

About Us: South Peace Regional Archives began operating in January 2000 as a project of the Grande Prairie Museum. On July 30, 2007, the South Peace Regional Archives Society was formed. The Archives is funded by the City of Grande Prairie, County of Grande Prairie, Municipal District of Greenview, and Municipal District of Spirit River. The Archives is a member of the Archives Society of Alberta and follows the Canadian Rules of Archival Description.

Activities: The archives has the following functions:

- Acquire records from individuals, families, organizations, businesses, and municipalities in the south Peace River Country.
- Appraise, arrange, and describe records to create a finding aid which tells about the collection.
- Re-house the records in acid-free files and boxes, and place them in our dedicated storage area where access is controlled and the climate is carefully monitored.
- Assist researchers in accessing archival records, reference files and library.
- Engage in outreach events to raise awareness about the Archives.

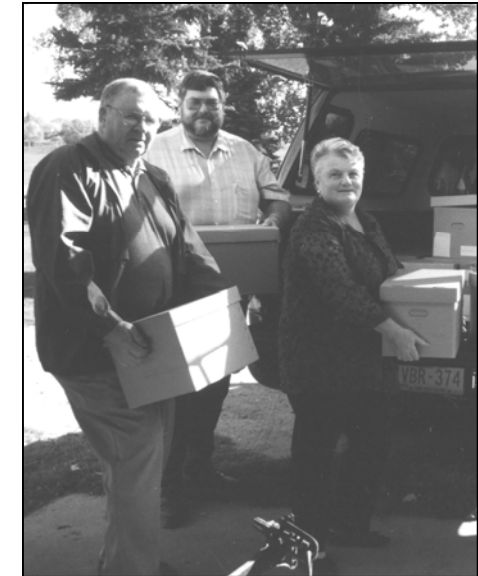


Thank you for considering South Peace Regional Archives. Your support is crucial for us to accomplish our purpose, vision, and mandate. Your records play an important role in documenting the history of the community. We look forward to working with you closely in the future to preserve the records and history of this region.



SOUTH PEACE REGIONAL ARCHIVES

Information for Donors of Archival Records



Our Purpose: To promote and encourage the appreciation and study of the history of the south Peace River District of Alberta. This is accomplished by acquiring, preserving and making accessible to the public records in any format which reflect the cultural, political, social and economic life of the area, and by engaging the public interest in this history through displays, events and publications.

Our Vision: A Regional Archives housing the historical records of municipalities, organizations, businesses and individuals from the south Peace River Country of Alberta. This archives will contribute to our communities' understanding of the world by letting them become familiar with their past, and ensure that our inheritance is passed on to future generations.

Contact Us:

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Website: www.southpeacearchives.org

We are located in the Grande Prairie Museum, Muskoseepi Park, Grande Prairie

Frequently Asked Questions

SPRA is a public Archives, which means that our holdings are open to anyone who wants to use them for research. Sometimes people hesitate to donate historical records because they do not know understand the conditions under which they are preserved or accessed. Here are some FAQs.

Do I need to organize the records, taking out what isn't historical?

Records can be donated "as is". Archives staff are trained in how to organize the records and in what should be retained or discarded.

What happens to the records you don't want to archive?

During the processing of the records, duplicates and extraneous material are removed from the collection so that it is compact and material can be easily found. At the time of donation, we ask you to choose whether you want this material returned or discarded.

What if there is personal information that is sensitive or embarrassing?

Our goal is to record the positive and negative aspects of our past, but records can be restricted until the information they contain is no longer damaging to the people concerned.

Can I donate copies and keep the originals?

Although the Archives always prefers to archive originals and provide copies to the donor, you may decide to donate copies and retain the originals for your own records.

When will my collection be put on display?

Entire collections are seldom put on display, but individual documents, photographs or maps are frequently used to add information and interest to archives events and museum displays. The collection's greatest value is for research and they are made available in the archives upon the request of any researcher.

What if I want to take them out of the Archives for a display?

Once you have donated records to the Archives, they are only available for display outside of the Archives under strict security and environmental conditions. Often the displays can be made with reproductions, which is preferable.

Archives depend on donations of historical materials to share with researchers. Together all of our collections build a picture of the past.

What Kinds of Historical Records does the South Peace Regional Archives Accept and Retain?

Archival records and the information they contain are valuable assets for your museum and community. The Archives is interested in records in any physical format including paper documents, photographs, maps, films, sound recordings, electronic records, documentary art, and architectural drawings.

Records may be the result of:

Individuals or families and contain records such as photographs, diaries, and correspondence.

Business activities, including products, personnel, and finances.

Organizations which are cultural, social or political in nature and contain records such as minutes, activities, membership, and finances.

Two of the over-riding principles in archives are

"Respect des fonds"—Each archival collection is kept separate from others and given its own identifying title, historical biography and descriptive finding aid.

"Original Order"—If your collection has an original order, that order is retained and extra material is fit into the order. If no order is evident, the processing archivist will impose an order that demonstrates the activities of the individual/organization.

Once the records you have donated are processed by Archives staff, they will be available to researchers. The Archives creates a finding aid giving a brief history of the creator of the collection and a description of the contents of the records. Photographs are described individually and selected photographs scanned. The finding aid and the selected photographs are then uploaded to our website so that they are available around the world.

To see uploaded finding aids and photographs, check out our website at www.southpeacearchives.org.