

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 Museums in Alberta's South Peace



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:

Mail: Box 687, Grande Prairie, AB T8V 3A8

Phone: 780-830-5105

Email: spra@telus.net

Website: www.southpeacearchives.org

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

We Would be Happy to Hear from You When... (or What We Can Do For You)

Your storage space is getting cluttered with paper records no one uses.

Do you have boxes of files from your own museum operations, or paper records donated by people in the community? These materials can be archived to preserve an historical record of the individual or organization. **Descriptions of the records will be uploaded to our website under the name of your museum.**

Someone wants to donate a trunk-load of the paper records of an organization or family, and you have no idea what to do with them!

These collections do not need to be organized or weeded before they are donated to the archives. Just have the donor drop them off at the archives.

You need some historical information and/or photographs for a new display you are creating.

If you need documents or photographs for display, we will provide digital copies of any of the materials you have donated. Even if you haven't donated any records from your museum or community, chances are someone else has.

A researcher shows up on your museum doorstep looking for land records, photographs, maps, etc.

Although you will be able to assist the researcher because you know your own community, we may be able to assist with archival records for the researcher.

You have a conservation question about a fragile photograph or document.

If we don't know the answer, we will try to help you find one.

You need someone to talk to your board/community/organization about archival paper and photographic records.

We will come to a board meeting to answer any questions your board may have.

We want to build strong, mutually beneficial relationships with all of the museums in the south Peace. If there is anything else you think we might be able to help you with, please contact us.

What Kinds of Records would South Peace Regional Archives be happy to process and archive for you?

Archival records and the information they contain are valuable assets for your museum and community. You can have them preserved for your future use at South Peace Regional Archives.

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) created, accumulated, and used by the organization as it carries out its functions and activities.

These may include but are not limited to:

Minutes and Agendas

Constitution and Bylaws

Financial Statements

Budgets

Membership Records

Project Reports

Scrapbooks

Incorporation Records

Annual Reports

Financial Ledgers

Correspondence

Organizational Structure

Photographs

Publications

Your photograph collection can be digitized and uploaded to Alberta InSight along with their individual descriptions so that they are searchable for your own purposes and for researchers. The originals can then be stored in optimal conditions at the Archives.

Once the records donated by your museum have been processed by the Archives, 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, which is posted on our website. Selected photographs are scanned and uploaded to the website as well.