

NWT Archives Policy

The Government of the Northwest Territories will preserve and make accessible a record of its activities, as well as a record of the activities of individuals and organizations significant to the heritage of the Northwest Territories.

This Policy is based on the following principles:

1. Records of the Government of the Northwest Territories judged to have permanent legal, financial or historical significance should be preserved in perpetuity and made accessible.
2. The traditional knowledge of the indigenous peoples of the Northwest Territories should be preserved and made accessible.
3. Selected records of individuals, as well as selected records of political, economic, and social organizations based in the Northwest Territories or concerned with the Northwest Territories, are of historical significance and should be preserved.

Signed by the Government Leader and Chairperson of the Executive Council;
20 October 1993

SCOPE

This Policy applies to all departments and agencies of the Government of the Northwest Territories and their records as well as to individuals and organizations concerned with the heritage of the Northwest Territories.

DEFINITIONS

Conservation means any measures taken by an archives to preserve records in its care. Conservation measures include: condition assessments, remedial treatment, duplication and the maintenance of proper environmental conditions.

Government Record means a public record, as defined by the Archives Act,, which was created or controlled by a government body and transferred to the Northwest Territories Archives in accordance with the Act.

Non-government Record means a public record, as defined by the Archives Act, of significance to the heritage of the Northwest Territories and acquired from a non-government body for inclusion in the Northwest Territories Archives.

Northwest Territories Archives means the Northwest Territories Archives as established under the Archives Act.

Prince of Wales Northern Heritage Centre means the central multipurpose heritage facility operated by the Department of Education, Culture and Employment.

Territorial Archivist means the officer appointed under the Archives Act to be in charge of the Northwest Territories Archives.

PROVISIONS

1. Authority and Accountability

(a) Executive Council

Only the Executive Council may approve exceptions to this Policy.

(b) Minister of Education, Culture and Employment

The Minister ensures the application of this Policy.

(c) Deputy Minister of Education, Culture and Employment

The Deputy Minister approves operational guidelines under this Policy.

(d) Director, Culture and Heritage Division

The Director approves procedures pertaining to the operation of the Northwest Territories Archives.

(e) Territorial Archivist

The Territorial Archivist:

(i) approves the acquisition of non-government records for inclusion in the Northwest Territories Archives;

(ii) recommends for disposal records no longer considered significant to the Northwest Territories Archives; and

(iii) approves restrictions on access to non-government records in the Northwest Territories Archives.

2. General Provisions

2.1 The primary role of the Northwest Territories Archives is to identify,

acquire, preserve and make accessible government records which possess permanent legal, financial or historical value.

2.2 Records incorporated into the Northwest Territories Archives will be conserved and preserved in accordance with professional standards.

2.3 A record no longer considered significant or appropriate to the Northwest Territories Archives may be removed from the Northwest Territories Archives and disposed of in accordance with the Archives Act.

2.4 Access to non-government records in the Northwest Territories Archives may be restricted at the request of the donor or by a decision of the Territorial Archivist. Restrictions must be universal in their application.

2.5 Individuals and organizations active in community-based archival programs in the Northwest Territories will be provided access to professional expertise and training in archival management.

2.6 The Northwest Territories Archives is the only agency of the Government of the Northwest Territories which may acquire, for the purpose of permanent preservation, non-government records which document the history of the Northwest Territories.

3. Accessibility

3.1 Access to the Northwest Territories Archives will be provided through, but not be limited to, the production and circulation of record inventories and exhibits, the presentation of school and public programs and the public research facilities of the Prince of Wales Northern Heritage Centre.

4. Prerogative of the Executive Council

4.1 Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take actions respecting the collecting and preservation of records related to the Northwest Territories.

Signed by the Government Leader and Chairperson of the Executive Council;
20 October 1993