

Archives Mandate

The Archives of the Humber Institute of Technology and Advanced Learning (“the College”) was established to serve as the institutional memory of the College, and to support its goals by identifying, preserving, and making available for use the documentary heritage of the College.

1. Holdings

- a. The Archives is the official repository for all inactive records of the College of permanent historical value. The Archives collects records in all media and formats (e.g., physical, digital, audio-visual, architectural drawings, etc), as well as historical objects of permanent interest that reflect the life and history of the College.
- b. The Archives may also acquire, at the discretion of archives staff, archival records created by related organizations and associations, or by faculty, staff, and alumni/students of the College.
- c. The Archives may also collect, at the discretion of archives staff, archival collections of private individuals and organizations which complement library resources, and which support the teaching and research of the College’s Faculties and Programs.

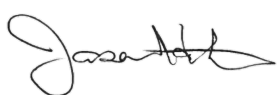
2. Access

- a. The archival holdings of the College are available for consultation by the Humber Community and by the general public. Access to the archival holdings of the College will be governed through Ontario’s *Freedom of Information and Protection of Privacy Act* (FIPPA).

3. Management of Records

- a. The Archives uses all the tools at its disposal to ensure the preservation of unique archival material in its care for as long as possible, and will use accepted and recognized archival methods and procedures.

Approved: _____


Jason Hunter, Vice President, Students and Institutional Planning

Date: December 2, 2020