



**DEPARTMENT OF CULTURE AND HERITAGE**  
**ARCHIVES POLICY**

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**POLICY STATEMENT**

The Government of Nunavut shall acquire, preserve and makes accessible a record of its activities including public bodies assigned to schedule of the *Archives Regulations* in addition to donated archives of individuals and organizations being significant to the heritage of Nunavut, all acquired in a consistent and standardized approach.

**PRINCIPLES**

The Archives Program of the Department of Culture and Heritage is committed to maintaining records created by the Government of Nunavut and donated private sector archives according to the following:

1. Records created by the Government of Nunavut which have permanent legal, financial, historical, or cultural significance should be preserved and made accessible.
2. Acquired private sector archives of individuals as well a record of political, business, religious and social organizations based in Nunavut, or otherwise concerned with Nunavut, which are of historical significance should be preserved and made accessible.
3. The traditional knowledge of Nunavummiut acquired as archives should be preserved and made accessible to the general public.

**SCOPE**

This policy applies to all Government of Nunavut departments and government bodies of the Government of Nunavut subject to the *Archives Act*, and its regulations as well as to private individuals and organizations concerned with the heritage of Nunavut.

**DEFINITIONS**

Acquisition

The action and processes of adding to the holdings or the archival repository.

### Archival Records

Selected inactive operational records of Government of Nunavut departments, agencies and public bodies subject to section 1 of the Archives Act, as well as donated records of individuals and private sector organizations which form part of the archival holdings of the Government of Nunavut.

### De-accessioning

The process of removing records from the care, custody and control of the Archives.

### Deed of Gift

In the case of Archives, a signed document which voluntarily and without recompense transfers ownership of records to the subject repository.

### Government Record

A Government of Nunavut record as defined by section 1 of the Archives Act, section 2 of the Access to Information and Protection of Privacy Act, which is created or controlled by a government body and transferred to the Nunavut Archives Program in accordance with the Act.

### Private Archives

Archival records including photographs acquired from non-governmental organizations and individuals, with deed of gift applying where recommended.

### Public Records Committee

Pursuant to section 6 of the *Archives Act*, the Committee's role is to recommend the transfer of records by way of Records Retention and Disposition Authorities (Records Schedules) which formally the retention of records as active, semi-active, record selected as archival, and the selected destruction of records of having no archival value. The Committee is represented by the departments of Executive and Intergovernmental Affairs, Community and Government Services, Finance and Justice; and, chaired by the Territorial Archivist.

### Records Disposition and Disposal Authorities (Records Schedule)

Purpose of schedules are to formalize the records retention periods and authorize the disposition of operational records at the levels of active, semi-active, archival selection, or by disposal by destruction for records of no archival value.

## **ROLES AND RESPONSIBILITIES**

### Executive Council

This policy is issued under the authority of the Executive Council which may make exceptions and approve decisions in the policy.

Minister

The Minister of Culture and Heritage is accountable to Cabinet for the implementation of this policy.

Deputy Minister

The Deputy Minister of Culture and Heritage is responsible for the administration of the policy.

**PROVISIONS**

The Department of Culture and Heritage is responsible for the administration of the Archives Program. In accordance with the Archives Act the Territorial Archivist is responsible for the following:

1. Administers the acquisition, preservation and accessibility of both Government of Nunavut records and non-government archives. The former by way of records retention and Disposition Authorities approved by the Public Records Committee and the latter by way of donations employing Deeds of Gift, bequeaths or by purchase.
2. In accordance with the *Archives Act* the Territorial Archivist is required to identify, acquire, preserve and make accessible records of public bodies which have permanent legal, financial, or historical value. The Archivist may refuse records from either governmental or private sector sources if the archival information is not representative of Nunavut under the aforementioned values.
3. Recommends the selected disposal by destruction of government records of no archival value in accordance with the Records Retention and Disposition Authorities and enabled by Archives Act regulations. Government records identified for destruction by way of Records Retention and Disposition Authority forms and not yet transferred to the Archives are the responsibility of the Department of Community and Government Services.
4. Administers restrictions on access to both Government of Nunavut and non-government records in the Nunavut Archives Program; where reasonable to do so.
5. Record accepted into the Archives Program will be maintained and preserved in accordance with professional and global standards of the International Council of Archives.
6. The removal or de-accessing of non-governmental records where the subject matter of acquired holdings do not comply with the values of Nunavut's program; such material may be offered to other repositories or jurisdictions.
7. The Department of Culture and Heritage shall publish or make available any procedures pertaining to the operation of the Nunavut Archives Program.

**PREROGATIVE OF THE EXECUTIVE COUNCIL**

Nothing in this policy shall in any way be construed to limit the progressive of Cabinet to make decisions, or take actions respecting archives outside the provision of the policy

**SUNSET**

This policy shall be in effect from the date of signature until March 31, 2020

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