

Information for Municipalities on Transferring Records

The Community Archives of Belleville and Hastings County is a service provided by the County of Hastings and the City of Belleville to help the municipalities of Hastings County preserve and provide access to their documentary heritage.

Preservation

Materials transferred to the Community Archives are stored in secure, environmentally-controlled conditions which help to ensure their long-term preservation.



Community Archives vault

Access

Once received at the Community Archives, records will be catalogued according to archival standards, and the resulting list is placed online so that the public can see what materials are available for research. There is no charge for this service.

Examples of current municipal listings can be seen at the following locations:

Thurlow Township: <https://discover.cabhc.ca/records-of-thurlow-township>

Tyendinaga Township: <https://discover.cabhc.ca/records-of-tyendinaga-township>



Public reading room

When they have been safely stored and catalogued, archival materials are made to the public in a supervised reading room during the normal opening hours of the Community Archives (9.30 to 12 and 1 to 4, Monday to Thursday, or on Fridays and Saturdays by appointment).

Transfer

Working with municipal staff, the Archivist will draw up an agreement which lists all of the materials to be transferred to the archives (see example attached). Once the transfer has been approved by the municipality, arrangements will be made to physically relocate materials to the Community Archives.



TRANSFER AGREEMENT
WITH [name of municipality]
[address of municipality]

Description of Records Transferred: [General description of records]

A detailed listing of these records is attached as Appendix A.

Date Transferred to Archives: XX/XX/20XX

Retention Information: All records to be retained. Ownership of these records remains with the [name of municipality].

Access Restrictions: Provisions of the *Municipal Freedom of Information and Protection of Privacy Act* apply and will be enforced by the Community Archives of Belleville and Hastings County.

It is understood that the intent of this agreement is to designate the Community Archives of Belleville and Hastings County as the "archivist" under Section 254 of the *Municipal Act, 2001* and its related provisions. The municipality may request temporary return of specific records for short-term administrative use

Signature, [name of Mayor or Reeve]
[name of Municipality]

Signature, Amanda Hill
Archivist, Community Archives of Belleville and
Hastings County

Signature, [name of Clerk/C.A.O.]
C.A.O./Clerk, [name of Municipality]

Date

Date