



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: University Archives Policy

EFFECTIVE DATE: September 21, 2017

APPROVAL BODY: University Administration

POLICY PURPOSE

The purpose of the University Archives Policy is to affirm the University of Winnipeg Archives as the University office charged with responsibility for the effective and efficient management of Records created by the University and its predecessor bodies, as well as selected Records created by Non-University Entities, that have been identified as having Archival Value by the University Archivist.

LEGAL AUTHORITY

The Freedom of Information and Protection of Privacy Act C.C.S.M. c. F175
The Personal Health Information Act C.C.S.M. c. P33.5

APPLICABILITY

This Policy and related Procedures apply to all University Employees.

RESPONSIBILITY

The Provost and Vice-President, Academic, on behalf of University Administration, is responsible for the development, administration and review of this Policy.

KEY DEFINITIONS

The following definitions apply to terms as they are used in this Policy:

- **“Access”** means: the ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance.
- **“Acquire” or “Acquisition”** means: the process of physically and legally transferring Records to the custody of an archives via gift, bequest, purchase, transfer, retention schedule, or statute.
- **“Appraisal”** means: the process of identifying Records available to an archives that have sufficient value to be acquired.



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- **“Arrangement”** means: the process of organizing Records according to archival principles to improve their usability, protect their context, and impose physical and intellectual control over them.
- **“Archival Value”** means: the ongoing usefulness or significance of Records, based on the administrative, legal, fiscal, evidential, educational, research, cultural, or historical information they contain, justifying their continued Preservation.
- **“Department”** means: a University faculty, department, office, centre, or other unit.
- **“Description”** means: the process of creating a finding aid or other Access tools that allow individuals to browse or search a surrogate of a collection to facilitate Access.
- **“Employee”** means: University faculty, staff, contractors, and volunteers.
- **“Format”** means: a Record type, or the overall appearance, configuration, or shape, independent of its intellectual content or medium, in both analogue and digital forms. Examples are correspondence, photographs, films, sound recordings, maps, etc.
- **“Non-University Entity”** means: an individual, organization, or association not directly affiliated with the University of Winnipeg or its predecessor bodies in its administrative or operational functions, but including Employees in their personal research and teaching roles.
- **“Preserve” or “Preservation”** means: the professional discipline of protecting materials against harm, injury, decay, or destruction to minimize information loss and extend the life of the materials in analogue and digital forms.
- **“Record”** means: data or information that has been fixed on some medium; that has content, context, and structure; and that is used as an extension of human memory or to demonstrate accountability.
- **“Retain” or “Retention”** means: the maintenance of Records within the secure custody of a Department.
- **“Retention Period”** means: the length of time a University Record shall be Retained, taking into account administrative, operational, contractual, and legal requirements.
- **“University Record”** means: recorded information, in the custody or under the control of the University, regardless of physical form or characteristics, and on any storage medium, created, received, or maintained to support and provide evidence of the University’s administrative or operational functions, but not including personal teaching materials or research information of an Employee.



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- **“University Records Retention Schedule”** means: a document that sets out the Retention Period of a University Record and whether, upon expiration of the Retention Period, the University Record is to be destroyed or transferred to the University Archives.

POLICY ELEMENTS

The University Archives is an essential component of an efficient and effective information management program that helps to ensure accountability and good governance in University administration by providing documentary evidence from the past to support current and future decision-making processes. The Archives also preserves and promotes the University’s institutional memory through the stewardship of Records documenting its history, organization, structure, programs, and functions. The Archives supports the teaching, learning, research, and community mandates of the University through its work.

University Records

The University Archives, operating as part of the University Library, is responsible for the Acquisition, Preservation, Retention, promotion, and provision of Access to those University Records created, accumulated, or acquired by University Departments, regardless of Format or storage medium, that have Archival Value. Records appraised as having Archival Value may support the University’s Strategic Directions, long-term governance and administration of the University, or document the institutional memory and the historical record of the University and its predecessor bodies (Manitoba College, Wesley College, and United College). University Records are transferred for archival Retention following their Appraisal by the University Archivist and in accordance with University Records Retention Schedules, as detailed in the University Records Policy and accompanying Procedures, or at the discretion of the University Archivist when no schedule exists. The Archives assists Departments in arranging for the transfer of Records to the Archives.

Non-University Records

In addition, the University Archives seeks to Acquire, Preserve, Retain, promote, and provide Access to:

- the personal Records (including teaching and research material) of the University’s faculty, staff, students, and alumni, and their affiliated organizations;
- Records of individuals and organizations not directly affiliated with the University who have made a contribution to the University’s academic work and community involvement, or Records that support the teaching, research, and service mandates of the University and its stakeholder communities; and
- rare publications and special collections that support the teaching, research, and service mandates of the University and its stakeholder communities, regardless of Format or storage medium.

The Archives’ Acquisition Policy provides additional detail on the types of Records suitable for Retention by the Archives, as well as any legislation, collective agreements, donor agreements, University policies, or professional or ethical best practices that may impose restrictions on



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Acquisitions. The University Archivist may remove or dispose of acquisitioned materials as appropriate and in accordance with the guidelines established in the Acquisition Policy.

The Archives shall facilitate access to its Records by providing reference service to its community of users. The Archives' Access Policy and its related Procedures provides additional detail on how users can responsibly Access Records and any potential restrictions imposed on their Access by legislation, collective agreements, donor agreements, University policies, or professional or ethical best practices.

The University, in consultation with the University Archivist and as far as is reasonable and practicable, shall provide the Archives with adequate and appropriate conditions for the storage, protection, and Preservation of the University's analogue and digital archival material.

The University Archivist is directly responsible to the Dean of the Library in the administration of the Archives. The University Archivist and all Archives staff adhere to the Association of Canadian Archivists' Code of Ethics and nationally accepted standards and best practices in the execution of functions utilized in the administration of the Archives.

ASSOCIATED PROCEDURES

- University Records Procedures

RELATED POLICIES

- University Records Policy
- Privacy Policy

RELEVANT DATES

This Policy shall be reviewed by the University Librarian and the University Archivist at least once every five years or more frequently as required to reflect changes in legislation or to related University Policies and Procedures.

Approved: July 1, 2001

Revised: September 21, 2017

Scheduled Review: September 2022