

**Appendix C -
Guidelines for Appraisal of Archival Records**
to
Town of Newmarket
Records Retention Policy CORP.1-06

Archival appraisal is the process of determining which records should be retained permanently according to a series of values. Within the Town of Newmarket archival appraisal is conducted internally by the Records Coordinator. These guidelines are intended to provide the Records Coordinator and other staff managing records, with assistance in determining the value of records that have been designated as requiring archival appraisal and have reached the end of their retention periods.

Appraisal is a series of value judgements based on established criteria. Not ascribing to any of the following criteria will not eliminate a record from being considered to have archival value. Neither will satisfying these criteria automatically make a record archival. Rather each of these criteria needs to be weighed individually as well as collectively.

For example there may be instances where privacy concerns outweigh all other considerations and valuations. There may be instances where the identity of the creator of the records may outweigh other considerations. There may be instances where important municipal issues outweigh concerns about privacy or originality.

A report needs to be completed presenting a decision regarding whether or not records are archival. This report should be submitted to the signing authority within the department as well as the Town Clerk or designate. The report should consist of: a summary of the records, including their creation and use; a summary of the quantity and physical condition of the records and an explanation of their significance or lack of significance.

List of Criteria for consideration:

1. Is this a municipal record?
 - a. Is this an official record according to the Corporate Records Management Policy?
2. When was this record created?
3. Who created the record?
 - a. Was it an individual, a department, a committee? Did it originally come from outside the municipality?
4. Who collected, maintained or used this record?
5. Is this record part of a larger series of records?
 - a. For example is this a single employee file or a single year of meeting minutes?
 - b. See the Classification Scheme for examples of records series.

**Appendix C -
Guidelines for Appraisal of Archival Records**
to
Town of Newmarket
Records Retention Policy CORP.1-06

6. Is the record a copy of other records held either by the municipality or another body?
 - a. If so, have they been significantly modified by municipal staff?
7. Does the record contain personal information?
8. Are there any copyright restrictions on the record?
9. What physical format is the record in? Paper, electronic, film?
 - a. Is this a hybrid record series? Is part of this record both electronic and paper based?
10. Would these records have any potential historical or research value in the future?

Examples of Record Series likely to be archival:

1. Committee of Adjustment minutes
2. Subdivision agreements
3. Collective agreements
4. Task Force minutes on significant issues
5. Samples of committee minutes pertaining to significant issues
6. All approved corporate policies, procedures, and guidelines
7. Architectural and engineering drawings for certain municipal properties ie: Old Town Hall.