

<p>Educational Agency Relations 12300</p> <hr/> <p>Guidelines for Archiving Items</p>	Administrative Application	
	Last Reviewed / Approved on:	December 18, 2018
	References:	LAFOIP Act and Regulations Administrative Applications: 5102 – Acceptable Use of Technology by Employees and Students 5103 – Online Communication and Social Media Use 5400 – Freedom of Information and Protection 11001 – Media Relations School Archive Log (attached) Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) values the importance of keeping our collective story archived as we move into the future. By collecting and protecting the history of our schools, we can maintain our story.

Application

To create a consistent method for tracking Regina Catholic School archives like photographs and important items.

Parameters

1. The RCSD Administration Alumni Archives Committee will be responsible for collecting items from the schools that have been closed.
2. Each school within the division will be responsible for their own archival material.
 - a. Each school will need a clear plastic bin. As the years go by, they will place into the bin any significant papers, pictures or other items of importance for the archive. For example, a program from the official school opening, the official blessing, or other items from those events like a piece of the ribbon cut, a medallion that was blessed etc. Each container will have a log book that will be used to list the artifacts placed in the bin, it will remain there. The log is to be filled in as items are added to the bin. A digital log will also be used in the Legacy Archive Photos folder, and moved each year to the new folder.
 - b. Consider the following items for archives:
 - i. **Digital “legacy” photos.**
Each year a new folder will be created to store important photos. Within this folder will be subfolders for the months of the year and the Legacy Archive Folder. Staff will then place all photos into this folder. Once photos are uploaded to the school folder, staff will need to delete the photos from their own device, if that was the device used to take the photos. Also, files from RCSD’s photographer after the big events such as “Official Blessing”, “Visit from the Mayor”, “TRC Liturgy” etc. will be

added to the year folder. At the end of each school year, all photos will be deleted, except those stored in the “Legacy Archive Photos” folder. The limit for this folder will be thirty (30) photographs. The Legacy Archive Photos folder will have unique permissions for only the Principal, Vice-Principal, Office Manager and Communication & Media Coordinator, unless otherwise indicated by the principal. Each summer break, the Communication & Media Coordinator will copy legacy photos into a photo storage database.

Please note that any identifiable students shown in the Legacy Archive Photos must have appropriately signed media releases.

- ii. Photographs of past staff and administrators, historical photographs of the school’s opening or significant occasions, written historical record of the school, historical information kept only at the school, material prepared for special school anniversaries, news articles of school opening or significant events, old trophies, banners, signs, etc. pertaining to the school samples of old school newspapers, yearbooks, artwork, etc., record of school awards or recognition lists of previous students who have gone on to excellence in their chosen profession, (sports, arts, business, etc.), any items belonging to any of the now closed Regina Catholic Schools. If a school finds an article that is too large for the bin, or an item which administration is unsure about, please contact the RCSD Administration Alumni Archives Committee.
- iii. Copies of yearbooks should be kept. If a digital copy comes with the package purchased by the school, please store this in the “Legacy Archive Photos” folder at the end of each school year. If there is no digital copy, please store a hard copy in the provided bin.
- iv. **Time Capsules.** If your school has a known buried time capsule, please record this information within the archives. If you are slated to open a time capsule, or plan to create and bury a time capsule, please inform the Senior Leadership Team.

