

## **S. J. MCKEE ARCHIVES ACCESS POLICY**

### **Purpose**

This document is designed to set out the principles and processes upon which patrons may obtain access to archival records held in the S.J. McKee Archives.

### **Definitions**

ARCHIVAL RECORD means a record of archival value consistent with the mission and mandate of the S.J. McKee Archives.

FIPPA access is the release of a record in response to a formal FIPPA application made under the Manitoba Freedom of Information and Protection of Privacy Act.

PERSONAL HEALTH INFORMATION means recorded information about an identifiable individual that relates to

(a) the individual's health, or health care history, including genetic information about the individual,

(b) the provision of health care to the individual, or

(c) payment for health care provided to the individual,

and includes

(d) the PHIN as defined in The Personal Health Information Act and any other identifying number, symbol or particular assigned to an individual, and

(e) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.

PERSONAL INFORMATION means recorded information about an identifiable individual, including

(a) the individual's name,

(b) the individual's home address, or home telephone, facsimile or e-mail number,

(c) information about the individual's age, sex, sexual orientation, marital or family status,

(d) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,

- (e) information about the individual's religion or creed, or religious belief, association or activity,
- (f) personal health information about the individual,
- (g) the individual's blood type, fingerprints or other hereditary characteristics,
- (h) information about the individual's political belief, association or activity,
- (i) information about the individual's education, employment or occupation, or educational, employment or occupational history,
- (j) information about the individual's source of income or financial circumstances, activities or history,
- (k) information about the individual's criminal history, including regulatory offences,
- (l) the individual's own personal views or opinions, except if they are about another person,
- (m) the views or opinions expressed about the individual by another person, and
- (n) an identifying number, symbol or other particular assigned to the individual.

RECORD means a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.

*Source:* C.C.S.M. c. F175, The Freedom of Information and Protection of Privacy Act, (Assented to June 28, 1997)

## **Policy Objective**

To make archival records known by means of promotion, publication, or exhibition and to facilitate access to them, consistent with any rights of access or reproduction provided by law, in legislation or by the terms or conditions of a donor agreement.

## **Principles**

Records of public bodies held in the S.J. McKee Archives containing personal information shall not be disclosed in compliance with the provisions of the Manitoba FIPPA and the Manitoba.

The S. J. McKee Archives shall charge fees for the reproduction authorized by policy, regulation or statute.

The Access Policy of the S.J. McKee Archives shall be made available to patrons of the archives in a printed form and on the S.J. McKee Archives website.

## **Application**

This policy applies to all S.J. McKee Archives' staff, and to all archival records held by the S.J. McKee Archives.

Access to administrative and operational records of Brandon University are not governed by this policy. Access to those records is administered by the Brandon University FIPPA Coordinator who is responsible for the administration of FIPPA at Brandon University.

## **Policy Guidelines**

All requests for routine access to a particular archival record, or set of archival records, shall be acted upon in a timely manner by the staff of the S.J. McKee Archives.

If the records requested are current administrative and operational records of Brandon University, the patron will be referred to the Brandon University FIPPA Coordinator.

Archival records, reference and related services at the S.J. McKee Archives are available to the public Monday to Friday 1 – 4:30pm or by special appointment.

## **Accountability**

The University Archivist shall be accountable for the implementation of this policy.

## **Review**

The S.J. McKee Access procedures established under this policy shall be reviewed and evaluated on an annual basis by the University Archivist.

## **References**

C.C.S.M. c. F175, The Freedom of Information and Protection of Privacy Act, (Assented to June 28, 1997) - <http://web2.gov.mb.ca/laws/statutes/ccsm/f175e.php>

S.M. 2001, c. 35 The Archives and Record Keeping Act -<http://web2.gov.mb.ca/laws/statutes/2001/c03501e.php>

C.C.S.M. c. P33.5 The Personal Health Information Act -<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>

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**Approved - Library and Archives Council 27 February 08.**