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- (Municipal/Provincial/Federal);
 - 3.3.3 Commemorative plaques denoting annual awards/recognition;
 - 3.3.4 Board Agendas and minutes;
 - 3.3.5 Curricula, textbooks, yearbooks;
 - 3.3.6 Maps, plans and architectural records;
 - 3.3.7 School board event photographs, staff and trustee photographs, programs, newspapers, audio, video publications; or
 - 3.3.8 Other memorabilia which has significant meaning to the school board and has been approved for inclusion by the Coordinating Manager of Planning and Operations as it relates to the school board's origin, development, organization, or activities;
 - 3.3.9 Artifacts and memorabilia from schools that have closed;
 - 3.3.10 Artifacts and memorabilia received from schools that reflect the cultural and educational history of the board.
 - 3.3.11 Time capsules
 - 3.3.12 Digital publications (i.e.: recorded live stream events, web pages illustrating commemorative accomplishments and achievements).
- 3.4 Donations of artifacts deemed to be of an archival nature specific to the history of the school board or received as a gift through fundraising shall be accepted in accordance with board policies and procedures.
- 3.5 Artifacts collected for archival purposes shall become permanent property of the York Catholic District School Board with appropriate acknowledgement for the donation of any artifact(s) to the school board.

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- 4.1 The location for the storage and preservation of school board artifacts and memorabilia and the complete list of items shall be documented (i.e.: digital and/or written) in the registration of the Central School Board Archival Collection (see Appendix 1).
- 4.2 The registration of the artifacts and memorabilia shall include:
- 4.2.1 Serial registration number of the item;
 - 4.2.2 The year of origin;
 - 4.2.3 A description of the historical, cultural and/or significance of the individual item to the York Catholic District School Board;
 - 4.2.4 Condition status of the individual item;
 - 4.2.5 Retention or deaccession status of the item within the archival collection.

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- 5.1 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Coordinating Manager of Planning and Operations and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 5.2 The York Catholic District School Board shall provide adequate and appropriate conditions for the dedicated space, storage, protection, and preservation of archival material.
- 5.2.1 A dedicated space for the storage of archival artifacts shall be determined by the Coordinating Manager of Planning and Operations.
- 5.3 Access to archival artifacts shall be upon the approval of the Coordinating Manager of Planning and Operations and/or authorized personnel



5.4 Artifacts, memorabilia, and archives should be stored:

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