

LEGACY OF LEARNING

Background

The District supports the digital archival retention and presentation of educational artifacts and archival records that document the historical heritage of education in the area through an ongoing partnership with the Columbia Basin Institute of Regional History.

The District will support maintaining the educational heritage of the area by providing monetary and/or in-kind services.

Educational heritage is seen to include, but not limited to:

- the building heritage
- administrative history - minutes, policies, etc.
- collective working staff history
- ongoing educational programming
- teachers and students

The District will encourage the digital archiving of records and memorabilia related to the District's history and heritage.

The District believes that every school is to attempt to collect the stories of each school year. School staffs are encouraged to preserve historical information about their schools and school activities. On an annual basis, material will be made available to the Columbia Basin Institute of Regional History to digitally archive.

The Board will appoint a Trustee representative to liaise with the Columbia Basin Institute of Regional History as part of this ongoing partnership.

Procedures

1. Each Principal is encouraged to maintain files of documents that illustrate the history of the school. This could include a single copy of each issue of the school newsletter and programs for special events, such as school opening ceremonies.
2. Each Principal is also encouraged to preserve memorabilia that is unique to the school such as trophies, awards, and photographs of historic events. All material is to be clearly labeled.
3. Transfer of Records and Memorabilia upon Closure of a School
 - 3.1. In the circumstance where a school is being closed, the Principal shall contact the Superintendent to arrange to have the school's records and memorabilia transferred to another site in the District.

4. Historical Records of the School District

- 4.1. The District Office will maintain files of historical District documents, including minutes of Board meetings, annual reports, and other material that may be historically significant. Department managers shall contact the Superintendent before destroying any documents that they believe may be of historical value.

5. Transfer of Records and Memorabilia to Non-Profit Groups

- 5.1. The District supports the transfer of records and memorabilia to non-profit groups such as the Retired Teachers' Association or the Columbia Basin Institute of Regional History, provided the items transferred do not contain any information protected under the Freedom of Information and Protection of Privacy Act.
- 5.2. When records or memorabilia are transferred to a specific community group, staff will bring a recommendation to the Superintendent outlining the terms of the transfer and the general nature of the material to be transferred.
- 5.3. All material transferred to a community group will remain the property of the District, on loan to the community group.

6. Transfer of Historical Equipment to Community Groups

- 6.1. The Manager of Operations is authorized to consider donating equipment, which is no longer needed by schools and may have historical value, to community groups that have agreements with the District.

Reference: Section 20, 22, 65, 85 School Act

Approved: February 16, 2016

Revised: August 15, 2021