



GUIDELINES FOR IDENTIFICATION OF ARCHIVAL RECORDS WITHIN PRIVATE SECTOR FONDS

1.0 PURPOSE

The purpose of these guidelines is to promote adherence to the Archival Appraisal Policy and Standard of Practice for Archival Appraisal and to ensure consistent archival appraisal within the Private Sector Archives Section. The guidelines identify those records which are eligible for archival retention. The guidelines are also intended to assist in the identification of fonds which do not contain a significant proportion of archival records and are therefore candidates for reappraisal and deaccessioning.

2.0 MATERIAL ELIGIBLE FOR ARCHIVAL RETENTION

2.1 Generated by private sector corporate bodies (e.g. businesses; non-profit organizations; educational and religious institutions):

- Memoranda and articles of association, partnership agreements
- Certificates of incorporation, registration
- Charters of incorporation
- Constitutions, by-laws, rules and regulations
- Minutes of directors', executive and annual meetings
- Minutes of major committees
- Executive correspondence
- Policy and procedure manuals
- Organizational charts
- Briefs and submissions (authored by creator of appraisal unit)
- Annual reports
- Reports on major projects
- Surveys and studies (conducted or commissioned by creator of appraisal unit)
- Statutory reports
- Strategic plans
- Legal opinions
- Contracts and agreements
- Audit reports or other annual financial statements
- Scrapbooks (compiled by creator of appraisal unit)
- Press releases
- Publications issued by creator of appraisal unit (e.g., newsletters)
- Account books, daybooks
- Case files (archives will retain a sample only)

- Special media (photographs, architectural drawings, videotapes, sound recordings etc.) when these are products of the prime function or characteristic activities of the creator(s) of the appraisal unit. Excludes technical drawings.

2.2 Generated by families & individuals:

- Personal diaries and journals
- Commonplace books
- Correspondence
- Case files (includes research files)
- Unpublished literary works: poetry, fiction, non-fiction
- Speeches, addresses, sermons
- Contracts and agreements
- Scrapbooks and photograph albums (compiled by creator of appraisal unit)
- Special media (photographs, architectural plans, videotapes, sound recordings etc.) when these are products of the prime function or characteristic activities of the creator(s) of the appraisal unit. Excludes technical drawings.

3.0 DEFINITIONS

Case file. File containing records documenting a specific time-limited entity, such as an event, project, transaction, product, organization, or individual. Case files are usually evidence of a transaction, status, right, or obligation.