



ARCHIVAL ACQUISITION POLICY

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1.0 POLICY STATEMENT

The acquisition of archival materials shall proceed according to the Acquisition Criteria set forth in 8.2.

2.0 POLICY OBJECTIVES

The objective of this policy is to provide a framework for compliance with the Cooperative Acquisition Strategy of the Council of Nova Scotia Archives (CNSA):
http://www.councilofnsarchives.ca/about/policy_strategy.htm

3.0 APPLICATION

This policy applies to the Manager, Archival Holdings Management, and all archivists in the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 The ruling principle of acquisition shall always be provenance, not medium, genre, form or subject matter.
- 4.2 Acquisition proceeds from, depends upon and is determined by appraisal; no material shall be acquired except further to an authorized appraisal.
- 4.3 No prospective acquisition which does not meet the Acquisition Criteria shall be eligible for appraisal.
- 4.4 The records of a corporate body shall not be acquired if that corporate body, or its successor, either maintains or has designated an institutional archival repository other than Nova Scotia Archives and Records Management. If the records of any such corporate body are currently held, then they may be subject to replevin.

5.0 POLICY GUIDELINES

- 5.1 Archival materials may be acquired in any medium except three-dimensional artifacts and realia.
- 5.2 Prospective donors of archival materials not accepted for acquisition will be referred to another CNSA institutional member.

6.0 ACCOUNTABILITY

- 6.1 **Archivists** are responsible for deciding whether to appraise with a view to prospective acquisition.
- 6.2 The **Manager, Archival Holdings Management**, is responsible for ensuring that no material is appraised which does not conform to the Acquisition Criteria.

7.0 REFERENCES

Public Archives Act

Government Records Act

NSARM Archival Appraisal Policy

NSARM Archival Appraisal Scheduling Policy and Guidelines

CNSA Cooperative Acquisition Strategy

8.0 APPENDIX (GLOSSARY)

8.1 GLOSSARY

Acquisition. The process of adding to the holdings of an archival repository.

Appraisal. The process of determining whether records are archival. see also **Reappraisal**.

Corporate body. An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are societies, institutions, business firms, non-profit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

Fonds. The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or corporate body in the course of that creator's activities or functions.

Reappraisal. The process of evaluating archival holdings to determine which units should be retained and which should be disposed of; functionally the same as **Appraisal**.

8.2 ACQUISITION CRITERIA

- 8.2.1 In general, archival records created either by the Government of Nova Scotia or by Nova Scotian corporate bodies, families or persons provincial in scope or significance.
- 8.2.2 The records of any public body within the meaning of the *Government Records Act* or the *Government Records Regulations*.
- 8.2.3 Records excluded from the purview of the *Government Records Act* by Sections 3(f)(ii) and 4(2) of the Act.
- 8.2.4 Records of band councils or aboriginal governments in Nova Scotia.
- 8.2.5 Records of the predecessor and/or successor bodies of all agencies, boards, commissions and departments of the Government of the Province of Nova Scotia.
- 8.2.6 Records of crown corporations constituted by authority of Part VIII of the *Provincial Finance Act*.
- 8.2.7 The alienated records of any former public body which has been privatized.
- 8.2.8 In general, the records of any private or semipublic body which operates in Nova Scotia independently and is provincial in scope.
- 8.2.9 The personal fonds of any native-born or resident Nova Scotian whose activities are provincial or national in scope.
- 8.2.10 The fonds of any Nova Scotian family whose activities are provincial in scope.