Appendix C: High Level Summary of 2016 Survey of Municipal Practice, Archives and Records Management

Description of survey

- Branch staff contacted 10 municipal archives in cities across Canada to ask about their facilities and programs.

- The majority of archives reported having a full or partly integrated archives and records management program under the City Clerk's Department.

Results

- Seven of the archives reported that public service operations were located in a building centrally located. These locations were either downtown or in close proximity to downtown. Three of the archives were in industrial or mixed-use areas not centrally located. Two of the three archives not centrally located reported being well served by public transit.

- Four of the archives reported that records management operated corporate records centres.

- Two of the archives said the storage of departmental records was outsourced to commercial companies. The remaining four archives reported storing records at City facilities and outsourcing to commercial companies.

- Eight of the archives said they had at least one vault with controls for temperature and humidity levels and secure storage of archival records. Some of the archives reported they had a small, purpose-built vault for records that required special handling.

- When asked about public programming at the archives, most of the archives mentioned exhibits, tours, and participating in Doors Open. Less common activities were workshops and hosting speakers. Many of the archives spoke about sending staff members to present at schools and public events. One archives reported that staffing limitations prevented the development of public programming.

LIST OF SURVEY PARTICIPANTS (West to East)

1. City of Victoria Archives
2. City of Vancouver Archives
3. City of Richmond Archives
4. Corporate Records and Archives (Calgary)
5. City of Edmonton Archives
6. City of Saskatoon Archives
7. City Archives & Records (Thunder Bay)
8. City of Toronto Archives
9. City of Ottawa Archives
10. Municipal Archives (Halifax)

NOTES (Survey Questions and Additional Commentary):

1. **Do you have an integrated program that delivers archival and records management services?**

    a. Yes – Thunder Bay, Calgary, Victoria, Halifax
    b. Both under City Clerk's but didn't consider them integrated or fully integrated: Saskatoon, Ottawa, Toronto, Richmond, Vancouver
    c. Did not do Records Management, not under City Clerk's Department: Edmonton

2. **Are your public service operations located in a building that is centrally located?**

    a. Yes – Thunder Bay, Calgary (part of main complex), Victoria, Richmond
    b. More or less – Edmonton, Toronto, Vancouver (just outside of Downtown)
    c. No – Saskatoon (near airport), Ottawa (not downtown but location was considered convenient and not away from it all), Halifax

3. **Do you manage a records storage facility or do you outsource?**

    a. Yes – records centre: Edmonton, Toronto (2 places), Thunder Bay, Halifax
    b. Combination – records of departments are stored at commercial facilities: Saskatoon. Records of departments stored at various facilities, do work with commercial facilities: Ottawa. On-site storage for frequent records/warehouse facility for others/some records at Iron Mountain: Calgary. Have a Records Centre – but also outsource – Richmond.
    c. Outsource – Victoria, Vancouver

4. **Do you have an archival vault with controls for temperature and humidity levels and secure storage of archival records?**

    a. Yes: Saskatoon (no fire suppression), Ottawa, Edmonton, Toronto (special handling), Thunder Bay, Richmond, Halifax (small for special media), Vancouver (no fire suppression, does have modern security locks and full HVAC controls).
    b. Storage area that is temperature and humidity controlled with fire suppression – Calgary.
    c. No purpose-built vault but small vault for artifacts in City Hall – Victoria

5. **Does your Archives offer public programming? What kinds of programs or activities does this include?**

    Common types of activities done at archives: exhibits, gallery, tours, Doors Open

    Less common types of activities done at archives: workshops, school groups, speakers

    Other trends: Many people spoke about sending people out – community and heritage events and schools

    Victoria – small staff prevents formal public programming. Richmond – has Friends of Archives.