



CITY OF VANCOUVER

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### ADMINISTRATIVE REPORT

Report Date: February 27, 2009  
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Meeting Date: March 24, 2009

TO: Vancouver City Council

FROM: General Manager, Olympic and Paralympic Operations Office and City Clerk

SUBJECT: Olympic and Paralympic Legacy Reserve Fund and Archives of the 2010 Winter Games

#### RECOMMENDATION

THAT Council approve allocation of \$582,000 from the Olympic and Paralympic Legacy Reserve Fund for the program to acquire, organize, preserve and make available the archives of the 2010 Winter Games.

#### CITY MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

#### CIO's COMMENTS

The CIO recommends approval of the open-source, collaborative approach to the development of the Digital Archives software and the incorporation of the hardware into the centralized infrastructure of Corporate IT.

#### COUNCIL POLICY

On December 11, 2007, Council approved the Olympic Legacy Reserve Fund programs and budgets in the amount of \$20 million with instruction to report back on funding for specific projects. One of the programs approved was the Records and Archives (Archives of the 2010 Winter Games) with a budget of \$700,000. The \$582,000 requested represents a revised cost for the Archives of the 2010 Winter Games project.

## PURPOSE

The purpose of this report is to seek Council's approval for the use of \$582,000 from the Olympic Legacy Reserve Fund for the Records and Archives (Archives of the 2010 Winter Games) project.

## BACKGROUND

### Host City Commitment

The City of Vancouver, as a party to the Bid City Agreement, the Multiparty Agreement and the Host City Contract, is legally committed, at its cost, for participating in the collection, organization and preservation of certain archival and other materials in respect of the 2010 Games, maintaining these materials and providing the parties to the agreements with access to the materials. The City of Vancouver Archives (CVA) is the City institution responsible for acquiring, preserving and making available the documentary heritage of the City.

Other host cities have become responsible for the records of Olympic Games. The Calgary City Archives is responsible for the records of the 1988 Winter Games and the Australian Centre for Olympic Studies at the University of Technology, Sydney is responsible for the archives of the 2000 Summer Games in Sydney.

What is unusual about the 2010 Games is that the vast majority of the records of archival value transferred to the City Archives will be in their original electronic or "born-digital" format. These records include photographic images, film and video footage, plans and textual records. As a contemporary project-based organization working predominantly in a digital or electronic working environment, VANOC does not generate many hard-copy records. Maintaining the reliability and authenticity of these electronic records therefore presents CVA with a significant challenge and a considerable risk.

The Archives of the 2010 Games will provide a meaningful lasting legacy for the residents and businesses of Vancouver, fulfilling one of the fundamental principles of the Olympic Legacy Reserve Fund.

### Digital Archives Program at the City of Vancouver Archives (CVA)

The Digital Archives program at the CVA has two streams: digitizing existing holdings to either preserve them or make them more widely available online and acquiring, preserving and making available original or "born-digital" records.

Since the late 1990s more than 50,000 photographic images and 100 motion picture films have been digitized. In 2007, the CVA purchased 2 terabytes (TB) of storage space to augment its digital storage. It also purchased audio digitization equipment to preserve and make accessible audio recordings.

The CVA has adapted to the new, digital environment by establishing a Digital Archivist position to develop policies and standards to properly preserve and access born-digital records over time. In addition, an important component of the City's VanDocs - electronic records and document management - project is to develop the architecture and prototype environment for the City's Digital Archives, a reliable, long-term digital preservation

environment based on international standards. It is anticipated that this prototype will be ready in late 2009.

The Archives of the 2010 Winter Games will be the first major acquisition of born-digital records for the CVA, and, therefore, will represent a pilot project for the implementation of a fully functional Digital Archives. Funds requested from the Olympic Legacy Reserve Fund will provide the resources to ingest or capture the digital records from VANOC, organize and describe them and ensure that they are preserved and made available for future use.

## DISCUSSION

This proposal is for the cost of acquiring, organizing, preserving and making available records of archival value created and received by VANOC, called the Archives of the 2010 Games. The digital objects or files range from word processing documents and spreadsheets to digital photographs and video to e-mail messages all created and received in the course of VANOC's day to day business. There will be some hard-copy materials, but these will mostly come from the Bid Committee which preceded the creation of VANOC.

In addition, as Host City, Vancouver may have an interest in acquiring and preserving other legacy materials such as artifacts. We will report to Council at a later time to consider options for acquiring and managing these materials as part of the legacy of the 2010 Games.

To manage the acquisition of the Archives of the 2010 Game we must begin in 2009 to consult with VANOC records manager and technical managers to assess VANOC's electronic document management system (EDMS) and other informal record-keeping systems and ensure the selection and transferability to the City's digital archives. Where there are gaps, we will need to develop strategies for capturing the appropriate metadata and contextual information prior to transfer.

In addition, we need to develop the transfer protocols for the CVA's Digital Archives and oversee the actual transfer of records out of the systems once the Games conclude in March 2010. After March 2010 we will test and monitor the effectiveness of the new system, ensure the content, context and structure of the records are preserved and that information is not lost, and that records are retrievable and can be made accessible for use through effective indexing and archival standards-compliant arrangement and description. In addition, we need to develop protocols for making the archives available based on negotiations between the City and VANOC. This work will be undertaken by the Digital Archivist and Systems Analyst assigned to the project.

In 2009 and 2010 specialized consulting services are required to assist the Digital Archivist and Systems Analyst with the analysis and transfer of the archives. This is a very sensitive event, in which the transfer must be planned, rigorously tested and implemented with minimum risk to the digital objects. Given the emerging nature of the digital archives practices, we will be at the vanguard of the development and implementation of new practices and will require expert advice to manage the considerable risks.

There also is a technology infrastructure and storage requirement in this proposal. The CVA's growth of digital assets demonstrates that our existing storage space will be completely full by 2012. We estimate that the Archives of the 2010 Winter Games will be voluminous, given the expected amount of digital photographs and video files which will be included. Therefore

we will require an additional SAN (Storage Area Network) space, with the appropriate backup infrastructure and server hardware.

Once they have been acquired, organized and described and the conditions for making them available have been finalized, the Archives of the 2010 Games will become an integral component of the on-going CVA Digital Archives program.

The opportunity provided by the acquisition of the Archives of the 2010 Games means that the Olympic Legacy Reserve Fund is making a strategic investment in the infrastructure of the CVA, developing our capacity for managing digital records and becoming, in reality, an archives for the 21<sup>st</sup> century.

**FINANCIAL IMPLICATIONS**The reduction in requested funding from \$700,000 (see: RTS 7077) to \$582,000 is the result of more detailed knowledge of the work that is essential to organize, preserve and make available the Archives of the 2010 Games. No funds are requested for the on-going maintenance of this acquisition as it will become fully integrated with the Digital Archives program.

Resource	2009	2010	Total
Digital Archivist	\$42,000	\$126,000	\$168,000
Digital Archives consulting fees	\$20,000	\$140,000	\$160,000
Systems Analyst	\$48,000	\$96,000	\$144,000
IT consulting fees		\$25,000	\$25,000
Technology infrastructure & storage	\$30,000	\$55,000	\$85,000
<b>Total</b>	<b>\$140,000</b>	<b>\$442,000</b>	<b>\$582,000</b>

## CONCLUSION

In December 2007, Council approved the Olympic Legacy Reserve Fund, with \$700,000 allocated to the Records and Archives (Archives of the 2010 Winter Games) program. This report seeks Council approval to expend a revised total amount of \$582,000 from that allocation.

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