

Dundas County Archive – Terms of Reference

Purpose:

The purpose of the Dundas County Archive is to acquire, preserve and make accessible to the general public the historical records of Dundas from both private sources and local government. Dundas County Archive will document the County's social, cultural and economic history through the records of individuals, associations, corporations and businesses from the settlement period to the present day. In addition, Dundas County Archive will proudly house United Empire Loyalist records and the collection of Lynn Cook.

The archive also will act, under the authority of the *Municipal Act, 200, as amended*, as the official repository for the permanent records of both Township of North Dundas and the Municipality of South Dundas and their predecessors.

Records will be organized and catalogued in accordance with The Records Management Codes. This code provides guidance to all relevant authorities relating to the keeping, managing and destroying of records.

Service Delivery:

Archival services will take the form of records acquisition, arrangement and description, preservation and access. These archival functions will be discharged in accordance with Canadian professional archival standards by the County Archivist or his/her designate who will have experience in Archival Collection and Records Management. After the County Archives is up and running, public hours of operation would be introduced and run throughout the year. The Dundas County Archive Committee has established a Mandate and Mission Statement; developed procedures for governance, and written policies and agreements relating to Collection Development, Deeding of Gifts and Donation of Records. Going forward the Archivist will establish emergency planning policies, and other pertinent policies deemed necessary as the project progresses.

Funding:

A memorandum of understanding relating to funding of the Dundas County Archive has been signed by the Township of North Dundas and the Municipality of South Dundas. The MOU outlines costs relating to leasing space at the Iroquois Medical Centre and terms established with the County Archivist.

Going forward, additional sources of support will sought including applicable provincial grants, and funding from the United Counties of SDG.

The costs of operating the County Archives will consist of the terms of the lease agreement and the purchase of various archival equipment and supplies and the salary of the County Archivist. Other positions related to the archives will be on a volunteer basis.

Membership:

The Committee is comprised of 4 members of the public, 1 member representing the United Empire Loyalists and the Mayors and Clerks of the Municipality of South Dundas and the Township of North Dundas.

Meetings:

Committee meetings will be held on an as needed basis.