

CANADIAN TRANSIT HERITAGE FOUNDATION

ARCHIVES COLLECTION POLICY STATEMENT

In keeping with the Foundation's **Vision Statement**: *Pride and passion in Canada's transit heritage*;

and **Mission Statement** (in part): *To be the voice and resource for Canada's transit heritage by preserving and promoting transit history...*

The CTHF Archives Collection exists to:

1. Collect and preserve materials¹ which document the growth and historical development of the transit industry in Canada—suppliers to, and providers (operators) of, urban and commuter public passenger transportation.

2. Arrange and describe these materials according to archival principles (general adherence to Canadian Rules for Archival Description or RAD) and make them available to CTHF members and the general public in the best interests of the Foundation, once logistics and protocols have been established for reasonable access.

3. Provide adequate and appropriate conditions for storage, protection and preservation of archival material. The Foundation's Board may approve the use of temporary repositories (e.g. CTHF member's homes) for various donated collections on the recommendation of the Archives Committee² and with Board approval. The Foundation's Treasurer shall determine what financial records and other vital records (agreements) are to be kept, either in his/her home or the Archives storage facility.

4. The collections will support efforts by the Foundation, industry and others in education and outreach whenever possible to increase public awareness of Canada's public transit heritage.

Note 1. Artifacts may be accessioned on a case by case basis with consideration to their size and available storage space, their historical and/or intrinsic value and potential use for future outreach.

Note 2. The Foundation's Board shall strike an archives committee or appoint an individual as archivist drawn from the Board or membership at large, with consideration to the skills of the individual(s), repository's location, logistics and the realities of available resources.

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Material acquired by the Archives shall become the permanent property of the Canadian Transit Heritage Foundation until such time as the Archivist and Board deems it no longer

relevant. For example, original textual material may in future be culled following digitization for its informational value. The Board must approve any deaccessioning and disposition of material or the loan of items to others to promote common interests in promoting transit heritage. The CTHF obligation is to ensure that, when items from the Archives are used (e.g. photographs), they are cited (fonds, source, etc.).

Donations to the Archives shall meet the general criteria outlined in the collection policy statement. However, material may be refused if it is considered redundant (already in the holdings of the Archives), its subject matter is non-Canadian, its extent (volume) is overwhelming, or it has little research value. Whenever possible, the donor will be requested to organize the material and provide a rudimentary description (e.g. box list of items contained therein).

A separate policy document, **Archives Procedures**, outlines the activities of processing, providing reference service and loans of material, establishing fees for reproductions of items, who has access to GO Transit Waterdown repository, and the approval process involving the Foundation Board and Archives Committee regarding expenses and changes in policy.