

The Ecclesiastical Province of Canada

Provincial Archives Policy

Adopted 2007

1. Definitions

“Province” means the Ecclesiastical Province of Canada.

“Provincial Archivist” means the Provincial Archivist appointed by the Synod of the Province pursuant to s.3(16)(c) of the Constitution,

“records” means:

- (a) correspondence, memoranda, forms and other papers and books,
- (b) maps, plans and charts,
- (c) photographs, prints and drawings,
- (d) motion picture films, microfilms and videotapes,
- (e) sound recordings, magnetic tapes,
- (f) records in electronic form,
- (g) all other documentary materials regardless of physical format or characteristics, and, without limiting the generality of the foregoing, includes records:
 - (i) prepared or received by the Province in connection with the transaction of its business,
 - (ii) preserved or appropriate for preservation by the Province,
 - (iii) containing information on the organization, functions, procedures, policies or activities of the Province, or other information of past, present or potential value to the Province,
- (h) any document, in any format, including without limiting the generality of the foregoing, any document relating to the exercising of the jurisdiction and powers of the Synod and the fulfilment of its purpose as it may from time to time be defined, including specifically:
 - (i) the Constitution and Canons certified under the seal of the Synod, which shall be deemed the original record thereof,
 - (ii) records of the election or appointment of provincial clergy and lay officers, (iii) all grants, conveyances and wills, or all pertinent extracts therefrom, in any way relating to property granted, conveyed, bequeathed, or devised for the benefit or use of the Synod of the Province,
 - (iv) Certificates of Election and Consecration, and other similar instruments of the Metropolitan,
 - (v) the minutes, reports, correspondence, and other records of Synod, its officers and agencies, committees and organizations, and any reports, surveys and studies commissioned by the Synod,

- (vi) other instruments and records of historical value, and
- (vii) copies of insurance policies and information relating to insurance coverage by the Province.

2. The Provincial Archivist

- 2(1) There shall be an Archivist of the Province who shall be appointed by the Provincial Synod, who shall carry out the functions set out in s. 3(16) of the constitution, together with such other functions as may be conferred by the Synod or the Provincial Council.
- 2(2) The Provincial Archivist shall be the custodian of records of official acts affecting the Province.
- 2(3) The Secretaries of Synod shall ensure that records are transferred regularly and routinely to the Provincial Archivist.
- 2(4) The Provincial Archivist shall ensure that all archival records are preserved, arranged and described according to commonly accepted archival principles.
- 2(5) The Provincial Archivist shall endeavour to acquire the papers and other records of individuals related to provincial activities.
- 2(6) The Provincial Archivist shall ensure there is reasonable access to the Provincial archives.
- 2(7) The Synod may make an agreement with a diocesan or governmental Archives to carry out any of the functions under this Policy.
- 2(8) The Synod shall provide a secure place for the archival records.
- 2(9) The Provincial Archivist shall manage all archival records and arrange and describe them according to commonly accepted archival principles, in accordance with s. 3(16) of the Constitution and this Policy.

3. The Provincial Archives Committee

- 3(1) The Provincial Council, after consultation with the Provincial Archivist, may appoint members to the Provincial Archives Committee to advise and assist the Provincial Archivist.
- 3(2) The Provincial Archives Committee shall consist of up to seven persons, at least two of who shall be clergy and lay appointments representing at least three dioceses of the Province.