



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 908.1

HISTORICAL RECORDS PRESERVATION

Under the direction of the Secretary Treasurer, the following shall serve as a guide to the selection, storage and access to school district records donated to the Chilliwack Museum and Historical Society.

1. That school district information, not required by law to be kept under school district jurisdiction (personnel files and in-camera minutes exempt) and deemed historically significant by the Chilliwack Museum and Historical Society be transferred to the Museum Archives to be catalogued and preserved.
2. Once in the archives, access to the records will not be restricted but will be under the supervision of a professional archivist.
3. Any loaned materials must be listed in an inventory chart and signed over via a standard gift agreement.
4. Records for donation to the Chilliwack Museum and Historical Society shall be 50 years or older.

Cross Refs: Retention of Records 806(P)

Adopted: October 26, 1999
Reviewed: January 24, 2006
Revised: