

**PROVINCIAL ARCHIVES OF ALBERTA
ACCESS POLICY**

APPROVED BY:

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Director and Provincial Archivist

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1.0 Policy Statement

The Provincial Archives of Alberta is responsible for the safekeeping of the records of enduring value of the Government of Alberta as well as those records considered to be of historical and cultural significance to the people of Alberta and for making these records available to clients. Access to the records in the custody and control of the Provincial Archives of Alberta will be provided to clients under the authority of the *Historical Resources Act*, section 9(h). Access to the records may be subject to certain limitations as outlined in the *Freedom of Information and Protection of Privacy Act* or donor agreements. Access may also be restricted to some records due to their inherent fragility, exceptional value, or physical deterioration. Where possible, a duplicate representative of the item's content and/or media may be provided.

2.0 Policy Objectives

The objectives of this policy are:

- 2.1 To provide staff, volunteers and clients with a comprehensive policy framework for accessing records in the custody and control of the Provincial Archives of Alberta.
- 2.2 To provide staff a framework for developing best practice documents and statements on specific aspects of access to holdings.

3.0 Policy Scope

This policy applies to all staff, volunteers, and clients using the archives and to all records in the custody and control of the Provincial Archives of Alberta. As the Provincial Archives of Alberta is a public body, all records in the custody and control of the Provincial Archives are subject to the *Freedom of Information and Protection of Privacy Act* with some exceptions. Records deposited in the Provincial Archives by or for a person or entity other than a public body and all records listed under section 4 of the *Freedom of Information and Protection of Privacy Act* are excluded from the Act.

4.0 Responsibilities

4.1 Provincial Archivist

The Provincial Archivist approves the access policy, procedures and best practices, and ensures that dedicated funds are in place to support ongoing access to the Provincial Archives holdings.

4.2 Managers

Managers are responsible for ensuring that staff, volunteers and clients adhere to institutional access policy, procedures and best practices, and for overseeing the integration of the access function into all major archival and library functions.

4.3 Archivists

Archivists are responsible for making records available to clients in adherence to the institutional access policy, procedures and best practices through services in the Reading Room and individual contacts with donors and other clients.

4.4 Retrieval aide

The retrieval aide is responsible for making records available to clients in the Reading Room, under the guidance and supervision of the Reference Archivist.

4.5 Conservator

The conservator is responsible for determining access conditions based on the physical condition of the records in adherence to the institutional preservation and access policies, procedures and best practices.

5.0 References

Freedom of Information and Protection of Privacy Act

Historical Resources Act

Donor agreements

6.0 Monitoring and Review

This policy will be reviewed in 2010.

7.0 Availability of Access Policy

This policy is routinely available and copies of this access policy will be made available to staff, Provincial Archives volunteers, the Archives Society of Alberta, and on request to other interested organizations and individuals.