

Section: Archives	Number: ARC-P-CP-1	Approved: June 12, 2017
Archives Collection Plan		Next Review: 2022

Policy Statement

The County of Huron is committed to collecting, preserving and providing access to records created by the County and its residents, recognizing that archival records are fundamental materials that serve as the continuing memory of the County of Huron and its people and needs effective decision making to create a comprehensive collection to serve the interests of the corporation and the public.

1. Purpose

The purpose of the Archives at the Huron County Museum is to preserve and make available for research various materials that relate to the history of Huron County. Recognizing this role in support of research, the Archives at the Huron County Museum shall be responsible for acquiring photographs, maps, and textual records that support the research interests of staff and visitors. The Archives shall also be responsible for ensuring that materials acquired shall be preserved, organized, made available, and displayed in an appropriate manner. The following plan is designed to serve as a guide for the acquisition of materials that will strengthen existing collections, as well as allow for collecting in previously unexplored areas.

2. Established Collections

Some of the established collections reflecting the history of Huron County include Women's Institute Collections, J.G. Henderson Photography Collection, the papers of H.S. Turner and Gavin Green, and the papers and records of various towns, villages, and municipalities.

3. Strengths of the Collection

Strengths in the Archives include government records, especially those transferred from the University of Western Ontario Regional History Collection and the Land Record Collection transferred from Archives of Ontario.

Recent donations from private organizations like Women's Institutes, Huron Country Playhouse Guild, Gaffney Architecture, Blyth Festival Art Gallery, and the donation of J.G. Henderson photography collection have strengthened the Archives private collections. The

Archives has created a digital collections website for the Henderson Collection and has uploaded many other photos in the collection to Flickr.

4. Areas of Improvement

- Building permits, architectural plans
- Photographs after 1910, especially of homes, towns and village main streets, Huron County Jail*
- Diaries and Journals from the 19th and early 20th century*
- Assessment Rolls from all municipalities, especially prior to 1866 and after 1900*
- Fonds that document the activities and experiences of individuals, groups, organizations, corporate bodies
- Fire Insurance Maps*
- Early plans and maps of the area*
- Newspapers – originals will be accepted if not already in the holdings
- Recipes and cookbooks created within the County
- Organizational and club records, for example, Agricultural Organizations, Community-based organizations, historical associations, sports and recreation organizations, naturalist/conservationist organizations, social and purpose-driven groups
- Directories
- Oral Histories
- Voter's Lists, especially Usborne Township, Turnberry Township, West Wawanosh Township*

* indicates high priority

5. Acquisition Strategy

The Archives will notify the community about gaps in the collection via the Museum's website and social media, and also through exhibits, community outreach, and working with community partners. Potential donors will also be encouraged to consider donating items to the Archives as part of their estate planning.

6. Reference

Appraisal and Acquisition: Innovative Practices for Archives and Special Collections. Ed. By Kate Theimer. Rowman & Littlefield: Toronto, 2015.

Archives of Ontario. "Private Acquisitions Strategy". Available online at http://www.archives.gov.on.ca/en/donating/documents/Private_Acquisitions_Strategy.pdf

Bruce County Museum & Cultural Centre, Archives Collections Plan, Draft 2014

Canadian Council of Archives. Guidelines for Developing an Acquisition Policy. Available online at http://aabc.ca/STORAGE/Toolkit_storage/Toolkit_files_old_linked/toolkit_guidelines_for_an_acquisition_policy.html

Corporate Records Policy