



City of St. John's Corporate and Operational Policy

Policy: 09-02-06 Access and Restrictions

Status:

Issued By: Archives

Revision No: 1

Revision Date: 2005/02/07

**Date of Original Council
Approval:**

Rescind Date:

Index: 09 Community Service

Section: 02 Archives

Title: 06 Access and Restrictions

Purpose

To state under what circumstances material in the City Archives may be restricted from public access.

Policy Statement

1. The Mayor, Deputy Mayor, Councillors, Directors, Officials and employees may have access to archival information that still has operational value at any time during normal City Hall working hours, provided that the research is for official business and users are subject to the rules as established by the archives.

2. As stated in the City of St. John's (Amendment) Act, 1975-76, No. 72, Section 54(1):

"All ratepayers shall have the privilege of obtaining a copy of any minute of Council other than a minute of any special or privileged meeting on application in writing; but Council may, subject to any condition Council may impose, grant permission to any person to view for historic or academic reasons any minutes of any special or privileged meeting of Council held prior to 1925."

Section 54(2): "Neither the Council nor any member thereof nor its servants nor agents nor officials nor employees shall be liable, directly or indirectly, for any actions, suits, losses or damages that may result from the view referred to in subsection (1) or arising thereout."

Council will permit the City Archives to release information contained in the Special Minutes

prior to 1925.

3. In instances where a Minute Book contains the minutes of both Regular and Special Meetings, the archives will make available to a researcher the indexes of these books. The researcher will then indicate the entries they wish to examine, the archives staff will then research these entries and only release the information contained in the Regular meetings.

4. The archives retains the right to refuse access to any material which may violate the privacy of any individual.

5. Release of information to the public is governed by the City of St. John's Act and Access to Information and Protection of Privacy Act.

Application

Responsibilities

City Archives.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Regular Meeting of Council March 17, 1992, Freedom of Information By-Law (1994). Finance and Administration Standing Committee report - January 26, 2005; Regular Meeting of Council - February 7, 2005.

Review Period

Available to Public

☐ Yes

☐ No