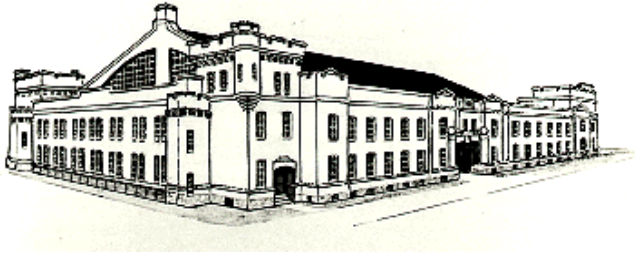


City of Edmonton Archives



**10440 - 108 Avenue
Edmonton, Alberta
T5H 3Z9**

**Ph 780 496 8711
Fax 780 496 8732**

How We Can Help You

The Edmonton Heritage Council invests in our city's heritage in part by providing project funding and Living Local grants to organizations. The City of Edmonton Archives can be a valuable resource for organizations looking to make use of these grants.

The City of Edmonton Archives is a public research facility housing civic government and private records of enduring significance that document Edmonton's history. The Archives collects records of permanent legal, administrative and historical value. The records you create through your project are important in telling the story of our city and will be useful to researchers in the future.

We can provide information useful in the application process, as well as the research process once the grant application has been successfully funded. The City of Edmonton Archives should also be considered as a permanent repository for the final product, as well as certain organizational records reflecting the project's planning and execution.

This document is divided into three sections:

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| 3. Example of a Donation Form | Page 5-6 |

Contact Us

Please accept this as a guideline only. If you have specific questions please contact an archivist. They are easy to approach and would like to help you. We can be reached by telephone at 780-496-8711 by email at cms.archives@edmonton.ca, or in person at 10440 – 108 Avenue.

Things to Consider in your project's Research Process

1) Include Us in your Research Plan:

Archivists are a friendly bunch and we really want to help. The more we know about your project the more capable we will be of helping you find what you're looking for. Much of our collection is not described on our website. It is always worth reaching out and talking to us though an email, phone call, or quick visit in person. We can help you understand the resources we have available that will help you on your project.

2) Time Constraints:

Working with archives can take time. Researching in archives is a more time consuming process than using secondary sources from a library. The materials must be identified and pulled before you can see them. Also, the City of Edmonton Archives is open late on Wednesdays only, and is closed on weekends. For those who work regular hours, accessing our collection can be time consuming.

Reproductions cannot always be done immediately. Small amounts of photocopying can sometimes be done right away, but larger amounts may take a day or two. Photographic reproductions can take up to 12 working days, and oversize material such as maps or blueprints may take even longer depending on the condition of the material and the number of orders at any given time.

3) Costs:

Although there is no cost to using the City of Edmonton Archives there is a cost to reproductions. Photocopies are 50 cents each, photographic reproductions start at \$15, and oversized material is based on its size, but starts at \$20. Material reproduced for commercial purposes are subject to additional fees.

The City of Edmonton Archives does offer a reduced rate for non-profit organizations. For a 25% discount please send a letter on official letterhead to the City Archivist explaining the project and the rationale for the discount.

4) Permissions:

If you order a photograph for public display or print or online publishing, a photo permission or credit use agreement may be required. There is no additional charge for public display or publishing.

It is the researcher's responsibility to ensure all copyright laws are followed.

What to Donate

During the course of your project your organization will generate a variety of records. Some may have legal importance, some are for financial accountability, some are for the governance of the project, and others document the individuals and events relating to the project. They are all important for helping other people understand what the organization does, but only some have lasting value. Those are the records which should be placed in an archives for long term preservation.

Records can come to the Archives in a variety of formats, including digital. The City of Edmonton Archives prefers digital records in pdf, jpeg and tiff formats.

Remember, your records will be more meaningful in the future if things are described fully – i.e. for photographs: ideally the people in the photograph should be identified, the event name recorded and the date the photograph was taken (and also the photographer if known). For event programs – make sure the date, year and the people involved are recorded, either in the program or on the file folder. This contextual information for your records will help your organization if you decide to write your history or prepare a display or presentation. It will also help future researchers who are interested in your organization.

At the time of donation you will be asked to complete a Donor Form on behalf of your organization, formally transferring ownership of the records to the Archives (see attachment). The second page of the donor form will provide the Archives with valuable contextual information about the records and your organization, and is very important to fill out. You may attach additional pages if necessary. Also, a file list of the donated material will greatly facilitate the Archives processing the donation.

Please note that each organization and project is unique. The guidelines below indicate various kinds of records and whether they can be disposed of or archived depending on whether they have enduring value or not. Each organization needs to consider how well these guidelines fit their situation and adapt them as necessary. When in doubt, send the records and an archivist will determine their archival value.

| Send | Don't Send |
|---|--|
| Completed donor form | |
| File list including file title, year(s) the material in each file was produced, and box number. | |
| Copy of your grant application | Material from the EHC relating to the grant program |
| List of project participants and partners | |
| Meeting minutes relating to the project | Meeting minutes unrelated to the project |
| Correspondence reflecting decisions, including printed emails, relating to the project | General correspondence, correspondence unrelated to the project, or working papers |
| Promotional material, things related to launch of project | |
| Original photos of people, events, etc. | Copies of photos |

| Send | Don't Send |
|---|---|
| Oral history transcripts, copies of waivers (including a clause stating the material will be donated to the archives for future use by researchers) and any other materials that may result from the project. | |
| History of the organization | |
| Audio visual recordings | |
| Financial records such as general ledger or budgets | Financial records such as monthly statements, accounts payable/receivable, banking records, budget working papers, or tax records. Do not include material you may need for audit purposes. |
| News clippings and scrapbooks relating to the project | |
| Project event calendars and schedules | |
| A copy of the final product in whatever form is most suitable | |



City of Edmonton Archives Donation Agreement



Freedom of Information and Protection of Privacy (FOIP) Statement

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used for administration purposes and to enhance the research value of the donated records. All information collected by the City of Edmonton is protected by the provisions of the FOIP Act. You may direct your questions about the collection, use, or disclosure of your personal information by contacting the City of Edmonton Archives at (780) 496-8711.

Information of Donor:

Name: _____ Telephone: _____

Address: _____

Postal Code: _____ Email: _____

(If required) This material was donated on behalf of the donor by: _____

Telephone: _____ Address: _____

Information about donors is only available to authorized archives staff.

| |
|--|
| Description of material <i>(please use the back of this sheet):</i> |
|--|

I, _____ (the Donor) am the owner of the material described above (the Property) and have full power and authority to enter into this Agreement. I hereby unconditionally give the Property to the City of Edmonton Archives including all copyright and other proprietary rights I have relating to the Property, except those rights or conditions, if any, that are specifically excepted as set out below. By signing this document as Donor, I acknowledge that the material in the donation may be copied under section 30.21 of the Copyright Act. *(Note: If you do not own copyright to the Property, please indicate, if possible, who does own the copyright.)*

I understand this material will be retained by the City of Edmonton Archives and will be made available to the public for private study and for research purposes. The City of Edmonton Archives retains the right to determine the use and ultimate disposition of an item within its collections, subject only to the conditions preset by donor and applicable federal, provincial, and municipal laws.

| |
|--------------------|
| Conditions: |
|--------------------|

If the material does not meet the City of Edmonton Archives acquisition criteria:

- Please return it at donor's expense.
 Please destroy it by archival standards.

Dated this _____ of _____, 20_____

Signed: _____
 (Donor) (City of Edmonton Archives' representative)

Description of material: *(list of what the collection contains, i.e. 1 box of minutes and correspondence dated 1976-1999, and photographs (24) of activities of the group)*

Optional information:

Biographical information of donor *(i.e. full name; maiden name, if applicable; date & place of birth; education; occupation; etc.):*

How this material came to be in your possession: *(how collected, or created)*