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BY-LAW NO.3535  
OF  
THE CORPORATION OF THE COUNTY OF SIMCOE

A by-law to authorize and establish the mandate and activities of the County of Simcoe Archives.

WHEREAS, the County of Simcoe Archives has been in operation since 1966, and

WHEREAS the mandate and activity of the Archives has never been specifically established by by-law, and

WHEREAS Section 104, of the Municipal Act, R.S.O. 1980, Chapter 302 authorizes Council to establish such programs by by-law, and

WHEREAS it is deemed expedient to authorize and establish the mandate and activities of the County of Simcoe Archives.

NOW THEREFORE BE IT RESOLVED THAT:

1. The object of the county of Simcoe Archives with respect to collection are:
  - a. to act as records manager of all original documents, manuscripts, papers, records and other matters in the executive, management and administrative departments of the County of Simcoe;
  - b. to classify, safekeep, index and catalogue all matters transferred to the Archives;
  - c. to collect and preserve all documents or records having any bearing upon the history of the County of Simcoe;
  - d) to collect all documents or records having a bearing upon the political or social history of the county of Simcoe and upon its agricultural, industrial, commercial or financial development;
  - e) to collect and preserve maps, charts, manuscripts, papers, and other matters of general or local interest historically in the county of Simcoe;
  - f) to collect and preserve documents or records respecting early settlers in Simcoe, including pioneer experience, customs, mode of living, and areas of cultivation, as well as the correspondence of settlers, documents relating to public and social affairs and reports of local events of historic interest.
2. The object of the County of Simcoe Archives with respect to preservation are:
  - a) to maintain environmental controls within its building(s) by means of such practices as:
    - i. air conditioning and humidity control
    - ii. control of ultra violet levels, dust and air pollution;
  - b) to provide basic "in-house" conservation services in accordance with the current standards of archival practice and will contract for more sophisticated services when required;
  - c) to maintain security against smoke, fire and theft and adequate staff provided to protect materials in use by researchers;
  - d) to ensure preservation of holdings by means of micro-duplication when necessary.
3. The object of the County of Simcoe Archives with respect to utilization are:
  - a) to offer access to holdings daily, five days a week, with an adequate number of professional, technical and clerical staff on duty at all times;
  - b) to make accessible by means of indexes inventories and other finding aids all holdings of the Archives;
  - c) to carry out a regular "out-reach"/public relations program;
  - d) to maintain a liaison with other collecting institutions in the county of Simcoe and elsewhere to ensure that proper collecting and other procedures are being followed, and to ensure that duplication of services is avoided.

By-law read a first, second and third time and finally passed this 17th day of November, 1981.

JOHN FENNELL, A.F. PELLETIER,  
Warden Clerk