



**Administrative Records
Management & Archive Program (ARMAP)**

Queen's University Archives
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**KINGSTON GENERAL HOSPITAL ARCHIVE
RESEARCH AGREEMENT**

Name: _____

Permanent Address: _____

Telephone number: _____ E-mail Address: _____

Educational Institution: _____

Faculty/Department: _____

Affiliation: _____
(eg. Education Status, Staff, Other) _____

Nature of Research: Book / Article / Research Paper / Thesis / Private Research

Records Requested:
(Description of the types of information)

As a condition of having access to any papers in the Kingston General Hospital Archives, I undertake to abide by the terms and conditions contained in this Research Agreement (printed overleaf) which I have read.

Signed: _____ Date: _____
Researcher

Signed: _____ Date: _____
KGH Supervising Archivist

ARMAP Checklist

1. KGH Research Approval Form 2. Departmental Assistant Application Form. 3. Research Plan. 4. REB Approval

5. KGH Archive Research Agreement

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TERMS OF ACCESS

The Kingston General Hospital Archive acquires, preserves and makes accessible the historical records and papers of our institution and its people. The Archive traces the development of health care in our community from 1833 to the present. Access to the Archive is subject to the terms and conditions of the KGH Archive Research Agreement. All researchers must enter into the Research Agreement.

1. Researchers must complete a Research Agreement, prior to requesting archival records. They are available from the Archivist at Kingston General Hospital.
2. Any collection in the Archives may contain personal health information or material of a private and sensitive nature relating to individuals. The Personal Health Information Protection Act, S.O. 2004, c.3. Sched.A, s.44 sets out the terms and conditions for disclosure of personal health information for research.
 - 2.1 The researcher shall comply with the conditions, as specified by the research ethics board in respect of the research plan and the protection of research data.
 - 2.2 The archival material will only be used for the purpose as set out in the research plan, as approved by the research ethics board.
 - 2.3 The researcher shall not publish or communicate to any other person, the names or other particulars of individuals so named in the records. The researcher should take into consideration the fact that it is frequently possible to identify an unnamed individual by a combination of characteristics or variables. The researcher bears the responsibility for taking whatever measures are necessary to protect individual privacy.
 - 2.4 The researcher will not contact any individual to whom the information relates either directly or indirectly, unless the health information custodian first obtains the individual's consent to being contacted.
 - 2.5 The researcher will notify the KGH Supervising Archivist immediately in writing if the researcher becomes aware of any breach of compliance by the researcher regards use, security, disclosure, return or disposal of information.
3. Under Canadian law, copyright to unpublished material resides with the creator. As a general rule substantial portions of a document may not be quoted, paraphrased or used in any way without the consent of the creator. Researchers are reminded that the onus for satisfying the legal requirements of the legislation rests with them.
4. Reference should be made to the Kingston General Hospital Archive, Kingston, ON K7L 2V6, citing the identification numbers for the records. The general form of acknowledgement preferred is as follows: "*Courtesy of the Kingston General Hospital Archive*".