record that has been confiscated from a person by a peace officer in accordance with an enactment;
- xii archival material that, if disclosed to the requester or the public in general, could reasonable be expected to facilitate the escape from custody of a person who is under lawful detention or facilitate the commission of an offence under an enactment of British Columbia, or Canada;
- xiii the information is contained in a law enforcement record and the disclosure would be an offence under an Act of Parliament;
- xvi the archival material contains information that, if disclosed to the requester or the public in general, could reasonable be expected to expose to civil liability the author of the record or a person who has been quoted or paraphrased in the record; and
- xv the archival material is about the history, supervision, or release of a person who is in custody or under supervision and the disclosure could reasonably be expected to harm the proper custody or supervision of that person;

Individuals seeking to gain access to the archives must complete an application form clearly stating the nature and purpose of their research. The Director, Curator, or their designate may, before allowing access to the information, require that a person seeking access to sensitive information, enter into an agreement that he or she will not subsequently use or disclose that information, without the express authorization of the Archives. Personal information collected during this process will only be used for the administration purposes of the museum and will be retained at a maximum of four years.

5.6 Loans for archival material

No loans of archival materials held by the V.P.C.M. are permitted. This is meant to ensure the highest standard of integrity for the archival material being held, for all possible users.

6. Reference Room Policy

6.1 General Rules of Conduct for the Reference Room

Access to and use of the V.P.C.M. Reference Room and the archival material belonging to the V.P.C.M. must comply with the following rules and requirements:

- i. personal belongings, including coats, briefcases, parcels and backpacks, must be left in the designated area by the front counter;
- ii. eating, chewing gum, drinking, and smoking are prohibited in the Reference Room;
- iii. no ink in any form may be used in the Reference Room, and only pencils, computers, and cassette recorders are permitted as recording devices;

- iv. printed books, manuscripts, and records will be delivered to researchers in the Reference Room upon submission of a call slip for each item required, and normally only two items will be supplied to a researcher at one time;
- v. all archival materials must be handled carefully, and researchers are responsible for it while it is in their custody;
- vi. care is needed during handling of the archival materials, and in light of the fact that oils from the skin can damage or stain fragile records and publications, the use of gloves may be required;
- vii. books or other material that can be opened and closed must not be placed open face down;
- viii papers must not be marked or re-arrange in any way;
- ix “post-its” must not be used on archival material;
- x paper on which notes are being taken must not be laid not on top of documents;
- xi all material must be returned to the appropriate V.P.C.M. staff member when finished with it or at the end of the day closing of the V.P.C.M., however, the staff members may put archival material on hold, to allow ready access on a following day; and
- xii archival materials may not leave the designated area of the Reference Room.

6.2 Schedule of Fees

The V.P.C.M. operates as a not-for-profit organization. In order to fund the provision of services, the following service charges are imposed:

<i>Service</i>	<i>Price</i>
Research Assistance	\$35.00 per hour
Photocopies	\$0.25 per page
Digital Scans for non-photographic material	\$2.50 first page \$0.50 additional scans (Includes CD)
Digital Scans for photographic material	\$5.00 first page \$2.50 additional scans
Publication/Commercial use: Documents or Photographs	\$20.00 per use

(Note: all members of the V.P.H.S. will receive a 25 % reduction on all research and reproduction charges.)

6.3 Photographic Prints: Schedule of Fees

The following is the schedule of fees for photograph re-prints.

Rush Orders: are subject to availability and are subject to a \$20.00 surcharge.

<u>Photograph Size</u>	<u>Price</u>
5 x 7	\$10.00 each re-print
8 x 10	\$15.00 each re-print
11 x 14	\$25.00 each re-print

7. Deaccessions

7.1 Definition of Deaccession

Deaccessioning involves the documented and approved removal of archival materials from the Archives. The V.P.C.M. discourages deaccessioning of material in the collection, however, deaccessioning may be considered with respect to the following:

- i. archival material outside of the acquisition mandate;
- ii. duplicates of poorer quality than another in the holdings;
- iii. V.P.D. historical evidence that may be required for further law enforcement purposes;
- iv. archival materials requiring care and conservation that the V.P.C.M. can not provide;
and
- v. hazardous items.

7.2 Procedure

Where possible the V.P.C.M. will establish provenance and ownership for each item prior to its disposal, to ensure that its presence in and removal from the Archives is the proper course of action.

The Curator or the designate will make recommendations to the Director concerning archival materials to be deaccessioned, after carefully consideration the following questions:

- i. does the archival material fall within the scope of the Acquisition Criteria in 3.4;
- ii. is the archival material suitable for educational or interpretive programs; and
- iii. is the V.P.C.M. the rightful owner of the archival materials?

In the event archival materials are selected for deaccession, they will be dealt with as follows:

- i. in the first instance, attempts will be made to transfer the archival materials to another public organization or institution;
- ii. if transfer is not reasonable feasible, sale or transfer to a private collector will be pursued; and
- iii. if sale or transfer are not possible, the archival material may be destroyed in the appropriate manner.

7.3 Limitations to Receipt of Deaccessioned Items

No V.P.H.S. staff member, volunteer, or member of the Board of Directors may profit from the sale or transfer of any archival materials.

7.4 Compliance with Laws

The deaccession process will adhere to the applicable laws of British Columbia and Canada, and to any international agreement and treaties.

All museum deaccessions will be conducted in a manner that complies with the Association of Canadian Archivists Code of Ethics.

7.5 Use of Revenue

All revenues from the sale of V.P.C.M. archival material will be used exclusively for the purposes of:

- i. care and conservation of the V.P.C.M.'s artifact and archives collection; and
- ii. purchasing new artifacts for the V.P.C.M.'s collection.

7.6 Loss or Destruction

In the case of accidental loss, theft or destruction the loss will be noted on the Accession Record and the Director will make a report to the Board of Directors detailing the circumstances of the incident.

8. Documentation

The Curator or the designate are responsible for ensuring that proper documentation is created and kept for all archival material accepted as potential accessions, accessioned, and all deaccessions.

For each new accession, the Curator or the designate shall create a donor file and an accession file.

The donor file will contain all deed letters, receipts of purchase/donation, and donor contact information. Donor files will be arranged alphabetically.

The accession file will contain paper records of each step of the accession process. These files will not be available to the public and will be maintained in perpetuity. Accession files will be arranged by year, then by category and then by number. The information in this file will include:

- i. temporary receipt information;
- ii. any purchase or tax receipts;
- iii. the Donation Form;
- iv. the Accession Form;
- v. location tracking information;
- vi. research records
- vii. a record of deaccession or disposal
- viii. a paper copy of the database sheet; and
- viv. a digital photograph, if applicable.

For archival material donated prior to July 2005, all available documentation will be compiled into the accession files. This material may not have provenance, as there was no established accession procedure prior to this time.

9. Revisions to Policy

The Archives Management Policy can be revised by the Board of Directors at any Vancouver Police Historical Society & Centennial Museum board meeting. The Board will review the Archives Management Policy as necessary to ensure that it continues to meet the needs of the V.P.C.M.