



# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

**Title:** Case Study 08 – North Vancouver Museum and Archives (NVMA): Customizable Versions of Products

Brochure 4. Consider Donating Your Records to Your Local Archives

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**Project Component:** Knowledge Mobilization

**URL:** [http://www.interpares.org/display\\_file.cfm?doc=ip3\\_canada\\_cs08\\_brochure-4.pdf](http://www.interpares.org/display_file.cfm?doc=ip3_canada_cs08_brochure-4.pdf)

## Document Control

Version history			
<u>Version</u>	<u>Date</u>	<u>By</u>	<u>Version notes</u>
1.0	2010-10-15	C. McLellan, S. Malmas	First public version.

## Consider Donating Your Records to [institution name]

Archives exist to serve and preserve the documented memory of the community to which they belong. They do so by acquiring and caring for the records of individuals and organizations active in the community. These records include paper records, photographs, maps, plans, videos, and digital records.

[Institution name] is responsible for acquiring and preserving community records for **[geographical, political and/or other entity to which your institution is accountable]**. The collection consists of **[information about your institutions holdings]**.

[Institution name] is making preservation of digital records created by **[geographical, political and/or other entity to which your institution is accountable]** a priority. The archives is supported financially and technically in this endeavour **[information about the financial supporting body or parent institution responsible for funding the archives]**.

### Why donate?

- Make a lasting contribution to the historical narrative of **[geographical, political and/or other entity to which your institution is accountable]**.
- Contribute to passing knowledge from one generation to the next.
- Be recognized as a part of our cultural memory.
- Ensure the preservation of your papers by placing them in a controlled environment.
- Receive a tax receipt for their fair market value.

### What to donate?

[Institution name] collects materials which document the life and times of **[geographical, political and/or other entity to which your institution is accountable]**, its business and people. Welcome donations include records such as: minutes, correspondence and reports of organizations and societies that are part of **[geographical, political and/or other entity to which your institution is accountable]**, as well as personal papers, diaries, photographs, neighbourhood oral histories, films of events and similar unpublished records.

[Institution name] is able to accept material in a wide range of formats including paper, audio visual and digital materials.

[Institution name] evaluates each potential donation and takes into consideration:

- Significance to the history and culture of **[geographical, political and/or other entity to which your institution is accountable]**;
- Relationship to existing collections (does it fill a gap?);
- Availability of storage space; and

- Resources required to provide appropriate care and documentation.

### **When to donate?**

Events such as a death of a family member or the dissolution of an organization may open the way to such a donation. You may also consider donating records you can no longer care for, such as old photographs.

- Sooner is better with regard to preservation, especially when considering donating digital records.
- If you are still using the records—for instance, recent minutes of an existing society—we can discuss a schedule of regular transfers.

### **Prepare your records for donation**

You should contact your local archives if you think you have materials that may be of interest. It is important to meet with the archivist and discuss the details of any donation.

As a general rule archives do not acquire published materials.

Please do not reorganize, repair or clean your records (tape and cleaning products may damage the materials). We prefer to keep the original order, and the archivist can carry out conservation activities on the materials if necessary.

### **Donating digital records**

The preservation of digital records requires more planning and regular intervention than is necessary for traditional records. For recordkeeping advice consult the local archives, and see the additional brochures in this series:

- *Maintaining Your Digital Records*
- *Maintaining Digital Records: Business Edition*
- *Managing E-mail*

To preserve the ability to access digital records it is essential that these records are migrated to standard file formats, such as PDF, DOCX, TIFF.

If you keep your records on floppy disks, CDs, VHS tapes or other media that are quickly becoming obsolete, please transfer these records to more current storage media, such as USB keys, DVDs and external hard drives. If you are not able to do the transfer yourself, please contact the archives sooner than later to help ensure your records can be properly preserved.

## Other considerations

### *Copyright*

We prefer to have copyright transferred to **[Institution name]** when the donation is made. Each donation is considered on a case-by-case basis. Consult with the archivist.

### *Privacy*

It is possible to restrict access to all or some records for a period of time. Restrictions can be placed on sensitive material after discussion with the archivist.

### *Security*

**[Institution name]** considers the security of its materials a priority. Paper and other physical archives are kept in a secure storage vault in the archives. **[Information about the security measures your institution is taking to ensure the security of digital records, such as server space, backups, etc.]**.

## More information

The wealth of our collections depends on the generosity of our donors! Please contact the **[Institution name]** and ask to speak to the archivist about donating your materials.

## Additional resources

InterPARES 3 Project. *Maintaining Your Digital Records*. **[Institution name]** brochure series.

InterPARES 3 Project. *Maintaining Digital Records: Business Edition*. **[Institution name]** brochure series.

InterPARES 3 Project. *Managing E-mail*. **[Institution name]** brochure series.

*InterPARES 3 Project* <http://www.interpares.org>

## **[Institution contact information]**

