

**Council of Nova Scotia Archives  
Preservation Committee**

**Preservation and Policy**

A policy is a public statement of intent and objectives which provides an authoritative basis for an archivist's actions and for an archives' requirements for certain behaviours by users or employees of the archives. It also facilitates consistency and impartiality in decision making. However, a policy must be workable. It need not be complicated or long. Do not set standards which you cannot implement.

Procedure manuals may be used to further set out more detailed instructions than those listed in the policy.

**Note:** Sample policies and Implementing Preservation Management: A How-To Manual for Archives by Nancy Marrelli are available for loan through the CNSA office (tel: 902-424-7093; [advisor@councilofnsarchives.ca](mailto:advisor@councilofnsarchives.ca)).

**Basic Elements to be Included in General Preservation Policies by CNSA Institutional Members**

<i>Title</i>	[Title of policy]
<i>Approved By</i>	[Name of person/body authorized to approve the policy]
<i>Effective Date</i>	[Date on which policy becomes effective]
<i>Revised Date</i>	[Policies should be reviewed every 1-2 years to ensure that they are effective as written. If revised, a revised date should be entered.]
<i>Policy Statement</i>	[Brief statement or precis of policy. This may be stated separately or as part of the <i>Purpose/Objectives</i> (e.g. In accordance with its mandate, the ABC Archives will strive to ensure the preservation of its archival holdings)]
<i>Purpose/Objectives</i>	[Statement of purpose and objective(s) of the policy and for whom the policy is written (e.g. It is the policy of the ABC Archives to preserve its archival holdings through a commitment to the principle of preservation management. The object of this policy is to provide staff and researchers of the ABC Archives with guidelines and directives which will assist in the long-term preservation of its archival holdings and to state the methods by which the Archives will try to achieve this goal.)]
<i>Scope</i>	[Indicate holdings and persons (staff, researchers, volunteers, contract staff, custodial staff, security staff, board of Directors, etc.) to whom the policy applies (e.g This policy applies to all archival holdings of the ABC Archives and to all staff, researchers and volunteers working with or using the archives.)]
<i>Preservation Priorities</i>	[State any preservation priorities that have been established for the institution's archival holdings e.g. Original material receives priority]

over photocopies, municipal records receive priority over family papers.]

*Definition of Terms* [Define any terms used in the policy that might be unfamiliar or ambiguous (e.g. conservation, preservation), define extent of terms (e.g. who are staff?; what is reformatting?) A glossary of archival terms is available on the Society of American Archivists site at <http://www.archivists.org/glossary/index.asp>]

*Policy Statements* [Here, state the actions that the Archives is taking to ensure the preservation of holdings. Statements, which may be brief single sentences, should be made with respect to:

- preventive conservation measures taken during the acquisition of archival material (inspection for mould and pests, does the institution have the resources to care for the proposed new acquisition?)
- access (is fragile material available for use and, if so, under what conditions ?)

- care and handling
- environment
- storage (materials, supplies)
- reformatting and copying
- staff training (in-house or through CNSA, Museum etc.)
- pest and mould avoidance
- security
- conservation treatment
- exhibitions and loans (if applicable)]

*Roles and Responsibilities* [List the responsibilities of various persons/bodies with respect to the preservation of holdings (e.g. The Board of Directors is responsible for the provision of staff and financial resources to ensure the maintenance of the Archives Preservation program; Staff of the ABC Archives are responsible for adhering to all preservation policies and procedures; Researchers are responsible for adhering to all preservation procedures (e.g care and handling) etc.)]

*Related Policies/Procedures* [List existing policies and procedures which relate to the basic preservation policy (e.g. Care and Handling Procedures, Access Policy, Exhibition Policy, Reformatting Policy and Procedures, Security Policy, Disaster Plan, any relevant procedure guides)]

*References* [Optional; references to works consulted in development of the policy or available for further information]

*Review* [Name person/position to whom comments can be directed and statement of when policy or how often the policy will be reviewed]

## **Preservation Elements to be Included in Access Policies by CNSA Institutional Members**

<i>Title</i>	[see above]
<i>Approved By</i>	[see above]
<i>Effective Date</i>	[see above]
<i>Revised Date</i>	[see above]
<i>Policy Statement</i>	[see above]
<i>Purpose/Objectives</i>	[see above]
<i>Scope</i>	[see above]
<i>Definition of Terms</i>	[see above]
<i>Policy Statements</i>	[Include statements concerning care and handling, access to fragile material, use of surrogate copies, restrictions on the provision of copies due to condition]
<i>Roles and Responsibilities</i>	[see above]
<i>Related Policies/Procedures</i>	[include reference to Institutional Preservation Policy and Acquisition Policy and, as available, Care and Handling Policy, Reformatting Policy, Loan Policy, Rules for Researchers, etc.]
<i>References</i>	[see above]
<i>Review</i>	[see above]