



Committee of the Whole Report

For the Meeting of February 8, 2018

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Update on Archives Digitization Project

Date: January 26, 2018

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The mandate of the City of Victoria Archives is to identify, acquire, preserve and provide access to archival material in the form of civic and private records documenting the history and governance of the City of Victoria and its community. Currently, Archives has approximately 1000 linear meters of textual records and 350,000 photographs in its holdings noting that new materials are acquired on a regular basis. In May 2016, Council approved the Archives Digitization Project to align with this mandate and as a part of the City's open government objectives and a key component of the City's records management program to enhance public access to City records.

The Archives Digitization Project was planned in three phases over three years and was funded through the Archives Equipment Reserve. The amount approved by Council was for up to \$50,000, noting that most of the funds in the reserve will be expended with this project.

This project is expected to be completed by the end of 2018 with the intention to transition this work as an operation of the Archives in 2019. It is worth noting that the records migrated to the online database account for approximately 42% of the total textual records and only 3% of the photographs Archives has in its holdings.

With Council approval in May 2016, the Archives Digitization Project was launched and staff engaged a developer to build a database providing online, searchable access to the City's archival collections.

The first phase of the project was to migrate approximately 10,000 photos currently available through an in-house database to an online database. This involved formatting the data for migration and mapping the digital objects to the related descriptions.

Phases two and three of the project involves migrating to the database descriptions of archival materials that can be viewed in person at the Archives Reference Room.

While engaged in this work, it became apparent that the City's data needed to be restructured to work effectively with the requirements of the software, resulting in a more comprehensive approach. Rather than migrating photos alone in the first phase, this approach led to migrating data relating to City records, community records and other material that was originally scheduled to be added later in the project. This has resulted in the online database ready to launch with the overall project ahead of schedule.

Going forward, staff are proceeding with the final phase of the project which is to continue migrating archival material into the online database. This will include adding descriptions of City reports, maps and plans and other community records, as well as developing a scanning plan in order to migrate more digital content online.

Currently, staff resources do not permit the regular arrangement and description of archival records and this work will continue as time permits. Staff will bring forward a report in the future outlining the resources that would be necessary to expedite this work as an operational function of the Archives.

An instructional video has been prepared to help to navigate the new database and forms a part of the communications plan to reach all stakeholders on the availability of this new, online database.

OPTIONS & IMPACTS

Accessibility Impact Statement

The launch of this online database will enhance citizens' ability to access archival material.

2015 – 2018 Strategic Plan

This project aligns with the Strategic Objectives *Engage and Empower the Community* and *Nurture our Arts, Culture and Learning Capital*.

Impacts to Financial Plan

Staff will report back on funding options to operationalize this program.

Official Community Plan Consistency Statement

This project aligns with the *Official Community Plan* through *Placemaking, Community Well Being and Arts and Culture*, by providing a resource for learning and celebrating Victoria's vibrant history.

CONCLUSIONS

The Archive Digitization Project responds to the long-term goal for the City's archival collections to be available online which will increase access to materials that contain the City's rich history. This meets the City's open government objectives and enhances public access to City records.

Respectfully submitted,

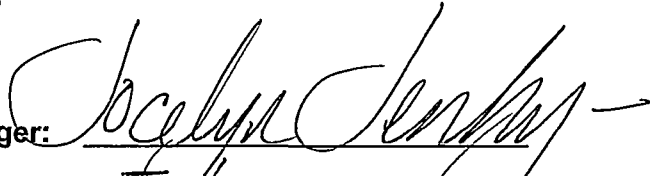


Christine Havelka
Deputy City Clerk



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:


Date: Feb 2, 2018