

# VIC JUBA COMMUNITY THEATRE POLICY

Title: **Archive Policy**

Effective: **September 4, 2012**



## 1. Purpose

- To provide for a safe, secure place for long term preservation of Theatre documents which are no longer required for daily and seasonal operation of the theatre.
- To provide an organized search procedure for historical and future research.
- To allow public and theatre operations to access documents in a secure and safe environment.

## 2. Preservation Unit

Vic Juba Community Theatre will enter into an agreement with the Lloydminster Regional Archives to preserve documents we wish to hold in their archives. The Regional Archives will provide the following services:

- Provide an accession number
- Provide for an organized index for easy searching
- Provide suitable storage in a temperature controlled environment
- Provide a secure procedure for borrowing and using documents for research purposes
- Evaluate documents submitted for preservation and return those that are not suitable for archive collection

## 3. Archive Collection Policy

- 3.1 An Archive Officer will be appointed from the Board of Directors, theatre staff, and volunteers. This Officer will:
  - Serve as liaison between Regional Archives and Vic Juba Community Theatre
  - At appropriate time intervals the Archive Officer will work with the General Manager and staff of the theatre to collect documents for preservation and deliver them to the Regional Archives
  - Such other duties that will assist in the collection of relevant documents for preservation
- 3.2 The General Manager and staff of the Vic Juba Community Theatre will be asked to assemble documents over the year that would be suitable for the archive collection.

### 3.3 Guiding principles in selection of items to be archived:

- Records that can contribute to social history and traditions of the Theatre
- Items no longer required for operations of the theatre
- Items that deal with the privacy of individuals are not to be archived, i.e., personal records, purchasing invoices, items needed for long term safekeeping

### 3.4 Suggested list of documents to be preserved:

- Annual reports and audited financial statements
- General Manager minute book, agendas, monthly manager reports
- Event log and riders
- Yearly theatre planning documents, i.e., Green Book, records of donations
- Posters and advertisements not used for Wall of Fame
- Promotional material for events
- Newspaper stories and events related to the Theatre
- Such other items that may be discovered while searching

## **4. Changes to the Policy**

- 4.1 Revisions to this policy are the responsibility of the Finance & Admin Committee and must be approved by the Board of Directors.