



**Provincial Archives of New Brunswick
Recorded Information Management**

Recorded Information Management & You

Issue 9

What is the Difference Between Records Centre and Archives?

Both of these facilities are part of the Provincial Archives of New Brunswick, but have separate locations and different functions. They operate in concert to manage and preserve the significant records of government in the medium and long term.



RECORDS CENTRE is a warehouse style facility where government records are stored at low cost during their semi-active period.

Services include:

- Receiving **semi-active** departmental records through mail or pick-ups from around the province, according to retention schedules.
- Storing these semi-active records.
- Retrieving individual files or boxes when requested by the originating department.
- Applying appropriate final disposition to records by:
 - Transferring records to archives; or
 - Overseeing the destruction of records.



ARCHIVES is a facility where records of permanent value are preserved in climate-controlled vaults, and where space is provided for public research and programs.

Services include:

- Receiving **inactive** departmental records for selection or permanent preservation according to retention schedules.
- Receiving and preserving private records bearing upon the history of New Brunswick.
- Providing research assistance for in-person, e-mail, telephone and mail inquiries.
- Presenting research resources via the Internet.
- Creating exhibits and tools to aid research.
- Providing advice on the preservation of records.

While in their semi-active state in the Records Centre, records are still under the control of the department or public body which sent them. Once the records are inactive and moved to the Archives, their care, custody, control and any further actions with them are transferred to the Provincial Archives.

GNB Records Centre Facts

- Records Centre currently houses over 80,000 boxes and is growing!
- Records Centre staff makes on average 20 trips to regional offices around the province per year.
- On average over 9000 boxes are received each year and over 13,000 items are recalled by departments.



PANB Facts

- Established in 1968, PANB holds records predating the creation of the province in 1784 including:
 - over 17,000 metres of government records and records of New Brunswick individuals and organizations;
 - 470,000 photographs; 380,000 maps, and survey and architectural plans; 15,000 audio recordings, 19,000 film and video recordings, and digital records.

Next Issue...

Tips for Managing E-Mail

Questions or comments? E-mail us at records.centre@gnb.ca
<http://archives.gnb.ca>