

BY-LAW NO. 7029-23

OF

THE CORPORATION OF THE COUNTY OF SIMCOE

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

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

Whereas By-law 3535 established the mandate and activity of the Archives in 1981, and

Whereas it is deemed expedient to update, authorize, and establish the mandate and activities of the Simcoe County Archives to reflect current activities and archival best practices,

Now therefore the Council of the Corporation of the County of Simcoe enacts as follows:

Collection

1. The mandate of the Archives with respect to collection is:
 - a. To be a comprehensive resource for original records in any format documenting the history of the County of Simcoe's former and current governments, Towns and Townships, and of the activities of its former and current residents and peoples.
 - b. To act as records manager of original records in any format regarding the executive, management, and administrative functions of the County of Simcoe, Towns and Townships, and related agencies.
 - c. To act as records manager of original records that have been identified as being subject to permanent retention and archival selection as mutually agreed upon by the records creators, Information Management/Records Managers and the Archives and that have reached the end of their active and/or inactive retention period.
 - d. To preserve eligible records transferred to the Archives, according to the relevant records retention schedule, or through mutual agreement.
 - e. To collect records that have a bearing upon, or that are of general or local interest to the history of the County of Simcoe and its peoples, as determined by the Archives', in any format.
 - f. To collect only those records that do not pose a conservation or preservation threat to existing collections and that can be adequately

arranged and described with existing or available resources, as determined by the Archives' staff.

Preservation

2. The mandate of the Archives with respect to preservation is:
 - a. To ensure the long-term preservation of records in its care.
 - b. To maintain collections in a suitable repository in which temperature, relative humidity, light levels, and air quality are controlled according to archival preservation standards.
 - c. To promote security of records against potential hazards.
 - d. To engage in active conservation treatment of records either in-house or, where necessary, under contract to a qualified conservator.
 - e. To promote responsible care and handling of records.
 - f. To ensure preservation of records where necessary and feasible through various means of reproduction.



Access

3. The Archives' mandate with respect to access is:
 - a. To provide access to records to the public, County of Simcoe staff and officials, and staff and officials of lower-tier municipalities, the Towns and Townships, to promote accountability, efficient delivery and research.
 - b. To offer reasonable access to holdings in a public reading room and, where feasible, digitally, either on-site or online.
 - c. To ensure that records are adequately arranged and described according to archival best practice to facilitate their efficient access, retrieval, and use.
 - d. To provide open access to collections, except where access or reproduction may harm originals, or where legislative or regulatory requirements, such as those concerning copyright, privacy, or confidentiality, forbid disclosure.

Legal Authority

4. The Simcoe County Archivist or their delegate(s) may enter into agreements related to the collection, preservation, and making available of that heritage and the maintenance and operation of the Archives facility.

By-law enacted this 10th day of October, 2023.

 
Deputy Warden


County Clerk