

EDMONTON PUBLIC SCHOOLS

February 8, 2005

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: Disposition of Archives and Museum Special Development Fund/Term Deposit

ORIGINATOR: E. Schmidt, Executive Assistant to the Superintendent

RESOURCE  
STAFF: Catherine Luck

RECOMMENDATION

That the remainder of the Archives Special Development Fund (\$162,140.00) be utilized to complete the Archives and Museum's Automation Project.

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Between September 1985 and October 1988, \$140,000 was received by the district as a result of being awarded the Historic Preservation Award for Alberta (for enlightened policy toward historic buildings) and two separate grants through the Provincial Historic Resource Assistance Program, specifically with respect to historic McKay Avenue School. These funds were put into a separate account within the district's accounting system.

In 1989, the board approved the expenditure of \$73,000 and the recommendation that a Special Development Fund (SDF) utilizing the remainder be established. As part of the recommendation it was specified that the SDF be designated to: a) offset the costs of major repairs, purchases or renovations as approved by the board, and b) to cover the costs of major developmental activities or programs not included in the operational portion of the budget, and as approved by the board.

This recommendation is brought to the board to grant access to the remaining funds to complete the Automation Project. The project entails:

- re-cataloguing many items in Archives and Museum's collections according to new cataloguing standards
- entering all catalogue descriptions into an electronic system using an archive-specific software program
- creating an electronic database
- culling the backlog of archival material, cataloguing retained material

It is expected that this project may take up to ten years to complete. It will require the hiring of additional staff, plus the purchase of supplies and equipment.

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