

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.



Information for Organizations



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. 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

You Know It's Time to Contact Us When... (or What We Can Do For You)

The homes of your organization's executive are getting cluttered with records no one uses anymore.

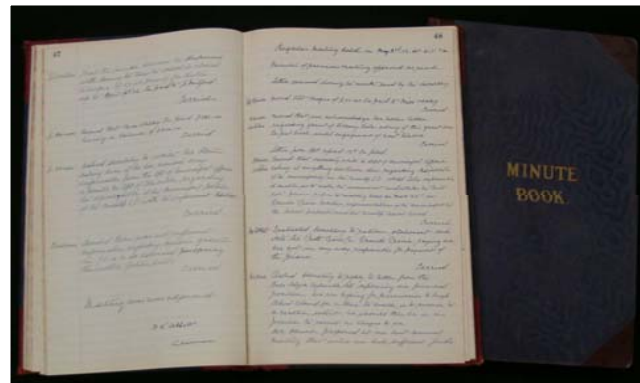
They are no longer part of your organization's daily business and activities, but they still need to be kept. However, they don't need to be kept by you in your home. If you transfer them to us, they will still be accessible, but they won't be taking up your valuable space.

You are reviewing your records and you are not sure what the Archives would be interested in.

Not every record created by an organization needs to be kept forever. The Archives would welcome a discussion with you on what should be kept. Or bring your organization's records down to the Archives and let us have a look at them. We are also willing to make a presentation to your organization about the Archives.

Your organization has dissolved, leaving you to deal with the records.

Rather than keeping them in your home, why not donate them to the Archives? That way they will be out of your space and people will be able to see and use them, thus you will be contributing to preserving the community's history.



An important Anniversary of your organization is coming up and you need historical information and photographs.

Even if we are not your organization's Archives, we do have records of numerous community groups, as well as individuals, families, businesses, and municipalities. It is possible that some of these may contain the information and photographs you require. Check our website (www.southpeacearchives.org) or call us for more information.

Records and the information they contain are valuable assets of your organization and help document the life of the larger community. Ensure they are preserved for the long-term for the benefit of your organization and the community by donating your records to South Peace Regional Archives .

What Kinds of Records does South Peace Regional Archives want from Organizations?

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:

- Minutes and Agendas
- Incorporation Records
- Constitution and Bylaws
- Annual Reports
- Financial Statements
- Financial Ledgers
- Budgets
- Correspondence
- Membership Records
- Organizational Structure
- Project Reports
- Photographs
- Scrapbooks
- Publications
- and others.



If the organization is still in operation, you need to have a motion in the minutes to show that the executive agrees to the archiving of their records. This will also alert future executives as to where the records are.

Once the records of your organization have been processed by the Archives, they will be available to researchers. The Archives creates a finding aid giving a brief history of your organization and a description of the contents of records, which is posted on our website. Selected photographs are scanned and uploaded to the website as well.