

Personal and organizational records shed light not only on individual experiences but also on the social, political, economic, religious and cultural life of the province of Alberta. **The Provincial Archives of Alberta encourages the donation of records as a way of creating an enduring memory of life in our province.**

## Donating Records to the Provincial Archives of Alberta

### What types of records is the Provincial Archives of Alberta looking for?

The Provincial Archives of Alberta is interested not only in the records of public figures but also in those that show what individuals and families did in their daily lives, including materials that any individual has created, used or kept during their life. These records provide insight into the interests, occupations and life of an individual and reflect the values of the larger community.

Records of interest include (but are not limited to):

- Letters and correspondence
- Photographs
- Home movies, films and videos
- Sound recordings
- Diaries, scrapbooks and journals
- Sketchbooks

The Provincial Archives of Alberta is also interested in records that document the core functions of businesses or organizations. They reflect the way organizations develop and grow by documenting essential activities, decisions, legal obligations and responsibilities. Organizational records of particular interest to the Provincial Archives of Alberta include:

- Policies and procedures
- Meeting minutes
- Legal agreements
- Correspondence
- Architectural plans
- Records and assets
- Maps and photographs

### How do I donate my records?

#### Contact an Archivist

The first step is to contact a Private Records Archivist who will guide you through the process of examining and gifting your personal materials. Archivists prefer you do not sort the records or disturb the original order. Also, please do not discard any records, even if you feel they are unimportant.

#### Provide background information

The archivist will ask you for biographical information about the person, family or organization that created the materials. This includes information that can provide valuable context such as birth, marriage and death dates, places lived, business and personal interests, and community involvement. You may be asked, for example, to help identify and date photographs or letters.

#### Examine the records

An archivist will examine your donation and determine which records are of value to the Provincial Archives of Alberta based on a number of different criteria. If the Provincial Archives decides not to acquire the materials, the records can either be destroyed or returned to you, according to your preference.

