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| Title | College Archives |
| Number | B5011 |
| Category | Information Management |

1. PURPOSE

To preserve and protect Langara College's institutional memory by retaining records of permanent value.

To provide information for future decision-making, and to support the College in meeting its institutional responsibilities.

To support research and scholarship by making archival records available to external researchers, employees, students, and the general public while protecting personal privacy, confidentiality, and copyright.

2. DEFINITIONS

Archival records – are records used to administer, support, or document the delivery of College services and programs, carry out operations, make decisions, and provide evidence of activities, and that require indefinite preservation. Records are appraised as archival based on their administrative, financial, legal, historical, or societal value.

College Archives – is the collection of onsite locations used to store the institution's archival records in paper and other physical formats.

3. POLICY

General

- 3.1 The College Archives is the official repository for institutional records of permanent value created, received, or accumulated by College departments or governing bodies of the College while fulfilling their responsibilities on its behalf.
- 3.2 Access to archival records will be provided in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 3.3 Private papers may be deposited in the College Archives on terms agreed to by the owner and the College, in consultation with the Manager, Privacy and Records Management.

Scope

- 3.4 This policy applies to the following categories of records identified as having permanent value:

Langara.

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- Official records of Langara College created, received, or accumulated by College departments and its various governing bodies that are evidence of the functions, policies, and decisions of the College.
- Selected records of groups, individuals, or activities associated with the College.

3.5 The College Archives houses the following types of physical records:

- Text-based documents
- Printed materials, such as department, student, and association newspapers and newsletters
- Photographs, maps, and architectural drawings and plans
- Audio and video recordings
- Posters, brochures, postcards, textiles, and other promotional or commemorative records or artifacts that relate directly to the College's history and activities.

Records Appraisal and Accession

3.6 Records are appraised as archival based on their administrative, financial, legal, or historical value. Privacy and Records Management, in conjunction with records' creators, appraises College records for their archival value at the same time as record retention and disposal schedules are established.

3.7 Privacy and Records Management confirms the archival value of the records of groups, individuals, or activities associated with the College before transferring them to the Archives.

3.8 Records are arranged and described to facilitate ready identification and access. Records are stored in the College Archives in conditions adequate for their protection and preservation.

Research and Access

3.9 Privacy and Records Management provides College departments and external researchers with access to archival records or conducts research on behalf of College departments.

3.10 Records that contain personal or confidential information, or records for which the College does not hold copyright, may require the formal approval of records' creators prior to their access and use, or may be otherwise restricted.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, Administration and Finance or the Manager, Privacy and Records Management.

5. REGULATIONS/PROCEDURES

Not applicable.

| History/Revision | |
|-------------------------|------------------|
| Origination Date | January 14, 2026 |
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