



To promote the history of Oxford County in South-Western Ontario

Oxford County Administration
21 Reeve St.
Woodstock ON N4S 3G1

July 19, 2021

To Whom It May Concern:

In planning for our future, the Oxford Historical Society has become aware of the need to plan what should be done with our collection of historical materials when our lease of the Resource Centre is terminated. Our membership is aging and our financial resources are diminishing.

The ideal solution is to donate our collection to the Oxford County Archives, not only since we are in the same building, at 82 Light St., but as the Oxford County Archives has the resources, staff, conservation knowledge, and means to maintain historical records for all of Oxford County and are in fact the only other heritage institution in the County that does so. This would keep our collection intact and centralized, and the materials could be accessed through the Oxford County Archives with assistance from volunteers of the Historical Society.

The only other option would be to divide the collection between other organizations, such as the Woodstock Museum or Woodstock Library, though neither have the space or necessarily the interest in taking on our archival materials. This would be an onerous task to sort through our collection, divide it, and then physically move the items to whatever location agrees to accept them. This method would also lead to confusion for researchers in determining where the materials would be located. It is not certain that we have members able to do this work and we are hesitant to take such drastic measures when there is a repository that would be willing to accept the collection as a whole.

We have met with the staff of the Oxford County Archives and they have determined that our collection is suitable for them to accept and are willing to work with volunteers of the Historical Society to amalgamate our materials into their holdings.

We respectfully request that Oxford County approve our request to donate our collection to the Oxford County Archives.

Oxford Historical Society

A handwritten signature in cursive script that reads "Kathie Richards". The ink is dark and the signature is fluid.

Kathie Richards,
President