

Collection Disposal Policy

The Government of the Northwest Territories may dispose of library and heritage materials no longer considered significant or appropriate to the Government's collections.

This Policy is based upon the following principle:

1. Items no longer considered significant or appropriate to library and heritage collections should be disposed of in accordance with the highest professional standards and ethics

Signed by the Government Leader and Chairperson of the Executive Council; 20 October 1993

Reference: For elaboration of this Policy refer to the Directive.

SCOPE

This Policy applies to library and heritage collections managed by the Department of Education, Culture and Employment.

DEFINITIONS

Department's Collections means the heritage collections and published materials managed by the Library Services Section, Information Networks Division, Department of Education, Culture and Employment.

Department means the Department of Education, Culture and Employment.

Disposal means the process by which the Government of the Northwest Territories relinquishes title for, or destroys, an item permanently removed from the Department's Collections.

Heritage Collections means three collections managed by the Culture and Heritage Division, namely:

(a) the Education Collection of objects and documents used for public and school programming;

(b) the Permanent Collection of objects significant to the heritage of the Northwest Territories acquired for indefinite preservation;

(c) the Library Collection of published materials significant to the heritage of the Northwest Territories and heritage resource management;

but does not include the Northwest Territories Archives as established under the Archives Act.

Repatriation means the restitution of culturally or historically significant items to their place of origin.

PROVISIONS

1. Authority and Accountability

(a) Executive Council

Only the Executive Council may approve exceptions to this Policy.

(b) Financial Management Board

The Financial Management Board delegates to the Minister of Education, Culture and Employment authority for the disposal of items from the Department's Collections.

(c) Minister of Education, Culture and Employment

The Minister approves the disposal of items removed from the Department's Collections.

(d) Deputy Minister of Education, Culture and Employment

The Deputy Minister recommends disposal of items removed from the Department's Collections.

2. General Considerations

2.1 Any item removed from the Department's Collections may be disposed of when it can be demonstrated that:

- (a) the item is not relevant to the mandate of the collection;**
- (b) the item is surplus to the collection;**
- (c) the item has deteriorated beyond usefulness;**
- (d) the item is judged more appropriate to a collection not managed by the Government of the Northwest Territories;**
- (e) it is beyond the Department's ability to properly care for and preserve the item; or**
- (f) the item is selected for repatriation.**

2.2 Items removed from the Department's Collections may be disposed of through:

- (a) donation to not-for-profit groups and organizations;**
- (b) donation to community, territorial, provincial, federal or international government cultural body;**
- (c) intentional discard; or**
- (d) release of title to parties identified in a repatriation agreement.**

2.3 Any item of significance to the Northwest Territories or Canada which has been removed from the Department's Collections will, wherever possible, be offered to a group, organization or government body which will retain that item in the public domain within the Northwest Territories or Canada.

2.4 Where disposal results in a transfer of ownership, copies of all appropriate legal documents (i.e. donation agreements) will be maintained by the Department on a permanent basis.

3. Public Records

3.1 This Policy does not apply to a public record transferred to the Northwest Territories Archives in accordance with the Archives Act.

4. Archaeological Materials

4.1 This Policy does not apply to archaeological materials held at the Prince of Wales Northern Heritage Centre in accordance with the Northwest Territories Archaeological Sites Regulations, SOR/60-31, promulgated under the Northwest Territories Act, R.S.C. 1985, c. N-27.

5. Prerogative of Executive Council

5.1 Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or to take action respecting the disposal of items removed from the Department's Collections.

Signed by the Government Leader and Chairperson of the Executive Council, 20 October 1993

