

HISTORIC MEMORABILIA

Statement of Policy

The Peel District School Board approves the establishment of a permanent archive and to develop an inventory of historic memorabilia which supports and encourages the collection and preservation of archival materials. The archive will reflect the growth, development and activities of the Peel District School Board and/or its predecessors. The purpose of this policy is to collect, retain and preserve historic memorabilia that forms a chronological record of significant educational materials and events that serves to inform and instruct our students, staff and communities.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Administrative Regulations

1. Guidelines will be provided to all Peel District School Board locations to assist with the identification of historical memorabilia at each site. (**Leadership Development and School Support Services 24**)
2. An inventory of historical memorabilia shall be developed and maintained by an "Archive Committee" under the coordination of the Controller of Corporate Support Services, with materials arranged and described according to archival principles.
3. If a Peel District School Board school/location is closed or consolidated, the "Archive Committee" will determine an appropriate location for the inventoried items currently displayed/stored at that location.
4. Material acquired by the Peel District School Board Archives shall become the permanent property of the Archives until such time as they are deemed by the Archive Committee to be no longer relevant to the Archives. All information pertaining to the disposition of material will be retained in the Archives' records.
5. The Archives may facilitate the loan of items of historical significance from the Peel District School Board Archives to schools/sites for specific occasions, i.e. reunions, anniversary celebrations, etc.
6. The Archives retains the right to reproduce materials by mechanical, electronic or photographic means for security, conservation, or research purposes.
7. The Archives may accept historical material of any medium, including textual records; photographs and other visual records; sound recordings and oral history tapes.

8. Paper records prior to 1969 and any other documents requiring a climate controlled environment, will continue to be stored in the Region of Peel Archives (i.e. daily registers, general registers, minutes, maps, plans, architectural records and drawings).
9. The Archives retains the right to charge for any reproduction or other research service.

References:

Leadership Development and School Support Services 24 – Historic Memorabilia

Corporate Support Services 9 – Control, Reclamation and Disposition of a Closing School's Inventory

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