



## **ARCHIVES POLICY MANUAL**

# **CONGREGATION OF THE SISTERS OF ST. JOSEPH IN CANADA CONSOLIDATED ARCHIVES**

Congregation of the Sisters of St. Joseph in Canada, 2020, revised 2024

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# Archives Mission Statement

Type of Policy: Archives

SUBJECT: Archives Mission Statement				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 24, 2024	01

## Policy

To preserve in perpetuity, the charism of the Congregation of the Sisters of St. Joseph in Canada, the Archives keeps records of enduring value of its ministries and missions in Hamilton, London, Peterborough, and Pembroke, from the first foundations to the present day. To do so, it will acquire, appraise, accession, preserve, arrange, describe, promote, and provide access to these materials, including through an outreach program that includes exhibitions, publications, a reference program, and website. Records are acquired either through donation, repatriation, or scheduled transfer under the congregational records management program.

The Archives is also responsible for managing the administrative records of the Archives itself according to the congregational records retention and disposal schedule. The Archives is not responsible for active or inactive records of the congregation which have not been scheduled for transfer to the Archives, and which should remain in their office of origin until disposal.

The consolidated Archives was established in 2012, following amalgamation of the formerly separate congregations in Hamilton, London, Peterborough, and Pembroke. The Congregational Archivist reports directly to the Congregational Leadership Circle, and supervises Archives staff, practicum students, and volunteers.

The holdings include official congregational records such as Council and Corporate meeting minutes, Chapter meeting minutes, committee minutes, business correspondence, contracts, legal opinions, and reports, as well as records of deceased Sisters, and institutions founded and administered by the congregation. These records are in multiple



## Archives Mission Statement

formats such as manuscripts, photographs, rare books, audiovisual recordings, artifacts and textiles, and digital files.

### Definitions

**Active record:** A record that is used frequently and kept in the office of origin.

**Enduring value:** the significance of records based on the information that they contain that justifies their permanent preservation. A record may have a primary value when it is being used on a regular basis, but after it is no longer being frequently used, it may have a secondary value for historians and other researchers, which justifies it being kept permanently.

**Inactive record:** A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

**Office of origin:** The office that creates the first, original copy of any record.

### Procedure

#### **Access to Archival Materials**

The Archives is open to researchers upon appointment. Archives staff will serve records to researchers and remain present during any visit. Original copies of materials may not leave the Archives. The archives conducts research for patrons who are unable to visit the Archives in person for a fee.

#### **Ethics**

The Archives manages its collections according to the standards set forth in the Society of American Archivists *Core Values Statement* (2011) and *Code of Ethics for Archivists* (2005, rev. 2012).



## Archives Mission Statement

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

### **Documentation**

Collection Policy  
Records Management Policy

### **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Collection Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 24, 2024	02

## Policy

The goal of the Archives is to collect past and present records of congregational members and institutions engaged in work that reflects the charism of the congregation from 1852 to the present. These records reflect the development of the congregation, the conduct of its affairs as a corporation, and the personal lives of its members and those served through its various ministries. It is the goal of the Archives to make these records accessible to the public unless there are restrictions placed on the records by the donor or for reasons of privacy or sensitivity of the records.

All records created by the formerly separate congregations of Hamilton, London, and Pembroke, prior to November 18, 2012, are kept physically and intellectually separate from the records created by the amalgamated congregation. These records, along with the records of the amalgamated congregation, are kept in the consolidated archives in London. The Peterborough archive retains records created prior to November 18, 2012, as well as records of deceased Sisters from Peterborough, temporarily, until this archive is consolidated.

The *Electronic Records Collection Policy* and the *Preservation Policy* also apply to electronic records.

The Archives reserves the right to make copies of records for preservation, research, and display purposes.

## Definitions

Active record: A record that is used frequently and kept in the office of origin.

Semi active record: A record that is not used daily and may be stored off-site.

Inactive record: A record that may be destroyed or transferred to the archives because it is no longer used for regular business purposes.

## Procedure

The Archives acquires inactive organizational records through scheduled transfer under a records retention and disposal schedule, or through donation or repatriation. Records that are acquired through transfer or donation, whether from an external donor or from a Sister, are appraised by the Congregational Archivist based on the *Mission Statement* and this *Collections Policy*. The appraisal criteria include:

- Whether the transfer or donation has archival value, that is historic, cultural, evidential, strategic, and informational value, specifically:
  - Whether the records are related to the mission of the congregation
  - Whether the records contain important information about people, buildings, and events related to the congregational history
  - Whether the records contain important information about local, national, or international events, trends, or topics that affected the congregation
  - Whether the records are significant for researchers
  - Whether the records were created by the office or person that transferred or donated them
  - Whether the records reflect the activities of the office or person that created them
  - Whether the records provide evidence of the activities, policies, and administrative structure of the congregation

- Whether the records give evidence of decision making or precedents set
- Whether the records give evidence of the impact of decisions, policies, and ministries
- Whether the records are complete or incomplete
- Whether the records continue existing record groups, i.e., are accruals
- The quantity of the transfer or donation and whether it contains originals or duplicates
- The uniqueness of the records
- Access restrictions on the records
- Privacy concerns attached to the records
- Property rights and cultural protocols attached to the donation, such as Indigenous artifacts
- The physical format of the records and whether they are accessible
- The physical condition of the records and whether conservation is required
- Available resources to process the records including staff, space, and supplies
- Legislation requiring permanent retention or transfer to another organization, such as education records under the *Education Act*
- Relationship of the donor to the congregation
- Whether another collecting repository holds similar records, in which case the Archives will strive not to split collections



## **The Archives does collect:**

### *Vital business records*

Decrees from Rome, including decree for union

Constitutions and bylaws

Charters

Articles of Incorporation

General Council/Congregational Leadership Circle meeting minutes

Corporate meeting minutes

Acts of Chapter including meeting minutes and election records

Assembly meeting minutes

Annals or Chronicles: convents, mission houses, apostolates, and ministries

Committee/commission meeting minutes: advisory, team, working group, planning, foundation

Reports: annual, financial, statistical, actuarial, consultant, ministry

Legal records: legal opinions, contracts, mortgages, deeds, trust agreements, leases, gifts and purchases of property, property sales, appeals and adjudications, depositions, briefs, petitions, estate inventories

Financial records: budgets, audit reports, donations reports, inventories, ledgers, journals

Congregational Leadership correspondence

Correspondence that records decisions taken or concerns issues of importance or has historical value

Records of appointments

Manuals: policy, procedures

Organizational charts

Vocation records

Formation records: novitiate, postulate

Profession records: vow formulas, vow books

## Personal records

Jubilee records

Deceased Sisters' personal files

Sisters' academic records

Sisters' unpublished manuscripts: drama, poetry, fiction, publication drafts, sheet music, academic papers

Sisters' research notes

Diaries and journals pertaining to the Sister's ministries

Memoirs and reminiscences

Personal files of Sisters who have withdrawn from the congregation: secularized, left after temporary vows, left from novitiate or postulate

## Institutional records

Records related to institutions founded or administered by the congregation including orphanages, schools, hospitals, retreat centres, and social service agencies. This material includes annals, registers, orphan records, photographs, correspondence, artifacts, ledgers, diaries, newsletters, scrapbooks, yearbooks, and ephemera.

## Communication records

Bulletins

Newsletters

Speeches

Ephemera from ministries: pamphlets, brochures, flyers, posters, programs

Website and social media

Directories and lists

Appointments

## Multimedia records

Photographs (glass plate, print, negative, transparency (slide), digital)

Videos (Betamax, VHS or other) and film (8 mm, 35 mm, filmstrip or other)

Optical disks (DVDs and CDs)

Audio recordings (cassette, reel-to-reel, vinyl, digital)

Oral histories

Electronic records

## Cultural and historical records

Artifacts including relics and textiles

Architectural drawings, building specifications, plans, diagrams, blueprints

Maps

Sisters' artwork

Scrapbooks

News clippings

Time capsule contents

Associate or Companion program records (if under the administration of the congregation)

## Published materials

Rare books used by the congregation such as prayer books

Books written by congregational members

Dissertations and theses by congregational members

Handbooks

## **The Archives does not collect:**

Active or semi-active records

Personnel records

Records relating to staff appreciation events, staff awards, or staff newsletters  
Materials relating to other congregations, organizations, or federations of women religious  
Diocesan records  
Unidentified photographs, including in JPEG format  
Records which are “dropped off” without contact information for the donor  
Transitory records such as notices of special events or memos to staff  
Duplicate copies of committee materials  
Preliminary drafts of letters and reports, preference being given to final copies  
Publications from outside organizations  
Blank forms  
Unsolicited flyers and brochures  
Photographs of deceased Sisters’ families  
Photo albums of trips, holidays, or vacations  
Rosaries or medals  
Plaques or trophies  
Relics lacking certificates of authenticity  
Spiritual diaries of Sisters  
Certificates and diplomas larger than 8.5 x 14 inches

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

## **Documentation**

Mission Statement

Records Management Policy

Electronic Records Collection Policy

Preservation Policy

Deed of Gift

Transfer Policy

## **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



# Archives Deceased Sisters' Personal Records Policy

Type of Policy: Archives

SUBJECT:				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Feb. 24, 2024	POLICY NUMBER 03

## Policy

The Archives keeps the personal records of deceased Sisters because each life is part of the whole and reflects the ministries and missions through which the charism has been lived out.

The records of deceased Sisters in London, Hamilton and Pembroke are presently held at the consolidated Archives in London, while the records of deceased Sisters in Peterborough are held at the Archives in Peterborough, prior to consolidation.

## **Preparing biographies**

The Congregational Archivist is tasked with preparing biographies of deceased Sisters by mid-January of each year for the Federation *Dictionary of Biography* database. Until the Peterborough archives is consolidated, staff should send biographies for entry into the database directly to the Congregational Archivist, not to the Federation Archivist. All biographies for the congregation will be edited and the data entered into the database by the Congregational Archivist. Following this, biographies for the preceding year will be downloaded and sent to the Federation Archivist.

## Definitions

**Restriction:** Limitations placed for a period of time, or for a class of individuals, during which records may not be viewed or used. This also applies to restrictions on use which are specified in the *Research Agreement* and *Request for Reproduction* forms.

# Archives Deceased Sisters' Personal Records Policy

**Access:** Permission to retrieve and use information in archival records subject to restrictions of privacy and copyright.

**Sous-fonds:** A group of records created by an individual or organization during daily life or business activity.

**Finding Aid:** A description that contains contextual and organizational information about archival material.

## Procedure

### **Living Sisters**

Prior to transfer to the Archives, the official and legal papers of Sisters are kept by the Congregational Leadership. When a Sister makes first profession of vows her personal file is transferred from the Formation office to the Congregational Leadership. Evaluative records are disposed of after the Sister makes final vows.

The Archives keeps drop files of each living Sister which contain photographs, Jubilee materials, news clippings, accounts of activities, creative writing, etc. These drop files are only open to the living Sister to whom the file pertains, or the Congregational Leader or her designate.

### **Deceased Sisters**

Upon the death of a Sister, the Congregational Archivist should be contacted and review the Sister's belongings to determine what personal effects of the Sister are deemed archival before any of this material is given to a family member. This includes letters, photographs, memorabilia, and artifacts. The Archives should receive:

- obituary
- eulogy or reflection given at the funeral

## Archives Deceased Sisters' Personal Records Policy

- program for wake service
- remembrance card
- photographs, especially profession photographs and photographs that show the Sister in her ministry (but not photographs of family members)
- important correspondence to or from the Sister concerning ministry or missions including letters, greeting cards, telegrams
- journals, speeches, diaries, publications
- news clippings including articles written by the Sister
- academic records, and diplomas, and certificates that are no larger than 8.5 x 14 inches
- artwork
- artifacts
- awards received (but not plaques).

After settling the estate, the administrative, legal, and personal files of a deceased Sister are to be transferred to the Archives for permanent retention. These files should be transferred by January 1st of each fiscal year so that the Congregational Archivist can prepare biographies of deceased Sisters for the Federation Biography Database. In the case of wills, these should be transferred one year after death.

These files should contain vital records including:

- birth certificate
- baptism certificate
- proof of death certificate
- last will and testament
- act of cession of administration of her property
- legal agreements with the congregation for postulancy, novitiate, temporary and perpetual profession



## Archives Deceased Sisters' Personal Records Policy

- enduring power of attorney for property
- power of attorney for personal care
- substitute decision maker/directive for support person
- documentation relevant to her patrimony
- citizenship certificate.

The files should also contain administrative records including:

- data forms (history of ministry, education, sabbatical)
- agreement and release form
- vow formulas
- patrimony records
- personal funeral planning form.

The files should also contain personal records including:

- official correspondence between the Sister and Leadership
- notes made by Leadership from important telephone conversations or records of conversations with the Sister
- copies of informal email messages to and from the Sister or to and from Leadership related to the Sister concerning ministries or appointments to missions
- other items worth keeping such as resumes or nonconfidential items of community interest.

## Archives Deceased Sisters' Personal Records Policy

Personal health information is retained for purposes of assisting relatives of the deceased Sister with family health history, and includes:

- records related to family history
- advanced directives including do not resuscitate form
- body part donations form
- medical certificate of death.

All health information is housed separately and restricted for 50 years after death.

The drop file of a living Sister kept in the Archives is added to the files transferred to the Archives upon the death of the Sister.

Procedures for arrangement of deceased Sisters' personal files and recording of death are given in the *Archives Processing Manual*.

Should any material be deemed sensitive, restrictions may be placed on the records of deceased Sisters at the request of the Congregational Leader or her designate for a specified period.

The following materials are not transferred to the Archives:

- health records other than those listed in this policy
- psychological assessments, reports, and consultations

## Archives Deceased Sisters' Personal Records Policy

- care centre or residential treatment centre health records including standing medication orders, physician order sheets, history and physical information, progress notes, consultation notes, lab reports, dietician's comments, vitals such as blood pressure or weight, medication administration records.

Access to the personal files of deceased Sisters will be limited to the Congregational Leader or her designate for a period of two years after death, to allow time to resolve any legal issues and estate matters. After this, requests for access will be reviewed by the Congregational Archivist, and these requests granted only to family members based on the purpose of the research.

In some cases, the Archives holds a more extensive collection created by a Sister during her lifetime, for example in the case of a well-known educator or artist, which are deemed of public interest and value. In these cases, the records are organized into a sous-fonds, and a finding aid is created. These records may be open after the death of a Sister, at which time the finding aid may be published.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if vital records and records reflecting the lives of congregational members are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action, as well as important legal records.



# Archives Deceased Sisters' Personal Records Policy

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

## **Documentation**

Records Management Policy

Research Agreement

Request for Reproduction

Archives Processing Manual

## **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Donation Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Sept. 13, 2020	POLICY NUMBER 04

## Policy

The Archives acquires and appraises materials through donation and repatriation, which is considered a type of donation.

## Definitions

**Appraisal:** The process of determining whether materials offered to the archives have enough value to be accessioned.

**Accession:** To take physical and legal custody of materials.

**Accrual:** An addition to a collection.

**Deaccession:** The process of permanently removing accessioned materials from the archives.

## Procedure

The donor, if not a congregational member, must complete a *Deed of Gift* under which the donor agrees that the materials in the donation are original, that the donor has right, title, and interest to give these materials, and that the materials are free of all liens, claims and encumbrances.

Furthermore, the donor agrees that the material has not been imported or exported into or out of another country contrary to its laws. The donor waives the right to monetary compensation or tax credits for the donation. Physical ownership and copyrights in which the donor has a legal right are transferred to the Archives, and the donor's moral rights are extinguished. The Archives may use and dispose of the donated records as it sees fit. The donor agrees to transfer any accruals to

the donated records on a regular basis under the same terms and conditions of the *Deed of Gift* unless otherwise negotiated.

The Congregational Archivist can appraise donated materials for a monetary value up to \$1,000, or less, for insurance purposes, but must document the source(s) used to determine the fair market value.

The Congregational Archivist is responsible to appraise a donation and determine whether to accept it based on the *Mission Statement* and *Collection Policy*.

All decisions taken in deciding whether to accept a donation shall be documented in the accession record.

Donors may be referred to another collecting repository if the donation is refused.

If at some point, the donation is deemed non-archival, the Congregational Archivist may decide to return it to the owner, transfer it to another organization, sell it at public auction for fair market value, or destroy it.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if records of enduring value exclusively are accepted for donation to the Archives, but if not, the congregation risks financial loss through expenditures on staff time, supplies and storage space. Ownership and copyright, and the right to deaccession donations will be clearly stated to potential donors thus eliminating liability risk to the congregation.



## Archives Donation Policy

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and external donors are responsible for donating records to the Archives.

### **Documentation**

Deed of Gift

Mission Statement

Collection Policy

### **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Transfer Policy				
NEW June 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED July 9, 2020	POLICY NUMBER 05

## Policy

Records have a life cycle. When records are used on a regular basis, such as employee files, they are considered active, and remain in the office where they were created, such as the Human Resources office. When records are used infrequently, for example, retired employee files, they are considered semi-active, and can either remain in the office where they were created or put into storage. At a certain point, when records are no longer needed and do not need to be kept for legislative purposes, they are considered inactive, and may be disposed of, or transferred to the Archives.

Inactive records which must be transferred to the Archives are indicated on the congregational records retention and disposal schedule. These records should not be weeded or “laundered” or redacted before transfer. A *Records Transfer to Archives* form should be completed for all transfers, and the Congregational Archivist should be informed of the anticipated arrival date of the records. All material transferred to the Archives becomes part of the permanent holdings of the Archives.

The Archives exists to collect records essential to the business activities of the congregation. These records provide evidence that may be necessary in the future for operational and governance reasons. The Archives also exists to provide authentic documentation of the history of the congregation. Therefore, it is essential that the archives has original records, not copies.



## Definitions

**Retention and disposal schedule:** A document that identifies an organization's records and provides instructions for their disposition throughout their life cycle.

**Transfer:** The process of moving records as part of their scheduled disposition to an archives.

## Procedure

When records are transferred to the archives, they should be packed separately by each office into a banker's box. The Archives will supply boxes if needed. The box should be labelled with this information:

Name of creating office	e.g. Finance
Content	e.g. Actuarial reports
Date range	e.g. 2000-2010

Keep records in their original file folders. Pack the records in the order in which they were found in the filing cabinet, and do not weed out the materials. Keeping the original order is important for the archives, and the Congregational Archivist is the one who should make decisions about what is important to keep. Only pack originals, not duplicates. Photographs should be identified on a separate piece of paper which can be folded around each photograph, with as much information as possible: names of people, type of event, date.

The Archives will put restrictions on records for specified time periods, should records contain sensitive information, or should such restrictions be required following best practices under privacy legislation. These restrictions may be put in place for specific periods of time, or applied only to members of the public, but will be applied equally in all cases.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

## **Documentation**

Records Management Policy

Collection Policy

Records Transfer to Archives

## **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

# Archives Reference Services Policy

Type of Policy: Archives

SUBJECT: Archives Reference Services Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 24, 2024	06

## Policy

The Archives will provide access to processed materials in its collection, as well as to its ready reference collection, and publications collection. Archival materials will be retrieved from storage and returned to storage only by Archives staff, who will always be present while researchers handle archival materials. Unprocessed materials will not be available to researchers.

## Definitions

Processed material: Archival materials prepared for use for researchers. Materials will have had preservation work completed on them, been arranged into series and files, and had a reference code applied. Materials will also have been catalogued and there will be a finding aid available.

## Procedure

The Archives makes finding aids of collections which are available to public researchers on Archeion at <https://www.archeion.ca/sisters-of-st-joseph-london>. The Archives also holds other records which are available only to congregational members.

Priority for all reference inquiries will be given to congregational members. Researchers who are not members of the congregation must book an appointment and complete a *Research Agreement* and *Request for Reproduction* before their visit, explaining the purpose of their research.

Congregational members are also encouraged to book an appointment to view records, to permit Archives staff sufficient time to retrieve the records.

No reference inquiries will be undertaken by telephone. All callers will be informed that they must fill out the *Research Agreement* and *Request for Reproduction* forms, and that these forms will be either mailed or emailed to them. No inquiries concerning living Sisters or withdrawn Sisters will be permitted. A reference inquiry will be closed if three months have elapsed, and the forms and reference fee have not been received by the archives.

The Archives reserves the right to restrict access to the collection depending on the condition of the archival material, the amount of material requested, and the purpose of the research. The use of certain materials may also be restricted for reasons of privacy or sensitivity, or under a donor agreement. Access restrictions will be applied equally to all researchers and reviewed periodically. No researcher will be given access to any materials that contains a personal information bank such as donor agreements or personnel records, or to other proprietary information such as appraisals, insurance valuations, or condition reports.

General and specific access restriction are stated in the *Privacy and Access Policy*.

Students who attended a private school administered by the Sisters may obtain their transcripts from the Human Resources Branch, Ministry of Education, Mowat Block, 19<sup>th</sup> Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2 or by calling 416-327-9045.

For non-congregational members, there is a fee for each reference inquiry. This fee will be credited to the Archives budget to cover the costs associated with records retrieval from off-site storage, copying, and staff time. The Archives will undertake research on behalf of a researcher who is unable to visit the Archives.

The Archives may refuse to copy archival materials if the materials are oversize, fragile, or fall outside the fair use provisions of copyright law as stated in the *Request for Reproduction* agreement. Only Archives staff may make copies of materials using either a photocopier or scanner. No more than 10 pages will be copied by staff, and no digital copies will be provided to researchers. Researchers are permitted to use cameras but not flash photography to make their own copies under the terms of the *Request for Reproduction* agreement, for private use and study, not publication or display. In this case, the items must be placed flat on a table and removed and returned to folders one at a time. Researchers are not to press down on the documents or bindings or to fold items.

Permission to study archival records does not extend to publication or display rights, under the *Request for Reproduction* agreement. The researcher must request this permission in writing from the Archives.

Material may not be removed from the archives, and no material will be loaned, except in the cases of a loan to another heritage institution for purposes of exhibition.

Researchers will be requested to follow the following rules for visits to the Archives:

- Only pencils, not pens, may be used. No marking or erasure of materials is allowed.
- Post-it or other sticky type notes may not be used, and pages must not be folded or dog-eared.
- Items must be kept in their existing order within folders. Folders must be kept in their existing order within a box. The researcher should handle only one archival record at a time, and only one file at a time, not removing items from folders.
- The researcher must not write on anything that has items below it, such as a folder containing papers, or trace anything.
- Cotton or nitrile gloves must be worn when handling photographs or artifacts.
- Food and drink including chewing gum and candy are prohibited in the archives.
- Researchers must leave personal belongings such as coats, briefcases, backpacks, folders, and oversize purses in a closet outside the Archives.
- Researchers should wash and dry hands before handling archival materials and avoid applying hand lotion before working with archival materials.

Researchers will be held responsible for any damage to archival materials. Researchers who do not exercise care in handling archival materials will not be permitted to return to the Archives.

Researchers may encounter records that contain private or restricted information about individuals or organizations and this information may not be transmitted by the researcher to others by any means.

No researcher will be refused access to the Archives unless it is determined that the materials will be physically damaged or used for libelous or illegal purposes.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if access to the Archives is equitably provided to all researchers subject to access restrictions under the *Privacy and Access Policy*, without risk to the congregation through breaches of privacy or disrespect for copyright law.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff are responsible for ensuring researchers respect the conditions stated in this policy.

## **Documentation**

Research Agreement

Request for Reproduction

Privacy and Access Policy

Copyright Act (Canada)

## **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



# Archives Website Collection Policy

Type of Policy: Archives

SUBJECT: Archives Website Collection Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 24, 2024	07

## Policy

The Congregation of the Sisters of St. Joseph in Canada Archives is the repository for archival records created by the Congregation, or records about the Congregation which have historical significance. The Archives is tasked with preserving, arranging, describing, and creating access to these records, including photographs, manuscripts, multi-media, artifacts, websites, and social media.

The Archives will collect websites and social media created by the Congregation of the Sisters of St. Joseph in Canada and may collect websites of related congregations under the Internet Archive Community Webs Program.

## Definitions

**Metadata:** Information which describes significant features of a resource.

**Digital preservation:** The activities necessary to ensure continued access to digital materials such as websites beyond the limits of organizational or technological change.

## Procedure

The Archives will only ensure that blogs on the Congregational website are captured on a periodic basis but will make every effort to capture each web page on the website. The web archive created through collection by the Archives is intended for private reference and research.



The Archives may make exceptions to the above criteria on a case-by-case basis. The Archives may use *Conifer*, *Archive-It*, and *Internet Archive* to preserve websites. The Congregational Archivist will appraise and decide what web pages to capture. These digital records will be preserved using the digital preservation workflow in the Archives, including adding Dublin Core and PREMIS metadata as well as contextual information. The Archives will not capture and preserve any websites which the website owner has requested not be captured, including password protected webpages. Material from other websites that are linked to the website being archived will not be captured. The Archives may not be able to exactly preserve live websites, especially with respect to applications, streaming video and audio, social media, and databases.

The *Archives Processing Manual* contains a table of metadata fields to be used.

Should the congregation decide to discontinue the use of a website, the Congregational Archivist must be informed in advance to ensure the digital content is captured and preserved.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if the website and social media of the congregation is preserved as important historical records of their charism in action and these records are not at risk of loss due to changes in web platforms or technological obsolescence.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff and congregational administrative staff involved in website maintenance are responsible to ensure the website and social media are preserved.

## **Documentation**

Archives Processing Manual

## **References**

Digital Preservation Handbook, 2nd Edition, <https://www.dpconline.org/handbook>,  
Digital Preservation Coalition © 2015.

# Archives Offsite Storage Policy

Type of Policy: Archives

<b>SUBJECT: Archives Policy</b>				
<b>NEW</b> June 2020	<b>APPROVED</b> Sept. 16, 2020	<b>EFFECTIVE DATE</b> Immediate	<b>REVISED</b> Feb. 24, 2024	<b>POLICY NUMBER</b> 08

## Policy

Due to lack of storage space in the Archives, offsite storage will be utilized. The storage facility must be environmentally controlled and secure.

## Definitions

**Offsite storage:** Storage of records in a records centre for a monthly fee based on the extent of records in storage.

**Accession:** The application of a bar code to a box delivered to offsite storage for the first time, along with the inclusion of the box on an index list.

## Procedure

Any archival materials that are stored offsite due to lack of space in the Archives will be properly labelled with an inventory number, and a box label that records the fonds and series number, the fonds and series title, and the box number within the fonds and series. A bar code will be applied to each new box sent to offsite storage. All orders for boxes sent to or retrieved from storage are made using the online Filebridge system maintained by Access, the storage vendor.

Only authorized card holders may attend the offsite storage centre to retrieve or return materials. These cardholders are the Congregational Archivist and the Associate Archivist. The storage

## Archives Offsite Storage Policy

centre is also able to deliver and return boxes from the Archives for a fee. Under no condition is anyone else authorized to deliver or return boxes from the Archives or storage centre. A receipt must be provided by the storage centre for every delivery and return.

The online system, Filebridge can generate updated index lists for all boxes in storage, and these lists can be compared against the location spreadsheet/database in the Archives for security purposes.

The Archives shall keep a record of all boxes retrieved from storage and sent to storage, as well as new boxes delivered for accession into storage. This record should include the bar code number for each box, the box label information, and the dates of retrieval and return. This information will assist in verifying invoices from the offsite storage centre.

The Archives will supply a datalogger to be kept in the offsite storage centre to monitor the temperature and relative humidity. Periodically, this datalogger will be picked up and readings downloaded with a fresh datalogger supplied to replace it.

The materials stored offsite shall be insured under the congregational insurance policy to cover any conservation costs required in case of damage.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if records are stored safely and with limited financial risk to the congregation.



# Archives Offsite Storage Policy

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff and the Corporate Accountant are responsible for ensuring offsite storage expenditures remain within budget allocations.

## **Documentation**

## **References**

# Archives Loan for Exhibit Policy

Type of Policy: Archives

SUBJECT: Archives Loan for Exhibit Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 24, 2024	09

## Policy

The Archives may make a loan of artifacts or textiles, or reproductions of published material, textual records, or photographs, for purposes of an exhibit or display. Such a loan will be for one time use only, and for a limited duration.

## Definitions

**Exhibit:** An organized display of items, usually in a public space, for viewing. A travelling exhibit is one which travels from one venue to another for viewing.

## Procedure

In all cases, the request for exhibit must be in writing and specify:

- The purpose of the exhibit
- The name and location of the gallery, museum, or public space
- The environmental controls in place for the exhibit, including temperature, relative humidity, and lighting
- The security in place for the exhibit, including display furniture, public access, and security staff
- That there is adequate insurance in place for both the transport of the loan and the exhibit venue
- Responsibility for transportation of the loan to and from the venue
- The duration of the loan.

## Archives Loan for Exhibit Policy

The institution receiving the loan must provide a loan agreement to the Archives which specifies all items to be loaned.

The Archives will complete a *Condition Report* for each item on loan and provide copies to the receiving institution.

No original manuscript, photograph, or other archival record will be loaned. Digital copies of such items will be provided. Rare books, artifacts, and textiles may be loaned.

Loans will not be made to other institutions for the purpose of travelling exhibits.

Loans will not be made for any other purpose than exhibit or display, and any request for a loan may be refused by the Archives, especially should there be concerns with environmental conditions, security, or the purpose of the exhibit.

The borrowing institution comply with the *Cultural Property Export and Import Act* if the loaned items are to cross an international border and is responsible for all documentation related to any shipment.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if loaned items are not at risk of damage or loss due to poor environmental or security measures, thus putting at risk irreplaceable congregational history.



## Archives Loan for Exhibit Policy

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff, and the staff of the borrowing institution are responsible for ensuring loans are properly managed.

### **Documentation**

Condition Report

### **References**

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.





# Archives Environment and Security Policy

Type of Policy: Archives

SUBJECT: Archives Environment and Security Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 25, 2024	10

## Policy

Precious and rare records of enduring value are to be kept in the Archives, not in a vault, to be preserved in perpetuity. The Archives is charged with preserving and ensuring the integrity, authenticity, and reliability of records in its care. This means that the Archives must:

- prevent access to records by unauthorized persons
- control the storage environment
- monitor both physical and electronic records to prevent degradation or loss.

## Definitions

Fixity check: Verifying a file has not been altered or corrupted either during transfer or in storage. Fixity or integrity checking is done by computing checksums or algorithms and comparing these to stored values for a file.

## Procedure

### **Authorized Access**

The Archives storage areas are always to be kept locked. Keys should only be held by the Congregational Archivist, the Associate Archivist, and the London Administrator. No one is permitted to enter the Archives storage areas without Archives staff being present, except in the case of an emergency, such as flood or fire. In this case, the *Disaster Management Policy* must be adhered to. No one may get a key cut whose name is not on the list with the locksmith.

Archival electronic records will have one backup copy maintained offsite in a different, secure geographical location. No archival electronic records may be opened, moved, copied, deleted, or otherwise manipulated by anyone other than Archives staff. When information technology (I/T) support is required, Archives staff must be present and actively monitor all I/T staff. Passwords will not be shared with other staff.

When researchers or volunteers attend the Archives, only Archives staff may retrieve and return records to storage. Archives staff must always be present when researchers or volunteers are onsite and working with records. All researchers and volunteers must sign in and sign out at the reception desk.

### **Environmental Control**

The temperature, relative humidity, and light in any Archives storage areas and in Archives offices must meet environmental standards for archival storage, specifically:

- Relative humidity: 40% to 50% RH
- Temperature: 18° to 20° Celsius
- Light: 80 to 240 lux for storage area
- Light: 50 lux for exhibit area
- Light: 10,000 K for archives office and 5,000 K when digitization takes place.

Lights must be turned off when leaving any storage and processing areas and the doors to these areas must never be left open.

### **Quarantine**

All physical materials received by the Archives will be quarantined for a minimum of three days in case of infestation. No material will be placed in storage until it has been checked for pests

and mold. Electronic records will be quarantined for at least one month and checked with antivirus software.

### **Monitoring**

Temperature and relative humidity readings will be taken daily using a data logger. This data will be downloaded by Archives staff, and reports provided to maintenance staff. A visual inspection and recording of temperature and humidity in a log will also be undertaken daily by Archives staff. Should the environmental standards not be met, supplementary equipment is to be used, including either a dehumidifier, a humidifier, or fans.

Archives staff will practice integrated pest management, keeping insect traps in strategic locations, and inspecting the traps twice a month. Should insects be found, they will be identified, and if necessary, reported to maintenance staff for further action. Chemical pesticides and fumigants shall not be used in the archives storage areas for pest control, but adjustments may be made to the temperature, relative humidity, or pheromone traps may be put in place.

Electronic records will be monitored by monthly fixity checks while in offline storage. This data will be kept by the Archives, and should a file be corrupt, it will be replaced by a backup copy. Software is run automatically on a weekly basis, and manually monthly, to create backup copies, as per the *Archives Processing Manual*.

### **Review**

This policy will be reviewed every three years.

**Benchmarks:**

This policy is effective if records are protected from environmental damage or loss through inadequate control, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

**Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff, Maintenance staff, and I/T staff are responsible for ensuring the storage environment of archival records is controlled and secure.

Documentation

Disaster Management Policy

Preservation Policy

Archives Processing Manual

References

Type of Policy: Archives

SUBJECT: Archives Volunteer Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Feb. 25, 2024	11

## Policy

The Congregation of the Sisters of St. Joseph in Canada Archives accepts students and graduates from library and information science or archival studies programs to participate, on a volunteer basis, in both an archives practicum and medical artifacts cataloguing project. The practicums provide hands-on work experience to participants. Each archives practicum and medical artifacts cataloguing project is approximately fourteen weeks in duration, or one school term, and runs for three hours per week.

## Definitions

**Volunteer:** A person who willingly undertakes an activity without coercion and without being paid.

**Practicum:** A structured hands-on learning opportunity in which participants are provided with training, critical feedback, job references, and ongoing mentorship at the completion of training.

## Procedure

To be considered for either program, applicants must submit a resume and take part in an interview in advance of the start date to determine suitability. Eligible applicants are selected based on the resume and interview. If practicum spots are available to be filled, postings will be made to the University of Toronto iSchool and the Western University FIMS job sites. Should all the spots be filled, applicants will be placed on a waiting list for the next program session.

All participants must complete and return a signed and witnessed copy of the *Volunteer Agreement* and *Volunteer Waiver* before beginning their program. Students taking part in the medical artifacts project must familiarize themselves with the infection control procedures provided to them. All students will be required to have three COVID-19 vaccinations and may be required to wear N95 masks in the workplace.

Successful participants will be given training on the Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), and the Occupational Health and Safety Act (OHSA). They will be provided with the *Orientation Manual* and take part in an orientation session. For the archives practicum, participants will be given a practicum syllabus, as well as the *Archives Processing Manual*. For the medical cataloguing project, participants will be given the *St. Joseph's Hospital Medical Objects Collection Cataloging Manual*.

Each participant will be supervised by the Congregational Archivist. Participants take part in an exit interview and are given an evaluation and an opportunity to provide feedback on their experience. The Congregational Archivist will be available to provide post-practicum support such as resume review, ongoing mentoring, letters of support, and references.

Participants who must miss a session due to illness or a family commitment must arrange with the Congregational Archivist to make up the hours on another day. Any participant who misses more than three weeks in total, will be asked to withdraw from the practicum.

Should the participant experience a problem, this should be discussed with the Congregational Archivist. If the participant does not feel the problem is resolved, they may discuss it with the Leadership designate appointed to supervise the Congregational Archivist or decide to leave the practicum. If the Congregational Archivist feels the participant is not fulfilling their

commitments, this will be discussed with the participant to find a solution, including more training, reassignment of tasks, or other remedies including terminating the practicum. The Archives observes and upholds the *Ontario Human Rights Code* by prohibiting discrimination under the *Code* in accepting applicants for practicums and while at the workplace. We do not tolerate harassment or unwelcome comments or actions. We provide equal rights and opportunities for all volunteers.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if volunteers are provided with ethical practicum opportunities in which there is a fair exchange of training for labor. It is also effective if the congregation is protected from liability risk.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff is responsible for selecting and supervising volunteers, providing training including on safety and archival procedures, and maintaining application and training files. Archival staff is also responsible for ensuring training manuals and materials are up-to-date.

## Documentation

Accessibility for Ontarians with Disabilities Act (AODA)\

Workplace Hazardous Materials Information System (WHMIS)

Occupational Health and Safety Act (OHSA)

The Ontario Human Rights Code

Volunteer Agreement

Volunteer Waiver

Orientation Manual

Archives Processing Manual

Medical Artifacts Collection Cataloguing Manual

## References





# Archives Withdrawn Sisters' Personal Records Policy

Type of Policy: Archives

SUBJECT: Archives Withdrawn Sisters' Personal Records Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	12

## Policy

When a member leaves the congregation, her personal file is retained in the Archives. This file contains the legal file, data and personal file kept for the member when she belonged to the congregation.

## Definitions

Indult of separation or exclaustation: Permission from the Apostolic See to leave a religious institute.

## Procedure

Access to the personal file of a withdrawn Sister is restricted to the Congregational Leader or her designate. No reference inquiries into withdrawn Sisters are permitted, and no information concerning withdrawn Sisters will be provided to anyone, other than to the Congregational Leader or her designate, or with the permission of the Congregational Leader, to the individual who has withdrawn, and in that case, only to her personal file.

When a member leaves the congregation, the following documents, or copies of these documents, may be kept in the archives:

- last will and testament
- power of attorney for personal care
- enduring power of attorney for property



## Archives Withdrawn Sisters' Personal Records Policy

- transactions related to her patrimony
- copy of birth certificate
- baptismal certificate

These documents must be kept in the archives:

- legal documents of her incorporation into the congregation
- indult of separation

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if records of withdrawals are transferred to the Archives, but if not, the congregation risks losing records of women who joined the congregation.

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.

### **Documentation**

Records Management Policy

Collection Policy

Transfer Policy

### **References**



# Archives Electronic Records Collection

  

## Policy

Type of Policy: Archives

<b>SUBJECT: Archives Electronic Records Collection Policy</b>				
<b>NEW</b> July 2020	<b>APPROVED</b> Sept. 16, 2020	<b>EFFECTIVE DATE</b> Immediate	<b>REVISED</b> Feb. 25, 2024	<b>POLICY NUMBER</b> 13

### Policy

All electronic records created by staff or congregational members in relation to the mission, activities and operations of the congregation are the property of the congregation. Staff do not have the right to retain electronic records once their employment ends. Ownership of electronic records created by a consultant should be indicated in the contract.

The Archives collects and preserves electronic records, both born-digital or digitized. This includes records scheduled for permanent retention under the congregational records retention and disposal schedule. Original files should be transferred to the Archives and all copies purged according to the records retention and disposal schedule. Usually, these records will be the final copy from the office of record, and may include electronic documents, graphic design files, email, photographic images, and audiovisual recordings. This also includes the congregational website. All electronic records are preserved according to the *Preservation Policy*. Digitized records originate in the Archives and are covered by the *Preservation Policy*.

The Archives does collect drafts of significant and important documents, if these are clearly labelled with version number and comments, and revisions are clearly indicated using tracked changes or comments.

The Archives does not collect duplicate copies, staff personal documents, databases, and routine materials such as to do lists, meeting schedules and notices, calendar appointments, chat

transcripts, notes, and reminders. The Archives also does not collect spam, carbon copy emails, or forwarded portions of emails.

### Definitions

Born digital – a record which originates in a computer environment.

Digitized – a record created from an analog physical format using a scanner or photography, or by converting analog audiovisual information into bits, for example, digitizing an audiotape.

### Procedure

Electronic records scheduled for permanent retention should be sent to the Archives following these steps.

1. All staff and members of the congregation responsible for creating records scheduled for permanent retention by the Archives will have a link to a shared Archives drive set up by I/T staff. You will only have access permission to move your own records into this drive, not read or change any other records on this drive.
2. Do not transfer password-encrypted files or compressed (zipped) files.
3. Create and clearly label a new folder, for example “Newsletters\_2019” or “Audit\_Reports\_2000.” Do not use spaces in the folder name or any special characters.
4. **Move** (do not copy) the files into the new folder. If the dialog box says “copying” instead of “moving,” be sure to delete your original files afterward.

# Archives Electronic Records Collection Policy

5. **Move** (do not copy) the folder onto the shared Archives drive, which looks like a file drawer and is labelled “Archives Transfer” on your desktop. If the dialog box says “copying” instead of “moving,” be sure to delete the original folder on your computer afterward.
6. Fill out the fields in the screen which pops up once you click on the “Submit Files” icon on your desktop. This will give the Archives all the information needed to process your transfer.
7. If there are any concerns about privacy or confidentiality, the Archives will enforce access restrictions on the files you have transferred according to the *Privacy Policy* based on the form you filled out.
8. The system will automatically send a message to the Archives to alert staff to the transfer. You will receive an Excel spreadsheet by email with a list of all files you have transferred which you may keep for your own records.
9. Folders which have been transferred to the Archives will be processed using the digital preservation workflow. The process is described in the *Archives Processing Manual*.
9. The Archives does not do any editing or formatting of transferred materials. The Archives keeps the original intact to preserve authenticity. For example, Archives staff will not copy material in an email and paste it into a new document.
10. Do not send links to materials on external websites for Archives staff to preserve. This material falls outside of the *Collection Policy*, and the Archives must respect copyright law.

### **Formats**

File formats that are not sustainable will be converted by the Archives, but the original copy will be retained. The file formats supported by the Archives are given below. Other formats will be converted if able to be read.

MS Office: DOC, DOCX, PPT, PPTX, XLS, XLSX

Plain Text: TXT

Rich Text Format: RTF

Portable Document Format: PDF, PDF/A

Graphics: TIFF, RAW, JPEG, PNG

Audio: MP3, WAV

Video: MP4

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if records of enduring value are transferred to the Archives, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives. I/T staff is responsible for ensuring there is a shared drive for electronic records transfer.



# Archives Electronic Records Collection

## Policy

### Documentation

Records Management Policy  
Collections Policy  
Digitization Policy  
Preservation Policy  
Archives Processing Manual

### References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.



# Archives Privacy and Access Policy

Type of Policy: Archives

SUBJECT: Archives Privacy and Access Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
July 2020	Sept. 16, 2020	Immediate	March 6, 2024	14

## Policy

The *Freedom of Information and Protection of Privacy Act (FIPPA)*, applies to provincial ministries and agencies, colleges and universities and municipalities and local boards. Under this legislation, access is not permitted to personal records on behalf of a third party unless consent is given by the person, but the laws permit access 30 years after the death of the person. However, records that are privately donated are excluded and access is governed by a deed of gift. The *Personal Health Information Protection Act (PHIPA)*, applies to personal health records under the control of a health information custodian (not an archives). Personal health information is protected until the expiration of the earlier of 120 years after the record was created or 50 years after the death of the individual. For these types of records held in an archives, PHIPA applies. The *Personal Information Protection and Electronic Documents Act (PIPEDA)*, applies to private sector commercial activities in Ontario. It does not apply to non-profit or charity groups unless they are conducting commercial activities, and then only in that context. It protects personal information for 100 years after the information was collected or 20 years after the death of the person. In Ontario, FIPPA as well as federal legislation (PIPEDA and the Privacy Act) do not apply to religious archives.

The Archives will strive to follow best practices set forth under provincial and federal privacy legislation even when not governed by this legislation. The Archives will also follow the International Council on Archives' *Principles of Access to Archives*.

There are records in the Archives which contain personal or sensitive information. These records include deceased Sisters' records, withdrawn Sisters' records, staff and student records of



educational institutions, staff and patient records of health care institutions, and orphanage records. Sometimes, the information contained in these records is particularly useful for genealogists and serious researchers. Therefore, a balance must be struck which follows the spirit of the law.

For this reason, the Archives has developed a privacy protocol. In general, each request for access must be made in writing, using *Research Agreement* and *Request for Reproduction* forms. Each request is then evaluated based on the purpose of the request, who is making the request, and using this *Privacy and Access Policy* as a guide.

The Archives will put restrictions on records for specified time periods, should records contain sensitive information, or should such restrictions be required following best practices under privacy legislation. These restrictions may be put in place for specific periods of time, or applied only to members of the public, but will be applied equally in all cases, without discrimination based on race, gender, religion, belief, or social status of the patron.

All records transferred or donated to the Archives are subject to this *Privacy and Access Policy*.

The Congregational Archivist must be knowledgeable in privacy and copyright law. Archives staff may have access to restricted records to carry out their work but must keep confidential any knowledge they acquire in the course of their duties.

## General restrictions

1. Records containing information, the disclosure of which would violate the personal privacy of a living person, will only be released to the named individual to whom they relate or her/his authorized representative, or with the written permission of the named individual, and that permission will be kept on file. These records are open to the Congregational Leader or her designate.
2. Academic records will only be released to the named individual to whom they relate, or her/his authorized representative, or with the written permission of the named individual, and that permission will be kept on file. These records are open to the Congregational Leader or her designate.
3. Information from orphanage records will only be released directly to the person to whom the records relate, or to his/her authorized representative, or with the written permission of the named individual. If that person is not living, information can be released to their next of kin. However, Ontario law prevents the release of any identifying information about birth parents. Records which are 100 years old or more are open to the public.
4. Identifying information concerning recipients of donations, bursaries, or other charitable works will not be released except to the Congregational Leader or her designate.
5. Consent is required of living persons depicted in photographs, videotapes, or sound recordings and their captions and related transcripts to publish or display. Materials will not be published or displayed if they depict children or people in trouble. A *Release Form* must be signed by the living person.

6. For both living and deceased persons, subject to the discretion and best judgement of archives staff, materials will not be published or displayed if they depict children or people in trouble.
7. Deceased Sisters' personal files are restricted for two years after death and are open only to the Congregational Leader or her designate. After this period has expired, access is restricted to the Congregational Leader or her designate, and to family members of the deceased Sister.
8. All personal health information of any individual is restricted for 50 years after death.
9. The names of withdrawn Sisters will never be released except to the Congregational Leader or her designate.
10. Materials which contain confidential business and financial information is open only to the Congregational Leader or her designate, until the passage of time is such that the release of the information would not result in harm or prejudice to the parties identified in the materials.
11. Materials containing information about confidential decision making will only be disclosed if the decision has been made public and the nature of the determinations leading to the final decision is known, or the passage of time is such that the release of the information would not impede current decision making, or the public interest in disclosure outweighs the continued need for privacy. These materials are open to the Congregational Leader or her designate.
12. Materials restricted by statute or court order may be disclosed only in accordance with the provisions of the statute or court order.

13. The Archives may collect personal information related to donors, patrons, and volunteers, but this personal information will be kept confidential.

14. No access will be provided to unprocessed collections because this material may not have been reviewed for potential restrictions due to sensitivity or privacy.

### **Specific restrictions**

1. Records donated to the Archives may be restricted for a specific period as agreed to in a *Deed of Gift*.

2. Restrictions on the records of deceased Sisters which are not their personal files may be put in place for a period of 30 years after death if the material is deemed sensitive.

3. Other access restrictions may be placed on records by the Congregational Archivist if the records are deemed for congregational use only, or as requested by the Congregational Leader or her designate. These access restrictions must specify who is allowed access, and the time period of the restriction.

### **Definitions**

Open: There are no restrictions on open records.

Restriction: A restriction is a limitation on the access to archival records by a patron. Such a restriction may involve a period for which access is limited, or it may involve not allowing access to certain individuals. Such restrictions are put in place to protect personal privacy or meet requirements under the law.

## Procedure

Decisions on restrictions will be noted in the accession record as specified in the *Deed of Gift* or *Records Transfer to Archives* form or via the electronic records submission system.

Restricted records will be noted in finding aids.

Because the Archives does not have space to store restricted records separately, these records shall remain in the fonds and series in which they are arranged. Each file in a series containing restricted records should contain a *Withdrawal Sheet* listing the restricted items.

Electronic records which are restricted may be stored in a separate space on the computer drive and the metadata will clearly indicate the conditions of the access restrictions.

If part of an item can be made available, Archives staff can make a copy of the original and redact the restricted information from the copy by blacking it out, and then providing the patron with a use copy of the redacted copy and placing the redacted copy back in the file with the *Withdrawal Sheet*.

Periodic reviews of specific restrictions should take place to determine whether the restrictions can be removed. When restrictions are removed, the *Withdrawal Sheet* and redacted copies should be removed from any file in which these were placed, and the finding aid should be updated. The accession record should also be updated.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if archival records are open to access but records that contain sensitive or private information are restricted to access, thus protecting the congregation from liability risk.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff are responsible for ensuring access restrictions are enforced.

## **Documentation**

Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch A, Release Form  
International Council on Archives. (2013). Principles of Access to Archives,  
<https://www.ica.org/en/principles-access-archives>

Withdrawal Sheet

Research Agreement

Request for Reproduction

Records Transfer to Archives

Deed of Gift

## **References**

International Council On Archives, Committee On Best Practices And Standards, Working Group On Access. (2014). *Principles of Access to Archives. Technical Guidance on Managing Archives with Restrictions.*

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology.* Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
July 2020	Sept. 16, 2020	Immediate	March 14, 2024	15

## Policy

The Archive must respect the *Copyright Act* in its outreach work, including publishing, creating exhibits and displays whether physical or digital, and in providing reference services. Usually, the copyright holder is the creator (known as the author in copyright law), but in the case of an employee being a creator as part of their work, the employer is the copyright holder. In the case of Crown works, the Crown is the copyright holder. Even if creators are not the copyright owners, they have a right to be associated with their work and not have their work modified or used in a way that would damage their reputation. This is their moral right.

## **Public domain**

Copyright does not last forever. A work in the public domain can be used without permission from the copyright holder and without paying royalties.

## **Length of copyright**

Generally, the works of living creators are protected by copyright, which lasts for the duration of the calendar year in which the creator dies plus 70 years. This is a simple calculation which involves adding 70 to the year following the year of death of the creator to find the year in which the work enters the public domain. Works enter the public domain on January 1st after the expiration of copyright. Copyright was extended for works for an additional 20 years on December 30, 2022, changing the length of copyright from 50 years to 70 years in most cases. Prior to the Canada-United States-Mexico Trade Agreement, copyright in Canada was life of the creator plus 50 years. However, in order to comply with treaty agreements, Canada increased the duration of copyright protection on December 30, 2022. Works

which entered the public domain before December 30, 2022, are still in the public domain. Works by creators who died in 1971 are in the public domain because they entered public domain in 2021. Works by creators who died in 1972 are now protected by copyright until January 1, 2043. Photographs taken before January 1, 1949 are in the public domain if not Crown works.

### A) Photographs

#### *Commissioned photographs*

Copyright ownership of commissioned photographs rested with the client for works created before November 7, 2012. If the photograph was created before December 31, 1998, these photographs are in the public domain at 50 years after the date of creation. If the photograph was taken before November 7, 2012, and the creator was a major shareholder and the photograph was taken before January 1, 1962, then the photograph will become public domain at 50 years after the date of creation. Commissioned photographs taken after November 7, 2012, are owned by the creator until the year of the creator's death plus 70 years.

#### *Other photographs*

If the photograph was created before January 1, 1949, and is not by a crown creator it is in the public domain. If a photograph was created by a crown creator alone and was published, then it enters public domain 50 years after the date of publication. If a crown work was created by a crown creator alone but was not published, then it is not in the public domain. Otherwise, all other photographs are in the public domain 70 years after the calendar year in which the last creator died.



### B) Textual works

#### *Published works:*

For published literary works, if the creator died on or before December 31, 1971, then the copyright term is year of creator's death plus 50 years. If the creator died on or after January 1, 1972, then the copyright term is year of creator's death plus 70 years.

#### *Posthumous works*

For works unpublished at the creator's death which were then published before December 31, 1998, copyright term is for the longer of either the rest of the calendar year in which the work was published plus 50 years or life of the creator plus 70 years.

If the creator died between December 31, 1948, and December 30, 1998, and the work was not published before December 31, 1998, copyright term is for the longer of December 31, 2048, or life of the creator plus 70 years.

#### *Unknown creators*

For works with unknown creators, if the work was created before January 1, 1945, it enters public domain 75 years after the date of creation if it was unpublished. If a work was created before January 1, 1945, and published after January 1, 1970 it enters public domain 75 years after the date of creation. If it was created before January 1, 1945, and published before January 1, 1970 it enters public domain at 50 years after the year of publication or 75 years after the year of creation, whichever is earlier. If the work was created after January 1, 1945, and was not published, it enters public domain 100 years after the year of creation. If the work by an unknown creator was created after January 1, 1945, and published, it enters public domain either 75 years after publication or 100 years after creation, whichever is earlier.

### *Joint creators*

For works with joint creators, the work is in the public domain 70 years after the calendar year in which the last creator died.

### *Crown works*

For Crown works, the work is in the public domain 50 years after the calendar year in which the work was published. Unpublished Crown works never enter the public domain.

### *Unpublished works*

For unpublished works, the work is in the public domain on January 1, 2004, if the creator died before January 1, 1949. If the creator died between 1949 and January 1, 1979, the work is in the public domain on January 1, 2049. For creators who died after 1998, the work is in the public domain 70 years after the calendar year in which the creator died.

For unpublished works with unknown creators, if the work was created before January 1, 1945, the work is in the public domain 75 years after the creation date. If the work was created after January 1, 1945, the work is in the public domain 100 years after the creation date.

### C) Sound recordings

A copyright owner holds all rights to reproduction, derivatives, distribution, performance, display, and public performance of sound recordings via digital audio transmission. The moment of recording is referred to as the point of fixation. If a sound recording was published after January 1, 1970, or before 70 years has passed since its fixation (and the fixation was after January 1, 1970), it enters public domain either 75 years after publication or 100 years after it was fixed, whichever is earlier. If a sound recording was fixed after January 1, 1970, but was not published within 70 years, it is public domain 70 years after the year of fixation. If a sound recording was fixed before January 1, 1970, or was fixed before January 1, 1970 and was

published before January 1, 1970, it is public domain 50 years after the year of fixation or publication, respectively. If the sound recording was fixed before January 1, 1970, but was published after January 1, 1970, it enters public domain either 75 years after publication or 100 years after it was fixated, whichever is earlier.

## Definitions

**Copyright:** A property right that protects the interests of the creator or person/organization to which copyright has been assigned, giving them control over the reproduction, publication, adaptation, performance, or display of the work. Copyright attaches to an original work at the moment it is fixed in a tangible medium. Registration is not required.

**Public domain:** Works that are unprotected by copyright law.

## Procedure

### **Copyright permissions**

The Archives will make efforts to research the ownership of photographs and request copyright permission from copyright holders for publication and display using the *Assignment of Ownership by Photographer* form.

### **Preservation**

Archives are allowed under the fair use provision of the *Copyright Act* to reproduce materials for preservation purposes.

### **Donations**

Donors must assign ownership and copyright to the Archives for all donations. If the donor does not hold copyright, the Archives must make determined efforts to contact the copyright owner

and obtain assignment of copyright to the Archives. This can be done by sending a letter by registered mail and keeping a copy of the letter and receipt on file.

### **Websites**

The Archives will takedown any material displayed on the Internet if a copyright owner requests this to be done.

The Archives will include this *Rights Statement* on all its websites:

*The photographs featured on this site come from the Congregation of the Sisters of St. Joseph in Canada Archives and, to the best of our knowledge, there are no copyright restrictions associated with them because they are either in the public domain, or the copyright is owned by the Congregation of the Sisters of St. Joseph in Canada, or there is no known copyright. These images are intended for private reference and research, and we cannot assume liability for any other use of these photographs.*

*The images on the website are in jpeg format. The images must not be altered or manipulated in any way. The images must not be used for commercial purposes. Proper credit must be given when any image is used, as follows:*

#### *Credit:*

*Images courtesy of the Congregation of the Sisters of St. Joseph in Canada Archives. We are committed to observing copyright law. If we have inadvertently infringed on the intellectual property rights of copyright holders with respect to these photographs, please do not hesitate to contact us with specific details.*

## **Reference**

The Archives will only make one copy of any material requested by a patron under the fair dealing provisions of the *Copyright Act* for research, private study, education, parody or satire, criticism or review, or news reporting. This includes unpublished material and portions of published material. Other use of copyrighted material is protected by law and requires permission from the copyright holder, whether the material is published or unpublished.

Archives patrons will be asked to complete a *Research Agreement* and *Request for Reproduction* for all inquiries. For any use of archival materials that does not fall under fair dealing, the patron must obtain written permission from the copyright owner if the material is not in the public domain. If the Archives cannot provide the information about the copyright owner to the patron,

it is the patron's responsibility to determine who owns copyright and to locate the copyright owner.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

The Congregation of the Sisters of St. Joseph in Canada Archives are committed to respecting copyright, including moral rights and will exercise due diligence in verifying all copyrights.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Congregational members and staff are responsible for transferring records to the Archives.



## Archives Copyright Policy

### Documentation

Copyright Act, RSC 1985, c C-42  
Research Agreement  
Request for Reproduction  
Assignment of Ownership by Photographer

### References

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

Type of Policy: Archives

SUBJECT: Archives Preservation Policy				
NEW July 2020	APPROVED Sept. 16, 2020	EFFECTIVE DATE Immediate	REVISED Feb. 25, 2024	POLICY NUMBER 16

## Policy

To ensure the authenticity, reliability, and long-term accessibility of all records, the Archives must ensure records are stored safely, and may need to intervene after accessioning to guarantee that records remain able to be used long into the future. This intervention includes basic preservation and extends to conservation by a professional conservator. Without this intervention, records are subject to damage over time through environmental factors or due to inherent vice.

The Archives collects electronic records and also creates them from physical records in the Archives through digitization, and therefore must preserve these in perpetuity, just as it does for physical records such as manuscripts and photographs. Electronic records require more intervention than analogue records because of the risk of loss due to human error causing alteration or deletion, corruption from viruses, hardware or software failure, file format and media obsolescence, natural disaster, and decay (bit rot).

## **Electronic records**

Electronic records may be either born digital records or digitized records. Born digital records are transferred to the Archives under the congregational records retention and disposal schedule, and the *Electronic Records Collection Policy*. These are high value records because they cannot be replaced. Digital records are the products of digitization work in the Archives. These are medium value records because they can be replaced by re-digitizing. Both types of electronic records must be preserved.

## **Digital preservation**

Digital preservation is comprised of the strategies used to preserve electronic records from failure, loss, and obsolescence. It requires two kinds of activity: maintaining the original bitstream of an electronic record and ensuring access to the electronic record through normalization and migration.

Materials are appraised, ingested into the preservation workflow, normalization to sustainable file formats takes place, metadata is created, materials are stored in a managed system where file integrity and security are monitored, and access is provided.

## Definitions

**Access:** The continued usability of records.

**Analog:** Originating in a non-digital environment, such as photographic prints, motion picture film, early audio and video tape, phonograph records, and manuscripts.

**Bit rot:** The corruption of data in a storage system.

**Bit stream:** The bits in a computer file. A bit is a basic unit of computer information, made up of two values, 0 or 1.

**Born digital:** Originating in a computer environment, not paper based.

**Conservation:** The repair or stabilization of materials to ensure survival in their original form.

**Digitization:** To transform analog material into digital form by scanning or converting audiovisual information into digital bits.



**File format:** The computer file structure used for the interchange, storage, or display of data, typically revealed by its file extension, such as .pdf or .docx.

**Fixity check:** Verifying a file has not been altered or corrupted either during transfer or in storage. Fixity or integrity checking is done by computing checksums or algorithms and comparing these to stored values for a file.

**Ingest:** Putting a file into a digital preservation workflow and beginning preservation actions on it so that it can be stored long-term in a digital archive.

**Inherent vice:** The tendency of material to deteriorate due to the instability of its components or interaction with the components of other materials. For example, the acid and lignin in wood-based paper cause materials to become acidic and fragile.

**Metadata:** Information about a physical or digital record that helps to manage the record over the long-term.

**Migration:** Ensuring materials remain accessible by moving to a new format, such as converting a Microsoft Word file to PDF/A file or moving to a new medium such as transferring floppy disc files to a CD-ROM, or to a new version such as converting a Microsoft Word 2010 file to Microsoft Word 2013 file.

**Normalization:** Converting files of a particular type to a sustainable file format.

**Preservation:** Keeping materials free of damage or decay through non-invasive, reversible treatments.

Refreshing: Copying materials from one storage media to the same storage media for backup purposes.

## Procedure

### **Analog records**

All analog records will be preserved after accessioning following the procedures given in the *Archives Processing Manual*. A conservator will be hired to carry out repairs beyond simple preservation.

### **Digitized records**

In the case of digitized records, the Archives will follow best practices under the *Federal Agencies Digital Guidelines Initiative*, producing a preservation master and service master which are preserved long-term. The service master is used to make access copies, which are not preserved long-term. The digitization workflow is described in the *Archives Processing Manual*.

### **Born digital records**

The authenticity and integrity of born digital records will be ensured by following the *Electronic Records Collection* policy under which records are transferred from the office of origin to the Archives shared drive and ingested into the digital preservation workflow from this drive.

### **Digital preservation**

Open source software will be chosen for the digital preservation workflow. The workflow may change through time depending on best practices and technological change. The Archives will work closely with I/T staff to ensure strategies are developed, and software and hardware chosen to meet the goals of digital preservation. The digital preservation infrastructure will be modelled on the *Open Archival Information System Reference Model*.

Digital preservation actions will not be taken on electronic records created for short term use, such as scanned copies for reference or access copies for sharing on the web.

Born digital and digitized records will be preserved using the digital preservation workflow described in the *Archives Processing Manual*. The manual will be updated by Archives staff to reflect current workflow practices as standards and tools adapt to technological change. Key strategies for digital preservation include keeping an inventory of records, applying checksums and validating file formats upon ingest, using open software formats and tools, adding preservation metadata to digital records, secure backup, refreshing the storage media, and running fixity checks on records in storage.

Upon ingest, files will be inventoried using a spreadsheet. Next, files will be scanned for viruses and checksums applied to ensure they have not been altered. File formats will be identified and validated. The number of file formats that must be managed will be minimized by normalizing files. File formats which are at risk of becoming obsolete will be migrated to a new format. Technical metadata will be extracted and PREMIS metadata added through an automated process, while Dublin Core metadata will be added manually to ensure that descriptive, technical, preservation, and rights information is preserved. Automatic backups will be run on files in storage, with fixity checks and manual backups run monthly. The Archives will keep three copies of each electronic record, on two different media (computer drive and backup drive), with one copy stored offsite. Backup copies will be migrated to new storage media every five years.

The Archives will document all preservation actions to ensure authenticity of the original records by keeping a spreadsheet inventory, supporting PREMIS metadata, and following the guidelines in the *Archives Processing Manual*.

Copyright, privacy, and ownership rights will be respected on all materials which are preserved and to which access is provided.

Archives and I/T staff will identify and enforce who has access to the ingest and processing systems used in digital preservation, and who has read, write, and execute authorization to folders and files.

Archives staff will engage in continuous learning and networking with the digital preservation community to collaborate and address new challenges, and ensure they are fully informed of best practices.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if the authenticity, reliability, and integrity of records is preserved to ensure long-term safekeeping, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff is responsible for ensuring preservation actions are taken. I/T staff is responsible to help Archives staff ensure the digital preservation workflow is supported.

## **Documentation**

Electronic Records Collection Policy  
Archives Processing Manual

## References

Digital Preservation Handbook, 2nd Edition, <https://www.dpconline.org/handbook>, Digital Preservation Coalition © 2015.

Federal Agencies Digital Guidelines Initiative. (2016). Technical Guidelines for Digitizing Cultural Heritage Materials, <https://bit.ly/38EHR3R>

Lavoie, Brian. Meeting the challenges of digital preservation: The OAIS reference model, <https://bit.ly/38T6NEZ>

Pearce-Moses, R. (2005). *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists.

# Archives Disaster Management Policy

Type of Policy: Archives

SUBJECT: Archives Disaster Management Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
July 2020	Sept. 16, 2020	Immediate	March 11, 2024	17

## Policy

Any disaster, whether a fire, flood, tornado, winter storm, or equipment failure, may result in permanent destruction of irreplaceable archival records. Risks faced by the Archives include theft, pests, mold, and water and fire damage. See Appendix 5. Time is not our friend if disaster strikes the Archives. We must take swift and targeted action to avoid irreversible loss of materials in the Archives storage room and office.

The Congregational Archivist, Archives staff, the Site Administrators, and Maintenance departments in London and Peterborough have responsibility for the implementation of this plan.

Copies of this policy should be distributed to the Congregational Leadership Circle, the Site Administrators, and the Maintenance Departments.

## Definitions

**Air drying:** Records are dried in a room with a temperature below 18° C and RH below 50% on tables covered with blotting paper and with fans circulating the air. This method should be used to dry small quantities at a time.

**Data logger:** An environmental monitor whose data can be downloaded onto a computer.

**Freeze drying:** Records are kept in a cold storage vault for months. This method is used to dry large quantities at a time and is the best way to dry water soluble media and coated paper.

**Vacuum freeze drying:** Drying materials in a vacuum held at temperatures below 0° C. The ice changes into water vapor without passing through a liquid stage. This method can be used for drying paper documents and books, but air or freeze drying is preferred.

**Vacuum thermal drying:** This method uses a vacuum chamber with temperatures over 0°C, applying a vacuum, adding heated air, and applying a vacuum again. It should be avoided.

**Interleaving:** A separating material that is placed to keep items from sticking together and prevent dye transfer. Blotter paper, waxed paper, interleaving paper, freezer paper, or mylar may be used.

**Mold:** A fungus that grows when the right combination of moisture and food exists.

## Procedure

### PREVENTION

Inspection of the Archives storage areas is carried out daily to record the temperature and relative humidity using a data logger, to practice integrated pest management, and to check for water leaks. The Congregational Archivist must ensure supplies are on-hand in case of an emergency.

It is critical that archival collections stored both on-site and off-site **are insured** to pay for salvage and conservation costs in the case of disaster.

Computer data should be backed up with offsite storage of backup copies as per the *Archives Environment and Security* policy. This includes a backup of all databases, finding aids, digitized materials, archives administration records, and records in long-term storage.

## **Theft**

The *Archives Environment and Security* policy must be followed to avoid theft. Access to the storage area is only permitted when Archives staff is present. An Archives staff member must always be present with Archives patrons, and patrons must sign in and out at the reception desk when visiting the Archives. Display cases are to be kept locked. The Archives storage areas and offices should always be kept locked and keys should only be given to the Congregational Archivist, Associate Archivist, and London Site Administrator.

## **Pests**

Common pests which attack archival collections include silverfish, cockroaches, clothes moths, booklice, and carpet beetles. The Archives storage area and office must be regularly vacuumed to reduce dirt that attracts pests. The relative humidity must be below 50%. Insect monitoring traps should be placed in the Archives storage areas and offices and inspected on a regular basis, and insect samples identified if possible and given to the Maintenance department.

## **Mold**

Mold spores grow on paper, leather, adhesives, and dust when the relative humidity is above 65% and the air circulation is poor. Therefore, the Archives storage area and office must be kept clean, dry, and cool, with good air circulation.

## **Water damage**

Water damage can be caused by burst water pipes in the ceiling, leaks from the HVAC system, damage to the flat membrane roof, blocked gutters, and water from sprinklers or fire hoses. Paper based materials are at high risk of water damage which will affect water soluble inks, pigments and adhesives, dissolve photograph emulsions, cause materials to stick together or separate from their mounts, cause staining on paper and textiles, and rusting on metal artifacts, and cause mold growth within 24-48 hours. Daily inspection for water leaks and regular inspection of the roof



and gutters can help prevent water damage. Boxes should never be stored on the floor, and the bottom shelves of storage units must be raised at least 150 mm off the floor.

## **Fire damage**

Fires can be caused by lightning, defective wiring, arson, or sparks from construction or renovation. Fire can cause total loss of archival materials, charring, soot, or smoke damage, embrittled records, or lead to water damage from sprinklers or hoses. Prevention is the best approach. Maintenance staff must check that all wiring is sound, and cables are insulated. There should be a small hand-held carbon dioxide fire extinguisher in the Archives storage areas and Archives staff should know how to use it. Fire suppression with a water sprinkler system will mean expenses to hire a conservator and cold storage company to save the wet records. The Fire Department should be told that a minimum of water should be used in the Archives storage room.

In London, there are no smoke detectors in the Archives storage room but there are some outside near the elevators. A pressurized sprinkler system with four sprinkler heads is used which has heat detectors and works by breaking the seal on the sprinkler head when the temperature reaches 140° C, ejecting water in the area that reaches that temperature.

## **GENERAL SALVAGE PROCEDURES**

See Appendix 4 for media specific salvage procedures. When moving any items, care must be taken because wet material is heavy and fragile, and fire damaged materials are brittle. Supports should be used including trays, boxes, crates, and carts. Efforts must be made to keep the original order of items intact.

Air drying or freeze drying are the best options. Air drying needs a lot of space but can be used for small numbers of slightly wet books and records. Freeze drying must take place as soon as possible and is used for moderately wet books and records. Documents may be frozen in stacks. This method can take several weeks to several months. Vacuum freeze drying can be used for very wet books and records and for coated paper. This method is not suitable for leathers, vellums, and photographs.

## **Pest treatment**

Double bag the infested items and seal. Freeze at -20° C for at least 48 hours. After removing from the freezer, let the records thaw and warm up to room temperature before unwrapping. Avoid chemical treatments because pesticides and fumigants can harm collections. Use pheromone traps instead to kill insects.

## **Mold treatment**

Reduce the relative humidity using a dehumidifier and fans. Wear an N95 mask, goggles, and nitrile gloves. Remove moldy records from the storage area and wipe shelving with a bleach solution. Clean and disinfect the HVAC system. Spread wet items out to dry on blotting paper until the mold is dry and powdery. Remove the mold with a soft brush and a HEPA filter vacuum. If it is not possible to dry the records immediately, seal in Ziplock bags and freeze to stop further mold growth.

## **Water damage treatment**

Triage records in order of priority, dealing first with wet records, next with damp records, and last with dry records that are most vulnerable to water damage, such as textiles and gelatin-based photographs. Dry out wet records by laying flat on blotter paper with fans in the room to increase air circulation. Freeze records if unable to dry out immediately.

## **Fire damage treatment**

Archives staff must evacuate according to the fire plan, after shutting down electrical equipment and closing doors. A conservator must be contacted to provide advice on fire and smoke damaged records. Mildly smoke damaged records can be cleaned using a dry-cleaning sponge.

## **RESPONSE PROCEDURES**

The Emergency Response Team acts when there is flood or fire in the Archives. The roles and responsibilities are given in this section.

### *Congregational Archivist*

- Contact Archives staff
- Assess damage and danger to records
- Supervise collections salvage operations: no staff to remove records without direction from Congregational Archivist
- Explain salvage procedures to Maintenance and Housekeeping staff
- Organize supplies and services such as movers, cold storage, offsite storage, and conservator – see Appendix 2
- Supervise shipping to cold storage
- Initiate any salvage work that can be done-in-house

## *Site Administrator and Maintenance Supervisor*

- Initiate evacuation plans including fire plan
- Contact emergency services (fire department, police) – see Appendix 2
- Communicate with first responders
- Contact the Congregational Archivist
- Communicate with Congregational Leadership
- Deal with power supply and environmental controls
- Contact contract services: plumber, electrician – see Appendix 2
- Contact support staff: Maintenance, Housekeeping
- Do not turn up the heat because this will cause mold growth
- Provide equipment such as dehumidifiers and fans
- Ensure Archives staff have a large, secure, cool space for carrying out packing and salvage work in-house including for air drying wet collections which must be spread out

## *Site Administrator*

- Contact insurance company – see Appendix 2
- Process invoices for supplies and contract services

## *All Archives Staff*

- Take photographs before beginning salvage operations
- Take notes on disaster event
- Gather supplies – see Appendix 3
- Pack and make box inventories
- Obtain inventory list from cold storage company
- Provide invoices to Site Administrator

## *Housekeeping Staff*

- Clean and disinfect Archives storage area under direction of Congregational Archivist

## **INITIAL RESPONSE FOR WATER DISASTER**

The goal is to ensure human safety first, and then to stabilize the collections to prevent further damage and salvage as much of the collection as possible.

1. Once emergency responders give permission, and the area is not 'live' from the electricity supply, Maintenance and Archives staff enter the Archives and assess damages.
2. Maintenance to turn off power and water supplies if needed.
3. Maintenance to locate source of water leak.
4. Maintenance to cover all shelving with polyethylene sheeting.
5. Maintenance to reduce the temperature.
6. Housekeeping to use mops or wet/dry vacuum to remove water.
7. Maintenance to install dehumidifiers.
8. Maintenance to install fans set on cool setting to increase air circulation.
9. Archives staff to take photographs and notes on damage in the Archives.
10. Congregational Archivist to assess damage and danger to records: how long have the records been wet? Is mold present? Is the water dirty? Are the records wet, partially wet or damp?
11. Congregational Archivist to contact AERN for assistance if needed.
12. Site Administrator to contact the insurance broker.
13. **The remaining steps are to be taken under the direction of the Congregational Archivist who, along with Archives staff, will assess and sort material by salvage method.**

14. Most of the records will need to be packed and shipped to cold storage. After freezing, they will gradually be returned to the Archives for in-house air drying.
15. Prepare packing materials: cut freezer paper, assemble boxes.
16. Remove damaged materials to a dry, cool temporary storage room, starting with materials on the top shelves. Use crates and boxes and cart. Follow triage steps in Appendix 1.
17. Keep notes on how many boxes are damaged, as well as on damage to unboxed materials.
18. Wet materials should not be piled on top of each other, and efforts should not be made to separate pages.
19. Pack collections according to salvage priority. Follow packing instructions for different media given in Appendix 4.
20. Put moldy records in sealed Ziplock bags.
21. Group wet paper records in file folders no more than two inches thick, separating with waxed or freezer paper and placing in plastic crates. Put wet books into plastic crates separating with waxed or freezer paper.
22. Rinse dirty magnetic tapes in tap water. For reel to reel tapes, wash while tape is wound on reel and rinse with distilled water. Pack tapes individually in Ziplock bags and then vertically into crates. Do not freeze dry or vacuum freeze dry. Air dry within 48 hours if possible.
23. Rinse dirty compact discs, CD-ROMs, and vinyl discs with tap water but do not rub. Rinse with distilled water. Air dry in a rack.
24. Rinse photographs with cold water and keep wet. Pack in Ziplock bags in boxes. Salvage prints first, followed by negatives and slides.
25. If motion picture film is wet, fill the can with cold water and replace the lid. Pack into cardboard cartons lined with garbage bags. Ship to film conservator.
26. Pack records in order. If label is loose, pencil information on a piece of paper and add to book or file.

27. Number crates and boxes. Label crates with Tyvek tags and mark boxes with a waterproof marker.
28. Record on spreadsheet the fonds/series number, box number, salvage priority (high, medium, low), condition (wet, partially wet, damp), and drying method (air, freezing, vacuum freezing).
29. Sponge out water from map cabinets and remove drawers. Ship and freeze stacked with 1” x 2” strips of wood between each drawer.
30. Contact First On Site Restoration and use freezer trucks to move crates for freeze drying and cold storage.
31. Begin any in-house salvage that is possible. For materials that are damp, dry with clean cloths or interleave with blotting paper. Stand books upside down and fan open pages, re-fanning every two hours. Turn over to dry page tops, and then flatten under plastic with light weight on top.
32. For wet books, stand upright on blotting paper and open covers slightly. When pages begin to dry, interleave from the back at intervals, changing interleaves every two hours, putting in new parts of the book, and turning the book over. Interleaves can be dried and reused. When the book feels dry, flatten under a sheet of plastic with light weight on top.
33. Bring back materials from cold storage in small batches that can be dried in one day, as time permits and continue in-house salvage work.
34. Spread out wet materials on blotting paper to dry. Air dry stacks of 25 sheets that are interleaved and turned frequently.
35. Remove photographs from enclosures and dry the enclosure along with the photograph, or copy information onto a slip of paper and keep with photograph. If photograph is dirty, immerse in cool water. If not too dirty, brush with soft brush. Dry prints and negatives face up on blotting paper. If in good condition, lay reemay over photographs and blot. Dry slides emulsion side up on reemay covered blotting paper.

36. Clean moldy items using a soft brush and HEPA filter vacuum and rehouse in new enclosures and boxes.
37. Contact conservator and bookbinder to assess materials that cannot be salvaged in-house, especially books with leather bindings, parchment, vellum, and paintings.
38. Deaccession and securely seal materials that cannot be salvaged in heavy duty bags and discard.
39. Before reshelving collections, clean all shelving with a bleach solution to inhibit mold growth.
40. Replace file folders and boxes and reshelve collections.
41. Update finding aids and inventory lists to remove lost or deaccessioned materials.
42. Conduct a post-disaster assessment to determine what caused the disaster, how it can be prevented in the future, and what improvements can be made to the disaster response plan. The Congregational Archivist should provide a written report to the Congregational Leadership.

## **INITIAL RESPONSE FOR FIRE DISASTER**

1. Follow procedures for water disasters in case of materials damaged by water sprinklers or fire hoses.
2. Contact the insurance broker.
3. Contact First on Site Restoration to move damaged archival records to temporary storage.
4. Bring back materials from storage as time permits and continue in-house salvage work.
5. Clean smoke damaged items in-house with dry cleaning sponges and rehouse in new enclosures and boxes.
6. Contact conservator to assess fire and smoke damaged items that cannot be salvaged in-house.
7. Deaccession and securely seal materials that cannot be salvaged in heavy duty bags and discard.



8. Before reshelving collections, thoroughly clean storage area.
9. Replace file folders and boxes and reshelve collections.
10. Update finding aids and inventory lists to remove lost or deaccessioned materials.
11. Fill in the disaster log.
12. Conduct a post-disaster assessment to determine what caused the disaster, how it can be prevented in the future, and what improvements can be made to the disaster response plan. The Congregational Archivist should provide a written report to the Congregational Leadership.

## **Review**

This policy will be reviewed every three years.

## **Benchmarks:**

This policy is effective if records of enduring value are saved in case of disaster, but if not, the congregation risks losing irreplaceable records of its history and charism through action.

## **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. The Congregational Archivist, Archives staff, Site Administrators, and Maintenance and Housekeeping staff are responsible for implementing the disaster action plan.

## **Documentation**

Environment and Security Policy

Condition Report

Disaster Log



## Archives Disaster Management Policy

### References

Elgin County Archives, (2008). Emergency Preparedness And Disaster Response Plan.

Walsh, Betty. (2003). Salvage operations for water damaged archival collections: a second glance. Canadian Council of Archives.

## **APPENDIX 1 - SALVAGE PRIORITIES**

Highest priority will be given to:

1. Council Meeting minutes, Congregational Leadership Meeting minutes
2. Chapter records
3. Corporate Meeting minutes
4. Deceased Sisters' personal files
5. Orphanage records
6. Hospital records
7. Wet paper records especially artworks, material with water soluble media such as inks and watercolors, coated papers, photographs
8. Materials in map cabinets
9. Textiles
10. Magnetic media (audiocassettes, reel to reel tapes, videotapes)
11. Motion picture film
12. Moldy records

These records should be identified with red labels in the Archives storage room.

## **APPENDIX 2 - CONTACT LISTS**

### **Emergency Responders**

Police

911

519-661-5670

Fire Department

911

519-661-8419

Water – City of London

519-661-4739

### **Staff**

Congregational Archivist

Associate Archivist

Site Administrator, London

Site Administrator, Peterborough



## Archives Disaster Management Policy

Maintenance Supervisor

### **Building Contractors**

#### **Plumbing**

Besterd Mechanical

1070 Wilton Grove Rd, London

519-672-8454

#### **Electrical**

Johnson Electric

661 Fanshawe Park Rd E, London

519- 667-9669

#### **HVAC**

Air Design Services Heating and Cooling

39 Enterprise Dr, London

519-963-0572

#### **Keys**

Provincial Locksmith

572 Dundas St., London

519-667-4916



## Archives Disaster Management Policy

### **Insurance**

Gallagher (Pearson Dunn) Insurance Inc.  
435 McNeilly Rd., Suite 103  
Stoney Creek, ON  
905-575-1122

### **Conservation and Restoration Services**

Jennifer Robertson  
Book and Paper Conservation Services  
519-495-3402

### First on Site Restoration

Melissa McDowell  
124 Newbold Court, London  
519-451-6789  
1-877-778-6731  
(vacuum freeze drying, document recovery, fire and flood restoration, mold remediation)

### Canadian Conservation Institute

1030 Innes Rd., Ottawa  
1-866-998-3721

### Dan Mezza, Bookbinding

45 Belgrave Ave., London  
519-434-0964



## Archives Disaster Management Policy

### **Frame Discreet**

(film company)

Justin Lovell

901 Yonge St., Lower Level, Toronto

416-901-5332 / 416-803-1101

Christina Stewart

(film conservator)

Assistant Media Archivist

Media Commons Archives

University of Toronto Libraries

Toronto, ON M5S 1A5

416-978-4601

### **Suppliers**

Harris Home Hardware

Unit 1 – 1080 Adelaide St., London

519-434-0981

Canadian Tire

1875 Hyde Park Rd., London

519-660-6222

Uline

1-800-295-5510



## Archives Disaster Management Policy

### **Moving and Storage**

Ryder Truck Rental Canada Ltd.

1459 Sise Rd., London

519-681-0585

(refrigerated trucks)

Erb Refrigerated Transport Ltd.

1473 Gingerich Road, Baden, ON

519-634-8080

(refrigerated trucks and cold storage)



## APPENDIX 3 – SUPPLIES AND LOCATION

SUPPLIES	QUANTITY NEEDED	LOCATION	QUANTITY PRESENT	DATE CHECKED 2023-12-04
Clipboards	2	Archives	0	
Notepad	2	Archives	0	
Pencils	1 box	Archives	1 box	
Waterproof markers	1 box	Archives	1 box	
Tape (duct, masking)	3 rolls each	Archives	2, 8	
Scissors	3	Archives	2	
Olfa knives	3	Archives	2	
Paper towels	1 carton	Housekeeping		
Heavy duty garbage bags	1 box	Archives	1 box	
Flashlight and D batteries	1	Archives	1	
50 ft. grounded extension cord	1	Archives	1	
First Aid Kit	1	Archives	1	
Nitrile gloves	4 boxes	Archives	1	
Goggles	2	Archives	1	
N95 masks	1 box	Archives		
Polyethylene sheeting	4 rolls	Archives	4	
Boxes	50	Archives		

# Archives Disaster Management Policy

Labels	3 packs	Archives	0
Dry cleaning sponges	2	Archives	2
Soft brushes	2	Archives	3
HEPA filter vacuum	1	Archives	1
Blotter paper	50 sheets	Archives	29
Interleaving paper	500 sheets	Archives	400
Reemay	1 roll	Archives	1
Mylar	1 roll	Archives	1
Ziplock bags	100	Archives	75
File folders	100	Archives	0
Wax paper	3 rolls		0
Plastic (milk) crates	25	Archives	2
Cart	1	Archives	0
Plastic garbage can	3	Housekeeping	
Bucket	3	Housekeeping	
Sponges	5	Archives	28
Fan	1	Maintenance	2
Dehumidifier	1	Maintenance	1
Mop	3	Housekeeping	
Wet/dry vacuum	1	Maintenance	1
Broom and dustpan	3	Housekeeping	
Bleach	1 bottle		0
Spray bottle	2 bottles	Archives	3

# Archives Disaster Management Policy

Datalogger	1	Archives	1
Camera	1	Archives	1
Weight bags	10	Archives	7
Distilled water	1 bottle	Archives	1
Plastic trays	2	Archives	2
Dishrack	1		0
Permalife paper	500 sheets	Archives	500
Lint free cloths	2 boxes	Archives	2
Datalogger	1	Archives	1
Universal sorbent pads	1 carton	Archives/Maintenance	20
Super absorbent socks	1 carton	Archives/Maintenance	10
Freezer paper	1 roll	Archives	0
Ethafoam	1 block	Archives	1
Tyvek tags	1 pack	Archives	0
1" x 2" wood strips	40 strips		0
Silica gel	2 bags	Archives	2 bags

## APPENDIX 4 - SPECIFIC SALVAGE TECHNIQUES FOR COLLECTION MEDIA

PAPER	TIME	HANDLING	PACKING	DRYING
Manuscripts	48 hours	Do not separate sheets. Pick up files by folders.	Interleave folders and pack in crates or boxes	Air, vacuum or freeze dry
Watercolors, soluble media (inks)	Immediate	Do not blot	Interleave folders and pack in crates or boxes	Air or freeze dry
Oversize materials	48 hours	Do not separate sheets	Pack in map drawers	Air or freeze dry
Coated paper, including books and periodicals	Immediately pack, freeze in 48 hours		Keep wet in containers lined with garbage bags	Freeze dry
Framed items	48 hours		Unframe, interleave between folders or pack in map drawers	Air or freeze dry
Books, pamphlets	48 hours	Do not open	Separate with freezer paper, pack spine down in crate one layer deep	Air, vacuum or freeze dry
Leather, vellum bindings	Immediate	Do not open	Separate with freezer paper, pack spine down in crate one layer deep	Air or freeze dry
Parchment, vellum	Immediate		Interleave folders, pack oversize items flat	Air or freeze dry, but only air dry gilded or illuminated items

# Archives Disaster Management Policy

RECORDINGS AND PHOTOGRAPHS	TIME	HANDLING	PACKING	DRYING
Compact disks, CD-ROMs	48 hours	Wear gloves and hold by edges	Dry immediately. Pack vertically in ethafoam padded crates	Air dry
Audiotapes, videotapes	48 hours – 1 week	Wear gloves and handle by hub or reel	Keep wet in Ziplock bags. Pack vertically into plastic crates	Air dry. Do not freeze.
Vinyl discs	48 hours	Hold by edges	Pack vertically in ethafoam padded crates	
Motion pictures	72 hours		Fill film cans with cold water and pack in boxes lined with garbage bags	Have film company rewash and dry
Photographs: prints, negatives, slides	48 hours	Wear gloves	Keep in cold water and pack in boxes lined with garbage bags	Air dry or freeze and air dry. Do not vacuum dry.

## **APPENDIX 5 – ASSESSMENT OF RISKS TO ARCHIVES**

### **Topographical Risks**

- Building situated on a hill near a river
- Risk of falling branches and tree roots

### **Environmental Risks**

- Temperature and relative humidity changes
- Rain, freezing rain, snow, sleet, and hail
- Lightening, high winds, tornado

### **Building Risks**

- Flat membrane roof
- Roof drainage (eavestrough, conduits)
- Electrical, plumbing and HVAC systems
- Lack of fire-resistant insulation in Archives

### **Activities Risks**

- Visitors and volunteers

### **Safety and Security Risks**

- Lack of smoke detectors in Archives
- Lack of fire extinguisher in Archives
- Water sprinkler system
- Key control for Archives

# Archives Deaccessioning Policy

Type of Policy: Archives

SUBJECT: Archives Withdrawn Sisters' Personal Records Policy				
NEW February 2024	APPROVED	EFFECTIVE DATE Immediate	REVISED	POLICY NUMBER 18

## Policy

The Archives may need to permanently remove materials from its collection, a process known as deaccessioning. This includes materials that do not fit the *Collection Policy* or *Mission Statement* or *Records Management Policy*.

Archives staff may decide not to keep materials at any stage: after donation, after transfer, or after materials have been accessioned. A continual process of reappraisal is in place. Reappraisal refines the collecting focus to match the *Collection Policy* and *Records Management Policy*. It ensures that the cost of maintaining collections in terms of staff time, space, and supplies is balanced by the research value of the materials.

Records which are acquired by the Archives become the permanent property of the Archives unless they are deaccessioned, based upon re-appraisal by the Congregational Archivist. Records of all accessions shall be kept by the Congregational Archivist. Materials may be deaccessioned if:

- materials do not fall under the *Collection Policy* or the *Mission Statement* or *Records Management Policy*
- materials have unknown provenance
- materials are not unique or archival

## Archives Deaccessioning Policy

- materials are moldy or pose a threat to other materials in the Archives
- materials which are damaged
- materials are duplicates
- materials are in a medium or format which is inaccessible
- materials have little value for researchers or have not been used by researchers for years
- access restrictions are unreasonable
- the authenticity of the materials is in question
- the materials are more suitable for another repository.

It is unethical for employees to receive materials from the archives if these have been deaccessioned.

### Definitions

**Accession:** to take intellectual and physical custody of materials.

**Appraisal:** the process of determining whether records and other materials have ensuring archival value. Appraisal can take place before donation or transfer, and either at or after accessioning. The basis of appraisal decisions include the records' provenance and content, authenticity and reliability, order and completeness, condition, and costs to preserve them, and intrinsic value.

**Deaccession:** to remove archival resources from intellectual and physical custody.

### Procedure

Before deaccessioning, check the *Deed of Gift*, accession record, *Collection Policy*, and records retention schedule. Ask whether the materials fit within the scope of the collections and records management policies, how often materials are used by researchers, whether the materials would be better suited to another repository, whether the materials are copies and the originals are found



## Archives Deaccessioning Policy

elsewhere, and whether the materials must be retained for a period (or forever) under the records retention schedule.

Ensure that for unprocessed collections there is an inventory by doing minimal processing before considering deaccessioning. You can do appraisal as you do minimal processing.

After deaccessioning, update the accession record and finding aid. Do not reuse an accession number. A list of all deaccession by year should be kept by the Archives.

Members of the congregation shall have first choice on taking any artifacts, artwork, certificates, diplomas, and plaques before these are permanently disposed of. Materials may be permanently disposed of either through destruction or donation to a charity or other heritage organization, or through return to the donor if specified in the *Deed of Gift*. If materials are sold, the proceeds go into the general revenue of the congregation.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if items that are appraised as not being necessary of permanent retention in the congregational archives are permanently removed and disposed of.

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy.



# Archives Deaccessioning Policy

## Documentation

Records Management Policy

Collection Policy

Transfer Policy

## References

Society of American Archivists, Dictionary of Archives Terminology.



**RECORDS TRANSFER TO ARCHIVES**

I authorize the transfer of the records described below to the Archives. I understand that the Archives will appraise the records and select some, or all, for permanent retention, and may securely dispose of records determined to be non-archival.

Archives Use (check if received)	Box Number	Contents	Date range

**BOX TOTAL** \_\_\_\_\_

\_\_\_\_\_  
Office name (print)

\_\_\_\_\_  
Name of person transferring records (print)

\_\_\_\_\_  
Signature of person transferring records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving records

\_\_\_\_\_  
Date



## **ASSIGNMENT OF COPYRIGHT BY PHOTOGRAPHER**

The photographer, (print name) \_\_\_\_\_,  
grants non-exclusive copyright to the Congregation of the Sisters of St. Joseph in  
Canada Archives, on all photographs taken by the photographer which have been  
donated to, or are in, the holdings of the Archives. This agreement also covers "work for  
hire." The Congregation may reproduce, distribute copies, display, and adapt these  
photographs.

### **Description of the work:**

### **Photographer:**

Name of photographer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## DEED OF GIFT

The Congregation of the Sisters of St. Joseph in Canada (the Archives) is grateful for the donation to the archives described below:

### Donor information

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

### Description of gift:

\_\_\_\_\_  
\_\_\_\_\_

### Conditions

1. The donor agrees that the materials in this donation are original, that the donor has right, title, and interest to give these materials, and that the materials are free of all liens, claims and encumbrances.
2. The donor agrees that the material has not been imported or exported into or out of another country contrary to its laws.
3. The donor waives the right to monetary compensation or tax credits for the donation.
4. Physical ownership and all copyrights in which the donor has a legal right are transferred to the Archives. The donor's moral rights are extinguished. The Archives may use and dispose of the material as it sees fit.
5. If deemed non-archival, the material may be: returned to the owner, or transferred to another repository, or sold at public auction for fair market value, or destroyed.
6. The donor agrees to transfer any accruals to these archival records on a regular basis under the same terms and conditions listed above unless otherwise negotiated.
7. Personal information is collected only for the purposes of communication with the donor and will not be shared with others without permission. Please contact the Archivist if you have any questions.
8. This agreement is binding upon the heirs, executors, administrators, successors and assigns of the donor.
9. The Archives has the right to use, display or dispose of the material as it sees fit, and the material shall be made available for public research.

\_\_\_\_\_  
Signature of donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## **PRACTICUM AGREEMENT**

This agreement applies to all sites at which I may work on behalf of the Sisters of St. Joseph including St. Joseph's Health Care, London. I understand that as a volunteer, services will be performed without monetary compensation.

I understand that I may become aware of confidential, sensitive, and private information during my volunteer service with the Congregation of the Sisters of St. Joseph in Canada. I understand that I must not disclose this information or use it without the consent of the party concerned. I further understand that I am expected to have a respectful attitude toward the Sisters as I am volunteering in their home, which extends to sharing information about my volunteer experience with others.

I understand that the ownership and copyright on all material created because of my work as a volunteer, including photographs and published materials, belongs to the Congregation of the Sisters of St. Joseph in Canada.

I understand that I am expected to wear appropriate business workplace clothes and closed toe shoes which provide safe and secure footing and protection against workplace hazards. I understand that the use of fragrances will be kept to a minimum for the comfort of others. I understand that I should not attend work if I am ill. I further understand that I am expected to have all my COVID-19 vaccinations up to date, including boosters. I understand that I may be requested to get a flu shot if I am working with vulnerable or elderly people, and to wear an N95 mask.

I understand that I may be asked to get a criminal records check.

I understand that the Congregation of the Sisters of St. Joseph in Canada will provide the necessary supplies and equipment needed for my volunteer tasks.

I understand that I may stop volunteering when I choose but will try to give as much notice as possible. I understand that I may expect to work only the hours which are arranged in advance, and to receive supervision, support, training, and employment references in return. I understand that if I have any problems, concerns, or grievances, these should be addressed to my supervisor.

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Signature of Volunteer

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Date

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Signature of Witness

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Date



## **PRACTICUM WAIVER**

This waiver applies to all sites at which I may work on behalf of the Sisters of St. Joseph including St. Joseph's Health Care, London. I \_\_\_\_\_ acknowledge that I will provide services to the Congregation of the Sisters of St. Joseph in Canada on a volunteer basis. I will report to the Archivist.

I understand that in performing my volunteer duties, I will not be required to supervise anyone or operate any machinery or equipment I have not been trained to do.

I understand that I will not be paid for my services nor entitled to any benefits, and that I am responsible for my own health insurance.

I understand that during my participation in these volunteer activities, certain risks and hazards may arise, including hazards or dangers, which result from human error and negligence on the part of other persons employed or providing services to the Congregation of the Sisters of St. Joseph in Canada. I agree that I am voluntarily participating in these activities with knowledge of the dangers and hazards in these activities and agree that I freely and voluntarily assume any and all risks of injury, illness and death. In particular, I understand the risks associated with the use of knives and lifting.

I agree to release and discharge the Congregation of the Sisters of St. Joseph in Canada, including all past and present directors, officers, agents, representatives, employees and insurers, from and against all claims, demands, actions and proceedings, in respect of any damages or injuries sustained by myself arising by reason of my provision of these services. I agree that the foregoing waiver and release shall be binding upon me personally, as well as, my heirs, next of kin, executors, administrators and assigns.

I have carefully read the above waiver and release of liability prior to signing and fully understand and agree with its contents. I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Congregation of the Sisters of St. Joseph in Canada.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



## RELEASE FORM

I \_\_\_\_\_ grant to the Congregation of the Sisters of St. Joseph in Canada (the Archives) the right and permission in respect of the photographs, or videotape or sound recordings and their captions and transcripts, that it has taken or has had taken of me, or in which I may be included with others, to copyright the same and use it in whole or in part in any media for publication, display, education, research, promotion, or any other purpose that befits the mandate of the Archives, and to use my name if it so chooses in connection with this.

I release the Archives from any and all claims and agree that the Archives may assign and transfer these rights. I understand that I will not be compensated. I am of full age of consent and have read this and agree to it. This release is binding on me and my heirs, executors, administrators, successors, and assigns.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date





## REQUEST FOR REPRODUCTION

1. Reproductions are made solely for the purpose of research and study and in lieu of loan of the material. Any further reproduction is only allowed with the written consent of the Congregation of the Sisters of St. Joseph in Canada (the Archives). The researcher must not make copies of any reproductions or distribute them to other people.
2. The Archives reserves the right to refuse a request to reproduce any material if we believe doing so would violate copyright law. The Archives assumes no responsibility for infringement of copyright law.
3. Materials are reproduced for private study, scholarship, or research purposes only, and not for publication, display, or any other purpose without the written consent of the Archives.
4. Responsibility regarding questions of copyright and privacy that may arise in the use of copied material is assumed by the recipient. The Archives does not make the representation that it owns copyright in the materials it provides for research use. It is the responsibility of the researcher to determine the nature of any rights and ownership or interest therein, obtain permission to publish or use, and determine the nature of any liabilities that may result from publication or use.
5. The researcher must request consent to use the materials for publication, display, or any other purpose in writing. When permission to publish or display has been granted, the Archives retains the right to publish and grant permission to others to publish. In giving permission to publish or display any archival materials, the Archives does not surrender its own rights to publish, display or give permission to others to do the same, nor does it assume any responsibility for copyright infringement.
6. Any publication, display, or other public use of material from the Archives must have credit given to *Congregation of the Sisters of St. Joseph in Canada Archives*.
7. Rights will never be given to reproduce any of the collections of the Archives in their entirety.

8. The Archives may refuse to make copies because of the physical condition of the materials, special restrictions imposed by the donor, protection of privacy, if the materials are oversized, or if the materials fall outside the fair use provisions of this agreement.
9. Only Archives staff may make copies using a photocopier or scanner. Only a single copy of each item will be provided. The archivist will only copy up to ten pages for a reference inquiry.
10. No digital copies will be provided.
11. With permission of the Archives, the researcher is permitted to make copies for private use and study only, using a camera but not using flash photography. In this case, the items must be placed flat on a table and removed and returned to folders one at a time. Researchers are not to press down on the documents or bindings or to fold items.
12. The researcher will not use any materials or reproductions thereof for any commercial or revenue-generating purposes.
13. The researcher understands that ownership of any reproductions including photographs and photocopies remains with the Archives.
14. If permission is given for the reproduction of material for publication, one copy of the publication must be donated to the Archives.

I have read and understood the conditions under which I may receive a copy of material from the Archives.

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Name

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Date

Please return this form, along with the *Research Agreement* to:

Congregational Archivist

The Congregation of the Sisters of St. Joseph in Canada Archives

Box 487, 485 Windermere Road

London, Ontario N6A 4X3



## RESEARCH AGREEMENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

I understand that:

There is a \$40.00 fee for each reference inquiry, payable by cheque to the "Congregation of the Sisters of St. Joseph in Canada." This fee covers the costs associated with records retrieval from off-site storage, copying, and staff time. No more than 10 pages will be copied by the archivist for any research inquiry.

Researchers who are unable to visit the Archives in person will have their reference inquiry researched by Archives staff or volunteers.

The use of certain materials may be restricted if unprocessed, for privacy reasons, by the donor, or due to physical condition. Making single copies is permitted under this agreement. Copies of any materials are provided to me for research purposes or private study only.

It is my responsibility to respect copyright, privacy, and libel laws in my use of archival materials. It is my responsibility to obtain copyright clearance from copyright holders. I will give credit to the "Congregation of the Sisters of St. Joseph in Canada Archives" in any publications once I have received any necessary permissions.

Personal information I provide will only be used for security, communication and statistical analysis and will not be shared with others. Please contact the archivist if you have any questions.

Information concerning a person who resided in an orphanage will only be released with the permission of that person, or if deceased, only to his/her next of kin.

I agree with the conditions specified in this Research Agreement. I will abide by the on-site regulations when I attend the Archives in person. This agreement is in effect from the date of signature until it expires six months from the date of signing.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

1. The researcher will not use the information in the records for any purpose other than the indicated research purpose, unless the researcher has the Congregation of the Sisters of St. Joseph in Canada Archives' written authorization to do so. The purpose of research is (please give full details and attach a separate sheet if necessary):

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1. The researcher will keep the information in a physically secure location to which only the researcher has access.
2. The researcher will not contact any individual to whom personal information relates directly or indirectly without the prior written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
3. The researcher may encounter records that contain private or restricted information about individuals or organizations and this information may not be transmitted by the researcher to others by any means. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
4. The researcher will not quote, paraphrase, or use any document written by a person still living without the consent of the author.
5. The researcher will notify the Congregation of the Sisters of St. Joseph in Canada Archives in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached.
6. The researcher will, if requested, provide the Congregation of the Sisters of St. Joseph in Canada Archives an opportunity to review any part of a manuscript containing the results of the research conducted using this personal information prior to publication.
7. The researcher agrees to supply one copy of any publication including a thesis or dissertation resulting from this research free of charge to the Archives.

8. The researcher should use this citation in acknowledging the Archives: *The Congregation of the Sisters of St. Joseph in Canada Archives*.
9. The researcher agrees to indemnify and hold harmless the Congregation of the Sisters of St. Joseph in Canada and its officers, agents, and employees from and against all claims and actions or loss or damage to them, including attorney's fees, arising out of the researcher's use of archival materials.

### **On-site Regulations for Archives Visits**

Researchers will be requested to follow the rules during visits to the archives:

- Only pencils, not pens, may be used. No marking or erasure of materials is allowed.
- Post-it or other sticky type notes may not be used, and pages must not be folded or dog-eared.
- Items must be kept in their existing order within folders. Folders must be kept in their existing order within a box. The researcher should handle only one archival record at a time, and only one file at a time, not removing items from folders.
- The researcher must not write on anything that has items below it, such as a folder containing papers, or trace anything.
- Cotton or nitrile gloves must be worn when handling photographs or artifacts.
- Food and drink including chewing gum and candy are prohibited in the archives.
- Researchers must leave personal belongings such as coats, briefcases, backpacks, folders, and oversize purses in a closet outside the Archives.
- Researchers should wash and dry hands before handling archival materials and avoid applying hand lotion before working with archival materials.
- Researchers may be required to wear an N95 mask in the archives.

Researchers will be held responsible for any damage to archival materials. Researchers who do not exercise care in handling archival materials will not be permitted to return to the Archives.

Please return this form, along with the *Request for Reproduction* form and the required fee, payable by cheque or money order to "The Congregation of the Sisters of St. Joseph in Canada." The address is:

Congregational Archivist  
The Congregation of the Sisters of St. Joseph in Canada Archives  
Box 487, 485 Windermere Road  
London, Ontario N6A 4X3



## WITHDRAWAL SHEET

In the review of this file, the item(s) identified below are restricted to access:

Fonds and series

number: \_\_\_\_\_

Title: \_\_\_\_\_

What is restricted (list all series and files. If single items only, list them):

Who is allowed access: \_\_\_\_\_

Authority for the restriction:

\_\_\_\_\_(1) Protection of the privacy of living persons

\_\_\_\_\_(2) Information restricted by statute or court order

\_\_\_\_\_(3) confidential business and financial information

\_\_\_\_\_(4) confidential decision making

\_\_\_\_\_(5) request made in deed of gift or by transferring office

Date: \_\_\_\_\_