



POLICY

POLICY NO:	119	APPROVAL DATE:	January 27, 2014
TITLE:	Grande Prairie & District Museum Collections Management	REVISION DATE:	January 25, 2021
SECTION:	Administration	PAGE 1 OF 1	
DEPARTMENT:	Culture & Heritage Resources		

POLICY STATEMENT

The Grande Prairie & District Museum, in accordance with developed standards, guides the process for Collections Management including but not limited to artefact collection, accession, de-accession, protection and preservation.

REASON FOR POLICY

The Grande Prairie & District Museum, a department within The City of Grande Prairie, is responsible for the preservation, protection, and interpretation of the history of Grande Prairie and Peace Region.

RELATED INFORMATION

Administration follows the standards and guidelines for collection management as set out by the Province of Alberta through the “Standard Practices Handbook for Museums”, as well as the Provincial policy on the Disposition of Museum Collections and Objects.

DEFINITIONS

Artefact - Means an object of historical, geographic or cultural interest.

Accession - Means the addition of an artefact to the Collection.

De-accession - Means the removal of an artefact from the Collection.

RESPONSIBILITIES

City Council will review and approve any revisions to this policy.

City Manager will review and approve any procedures related to this policy.

Sports Development Wellness & Culture Manager will carry out the policy based on established procedures.