



Canadian Council of Archives (CCA)
Terms of Reference for the
Archival Appraisal Working Group

Objective

The Canadian Council of Archives (CCA) is launching a new initiative to study institutional approaches to archival appraisal of private records and the subsequent impact on monetary appraisal and donor relations. Over the course of the upcoming year, CCA will undertake consultations with archival institutions to identify issues of professional practice and sustainability, including questions related to the increasing presence of born-digital records in private fonds and collections. These consultations will lead to a colloquium (or invitational meeting) to be held in 2017 where stakeholders can collectively address challenges, reaffirm principles, and recommend areas for revitalization.

Context

Technological changes are having a significant impact on archival processes, and institutions are faced with practical considerations that will ensure credibility and sustainability. CCA has been following these developments, and CCA committees have already advanced consultations on certain core archival processes including the revision of the Rules for Archival Description (RAD) standard, as well as the definition of an accession standard. Concurrently, institutions have been encountering new issues related to donations and expectations for the monetary appraisal of digital records. Upon initial reflection, it appears that these issues may be symptomatic of larger questions that involve selection where donations are comprised of very large volumes of records. Integrated approaches to addressing these questions may also be pertinent to audio-visual records and other media types. They may, in fact, lead to fundamental considerations of *respect de fonds* in the context of archival appraisal.

Mandate

The Archival Appraisal Working Group is responsible to the CCA Board of Directors, through its Board liaison, and may make recommendations and/or consult any available data, launch survey(s) or make enquiries to related domestic and international organizations, the Canadian archival community and key stakeholders.

Deliverables

The Working Group will:

- articulate the issues and develop a consultation plan;

- create and circulate a discussion paper to engage stakeholders, the Canadian Archival System, private sector appraisers and other public sector organizations/departments;
- plan a colloquium or invitational meeting to address the links between archival process and monetary appraisal, particularly in the context of digital and new media; and to address impacts on donations, fair market value, and the tax credit regimes; including international comparatives.

Term

The Working Group will begin its work in September 2016, for a period of between eighteen months to a maximum of twenty-four months.

Membership

The Working Group will have a maximum of six members, plus a representative from the secretariat. A CCA Board member or advisor will serve as a member of the Working Group and will act as a liaison.

Working Group Chair

The Working Group Chair will be determined by the CCA Board of Directors, for the term of the work.

Administration

Working Language

The Working Group will function primarily in English; however, all communication and final deliverables will be translated and made available in both French and English. The secretariat office will provide administrative support to the working group (e.g. coordinate teleconferences, minutes, etc.).

References

A hidden page will be created to host reference documents and resources for the Working Group.

The group may meet via teleconference or video conference, as required.