

Paul D. Fleck Library and Archives

## Archives Mandate

The purpose of the Archives is to serve as the institutional memory of Banff Centre for Arts and Creativity and to support its goals by identifying, preserving and making available for use the Centre's permanently valuable and other archival material.

1. The Archives is the official repository for all inactive Banff Centre records of permanent administrative, legal or historical value, in all media. Certain records may be stored by originating departments in accordance with operating and legal requirements, but at a specified date all Banff Centre records will become part of the Archives holdings and will be managed as such.

The Archives may acquire archival records created by associated organizations, faculty, staff and participants, and historical objects of permanent interest that reflect the life of Banff Centre.

The Archives may also collect private records of individuals and organizations which complement library resources and that serve the needs and interests of Banff Centre departments and programs.

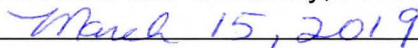
2. The Archives will provide proper facilities, environment and resources to ensure the preservation of unique archival material in its care for as long as possible, and will use accepted archival methods and procedures.
3. Public access to Banff Centre records in the Archives shall be determined by Alberta's Freedom of Information and Protection of Privacy Act. The Archives collaborates with Banff Centre's Marketing and Communications Department to serve the institution by disseminating information about its history as widely as possible.
4. The Archives will provide advisory services to encourage the proper management and control of Banff Centre records in all media and formats.

Approved:

  
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Janice Price

Banff Centre for Arts and Creativity, President and CEO

Date:

  
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March 15, 2019