

Archives

Number:	1.2.6
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	January 30, 2026
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Revised Date:	
Category:	Administration

PURPOSE

The purpose of this policy is to establish the Coquitlam College (College) Archives as the official repository for records of enduring value that document the academic, administrative, and community history of the College.

SCOPE

This policy applies to all records, in any format, created or received by the College that are formally appraised and designated as archival records due to their permanent administrative, legal, scholarly, cultural, or historical value.

This policy operates alongside the College's Records Management Policy 1.2.2 and does not apply to routine operational records, including personal student records, employee records, or other records managed and disposed of in accordance with the approved retention schedule.

POLICY STATEMENTS

1. The College will collect, preserve, and provide access to archival records that support institutional accountability, research, teaching, and historical continuity.
2. The Archives is an institutional function of the Library. The Librarian is responsible for the stewardship, preservation, and description of archival records in accordance with this policy.
3. Archival records may include administrative and governance records; academic program and curriculum documentation; institutional publications; photographs and audiovisual materials; digital content; records of student life and organizations; and other materials that document the history and development of the College.
4. Personal student records, including academic records, disciplinary files, accommodation documentation, and immigration-related records, are not archival records and will not be transferred to the Archives. Such records remain governed by applicable privacy legislation and the College's Records Management Policy 1.2.2 and Information Security Policy 1.2.3.
5. The designation of a record as archival removes it from the operational records management lifecycle. Archival records are not subject to scheduled destruction under the Records Retention Schedule and are preserved permanently unless formally removed in accordance with this policy.
6. Records reflecting difficult or contested aspects of the College's history will be retained in the interest of transparency and historical integrity.
7. The Archives will support both physical and digital preservation. Digitization may be undertaken to enhance access; however, digital copies do not replace original materials.
8. Access to archival materials will be provided in accordance with applicable legal, ethical, and institutional requirements, as well as donor agreements, cultural protocols, and preservation needs.

9. Copyright and other intellectual property rights in archival materials may belong to the creator, donor, or other rights-holders. Access to and use of archival materials may be subject to rights, restrictions, or agreements, and the College may limit copying or reuse where appropriate.
10. Indigenous cultural protocols and knowledge systems will be respected. Where archival materials include Indigenous cultural heritage or knowledge, the Archives will apply culturally appropriate descriptions and access conditions, and may use Traditional Knowledge labels, where appropriate and informed by engagement with relevant Indigenous communities.

PROCEDURES

11. The Librarian will appraise records for potential archival value. Final determination of archival designation rests with the President or the Senior Leadership Team, as appropriate.
12. Donations will be governed by a Deed of Gift or equivalent agreement. The College reserves the right to decline donations.
13. Archival materials will be described according to recognized standards to support discovery and accessibility.
14. Physical and digital records will be stored and managed using accepted preservation practices.
15. Where feasible, the Archives will document known rights-holder information and any access, reproduction, or reuse restrictions associated with archival materials, including those set out in donor agreements.
16. Access to physical materials will be supervised and by appointment. Original materials do not circulate.
17. The permanent removal, destruction, or transfer of archival materials requires prior written approval from the President. Temporary access for research, exhibition, or educational purposes does not constitute removal.
18. Archival records may be transferred to external repositories where appropriate, provided institutional ownership, privacy obligations, donor agreements, and applicable legislation are preserved and approved by the President.

DEFINITIONS

Archival Record: A record appraised as having permanent administrative, legal, scholarly, cultural, or historical value.

Record: Information created, received, or maintained as evidence of College business, regardless of format (paper, electronic, audiovisual, digital).

Digital Repository: An approved platform used to preserve and provide access to digitized or born-digital archival materials.

Preservation: Measures taken to protect archival materials from loss, deterioration, or obsolescence.

Access: The ability to locate, consult, or use archival materials, subject to legal, ethical, and policy-based restrictions.

RELATED RESOURCES

- Information Security Policy 1.2.3
- Records Management Policy 1.2.2
- [Personal Information Protection Act](#), SBC 2003, c 63