

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 Records Managers



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

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

Your municipal office is getting cluttered with records no one uses anymore.

Inactive and obsolete records can take up a lot of valuable space. If you transfer them to us, you will be freeing up space for current records and your old records will be more accessible to the public. Regular records transfers would be ideal.

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

As you are aware, not every record created by a municipality and its employees needs to be kept forever. The Archives would like to be included in your schedules and would welcome discussions to make this happen.

Your municipality is getting a new records management system.

Ideally your records management system will feed into ours, so we would appreciate you keeping us abreast of any new developments in your plan and system.

Someone in your municipality needs to find a record from years past.

Past records are still valuable in the present, even if they are not used all the time. They are necessary to support today's policy and planning decisions. We are the Archives for your municipality and hold whatever inactive records you may have transferred to us. The finding aid for your municipality's records is available on our website.

A researcher from your community shows up at your office asking questions about the history of your municipality or an important anniversary is coming up and you need historical information and photographs.

As your municipality's archives, we collect material not only from the municipality itself, but also from its individual people, families, organizations, and businesses.

Records and the information they contain are valuable assets of your municipality. Ensure they are preserved for the long-term for the benefit of your municipality and its citizens by including South Peace Regional Archives in your Records Management plan.

We want to build strong, mutually beneficial relationships with all of our municipal partners. Coordination and cooperation between the Archives and the records management departments of each municipality is essential. Please contact us with any questions or concerns you might have.

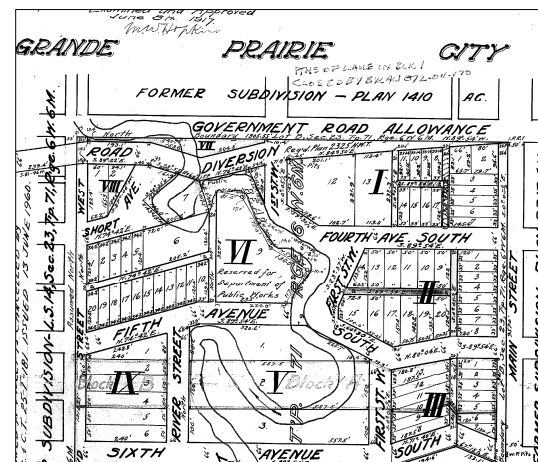
What Kinds of Records does South Peace Regional Archives want Transferred from Municipalities?

For the most part, the Archives is interested in records marked for permanent retention or archiving (those with ongoing legal, fiscal, historical/research value).

These may include:

Council Minutes and Agendas
Minutes and Agendas of Other Boards/
Committees
Incorporation Records
Bylaws
Operating and Capital Budgets
Financial Statements
Receipts and Disbursement Journals
Annual Reports
Agreements
Contracts
Annexation Records
Tax Assessment Rolls
Tax Recovery Records

Tax Sale Deeds
Certificates of Title
Index of Destroyed Records
Franchises
Local Improvements Records
Street Sign Inventory
Employee Termination Records
Engineering Drawings
Maps and Plans
Photographs
Publications
Studies
Organizational Structure
and others, including those records you
deem historical.



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 municipality as it carries out its functions and activities.

Although SPRA is a public archives, we are governed by provincial and federal legislation, including the Freedom of Information and Protection of Privacy Act. Records are restricted as dictated by the legislation and in consultation with records donors.