

Donating records to the BC Archives

The BC Archives acquires private records from individuals, families, institutions, and organizations that are historically significant to the province of British Columbia.

Please review the following considerations before offering your records to us.

Donor considerations

Ownership

- Are you the sole owner of the records or is there shared ownership? For example, do other family members have an interest in the records?
If there is shared ownership, you may want to consult with the other owners to ensure they are comfortable with donating the records.
- Are you prepared to transfer legal ownership of the records to the BC Archives?
We are more likely to accept records if legal ownership is transferred to the BC Archives, as it allows us to more easily provide access to the records.

Use

- Have you finished using your records on a regular basis?
If you are using the records on a regular basis, then it may be more practical to donate the records once you are finished using them as it can take some time to process the records and make them available.
- Do your records contain sensitive or personal information? Are you comfortable with the public using these records for research?
Our goal is to provide the public with access to our records. Donors can place restrictions on their records at the time of donation. However if these restrictions will severely hinder access, we may not accept them into our collection.

Rights

- Do you own copyright (reproduction rights) or has copyright been transferred to you through a will or other legal agreement?
Copyright usually belongs to the author or creator of a record and the rights of these individuals or corporate bodies are protected under Canadian Copyright law. If you are not the author or creator or copyright has not been transferred to you, we may not be able to provide access to these records.

Relevance

- Have you checked with your local archives or museum?
We collect records that are significant to the province of British Columbia. If your item is important to the history of your local community, city or region, you may wish to first offer your records to the archives or museum for this area.

Criteria for acceptance

As we are unable to accept all donations offered to our institution, we use a list of criteria as defined in our [Collections Policy](#) to determine what records we can accept. We consider the following factors when deciding whether we can accept a records donation:

- Are these records provincially significant? Do they
 - Provide authentic evidence of the personal, social, cultural, political or economic history of British Columbia?
 - Represent British Columbian experiences, stories or subjects of a broad provincial scope?
 - Allow meaningful relationships within the collection to enable a richer level of documentation?
 - Demonstrate a rarity or importance to be considered a provincial treasure?
 - Provide the potential for significant use and contribution to the story of our province?
- Do the records represent a comprehensive body of work (e.g., minute books, correspondence and annual reports), or do they only represent a singular activity (e.g., one letter or memo)?
- Is there a relationship between the records and other records in our collection?
- Are there any restrictions on access or use?
- Are they in reasonable physical condition?

Tax Receipts

In accordance with the Canada Customs and Revenue Agency regulations, donors are eligible to receive a tax receipt for archival donations accepted by the BC Archives.

If you'd like a tax receipt, please indicate this on the temporary transfer receipt received from the acquisitions archivist.

Once your donation is finalized, the fair market value of your donation will be assessed by an independent appraiser or the National Archives Appraisal Board and your tax receipt will be issued.

Donating records

All donation requests *must* be submitted using our archival donation request form. The donation form can be submitted online, by email or fax, or in hard copy. The acquisitions archivist will contact you after receiving your form.

Our donation form is available as an online form, a downloadable pdf or in person.

- Archival donation request form (online, pdf)

The acquisitions archivist will assess your material according to our institution's [Collections Policy](#). Additional information may be required to assess the material as not all donations can be accepted. If your donation is approved, the archivist will provide you with options for physically transferring the records to us and you will receive an official deed of gift and a tax receipt (if applicable).

Records **should not** be delivered to the archives without the written approval of the acquisitions archivist.

Get in touch

If you have further questions about private records donations, or wish to discuss making a donation to the BC Archives, please contact:

Email: acquisitions@royalbcmuseum.bc.ca
Fax: 250-387-2072