

In spite of the problems mentioned above, the catalogue is still a very exciting work. It does make accessible a wealth of material which has been preserved, and reflects the assiduous efforts of Ed Phelps to bring together such an extremely comprehensive regional collection. It also demonstrates that archivists must promote public awareness of local records so that a comprehensive retention and preservation of our heritage through records can be realized. The catalogue has provided a much-needed beginning in this process, and will undoubtedly stimulate others, whether in institutions or not, to continue this type of work. Stephanie Sykes and her team deserve our thanks for their initiative and effort.

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Basic Manual Series: Archives & Manuscripts. Edited by C.F.W. COKER.

Chicago: Society of American Archivists, 1977. Members: \$12.00, Non-members: \$16.00 (Set of five); members: \$3.00, Non-members: \$4.00 (Each).

Appraisal & Accessioning. MAYNARD J. BRICHFORD. v, 24 p.

Arrangement & Description. DAVID B. GRACY II. v, 49 p.

Reference & Access. SUE E. HOLBERT. v, 30 p.

Security. TIMOTHY WALCH. v, 30 p.

Surveys. JOHN A. FLECKNER. v, 28 p.

Publications ought to be a top priority of archivists. Well-researched, intelligently developed and attractively written works generated by repositories and by professional associations reflect more than any other aspect just how competently and effectively we are practising our professed occupation. Often hamstrung by a shortage of funds and of sound management, archivists have given less thought than they should have to the virtues of publication. Largely, one suspects, the shadow of the massive documentary series has lingered too darkly on the archivist's doorstep. Such myopia is at last starting to be cured, as much within the ranks of the profession as among archival agencies and repositories.

Five years ago SAA President Wilfred Smith sensibly set up a committee on archival publications which concluded that a series of manuals "relating to major and basic archival functions" would meet a real need among archivists and manuscript curators. There can be little doubt that the literature of archival science is underdeveloped and even less doubt that Jenkinson and Schellenberg of themselves are far too raw for ready consumption. Equally, the likes of Bordin-Warner (*Modern Manuscript Library*) and Duckett (*Modern Manuscripts*) are of less direct use to the archivist than to the manuscript curator — a distinction which is well-made in the United States though neglected and obscured in Canada. The profession is also under distinct pressure to provide assistance to working archivists, especially given the absence of a graduate programme of archival education. In this context, therefore, the SAA deserves applause for rising well above the common denominator with these first issues of its *Basic Manual Series*. The five volumes are a credit not only to their authors, but to the profession as a whole. They demonstrate without exception the firmness and confidence of the archivist's grasp of his craft. Writing quality is uniformly high and an attempt is made to be discursive rather than didactic. Each volume contains pertinent bibliographical data for consultation and includes, where relevant, drawings, photographs, sample descriptions, forms, checklists and, in Gracy's volume, even an index.

The most instructional of the quintet is John Fleckner's manual, *Surveys*. He acknowledges that little has been written on planning and administering surveys (the

term "inventory" is avoided to prevent confusion with Historical Records Survey publications, finding aids and records management surveys) and offers his manual as an alert to identification of objectives and design of strategies. Fleckner emphasizes systematic procedure, including testing, and examines some of the more successful US records surveys. Claims Fleckner, the records survey is "a tool that enlarges the archivist's view beyond the walls of the archivist's own institution." Timothy Walch's volume, *Security*, reflects his detailed work on this subject on behalf of the SAA's permanent office and is full of questions which the archivist should pose in assessing security needs. He provides precise evaluations of theft deterrents and identifies locking systems, security alarms and surveillance equipment as the key types of hardware needed in any repository. Included too are often forgotten considerations of protection and salvage from fire and, usually more damaging to archives, flood.

A significant segment of Sue Holbert's compilation, *Reference & Access*, relates inexorably to the cleft stick which entraps the archivist faced by freedom of information or, as American archivists pragmatically refer to it, the right to know versus the right to privacy. While we may flinch a little at her description of "archival reference theory" (a hangover from library school surely?), Holbert is absolutely right to insist whenever possible on full and equal access "to all materials that may contribute to the researcher's study." A brief paragraph on confidentiality in research matters may seem contentious as to how much detail an archivist should convey from one researcher's work to another, but notes that the SAA's recommendation on access advises a repository to inform researchers of all parallel work. Copyright details are of course not entirely applicable to Canadian circumstances, not least because the US has new legislation as of 1 January 1978, yet the changes brought by USC 17 are crucial to most archival situations and may be read with some interest in Canada.

Maynard Brichford, as co-chairman of the SAA archival publications committee, teacher, writer and archival administrator, is well equipped to put his oft-voiced views into print. *Appraisal*, written with his customary adroitness, offers a tightly organized appraisal of appraisal, "the most significant archival function," — though by no means always a primary one if the meagre and inconclusive literature is anything to go by. Brichford properly stresses the broad academic background and specialized training which the archivist-as-appraiser requires and mentions Gustav Kalenski's archivists "who possess extensive legal and historical knowledge, broad mental capacity and exceptional ability for examining records from various points of view." So much for the archivist who abdicates appraisal to the historian, especially when money is involved! Appraisal must be an archivist's task; without it there is only professional impotence. Two Brichfordian phrases are particularly worth savouring: "the archivist's use of history is as obvious as the historical researcher's use of archives," and "the association of archivists with the makers of archives has not been as well understood as their association with the users of archives."

The Texas State Archivist, David Gracy, loses no time in dismissing his manual, *Arrangement & Description*, as a cookbook for "archival apple pie." He sees its usefulness in laying out "the tenets of arrangement and description" and in marking out "the bounds of possibility in applying those tenets" to suggest options for developing "sound, workable systems." If Brichford claims appraisal as the most significant function, Gracy sees arrangement and description at "the heart of archival work." He contrasts the American use of "arrangement" with that of the European term "original order," explaining that the former was what literally had to be done in repositories to rectify the lack of order in the American situation. This is followed by an analysis of the Holmesian levels of arrangement which are generally accepted in archival practice and again followed by a discussion of archival collections. Description is dealt with through comparative samples according to criteria in demand at various stages of repository development.

There is of course nothing definitive about the five volumes to date and nor should they be unduly lauded. Yet, they come closer than anything previously written in providing authoritative guides to basic archives administration. It is to be hoped that the *Series* will expand in their afterglow.

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Minutes of Proceedings and Evidence of the Standing Joint Committee on Regulations and Other Statutory Instruments, nos. 13-67, 1975-76. Ottawa: Queen's Printer. (Text in English and French) Available from Printing and Publishing, Supply and Services Canada, 270 Albert St., Ottawa, K1A 0S9.

On 19 December 1974, the House of Commons referred the "Guidelines for Motions for the Production of Papers" and the subject matter of Bill C-225, "An Act respecting the right of the public to information concerning the public business," to the Standing Joint Committee on Regulations and Other Statutory Instruments. The Committee, with Senator Eugene Forsey and MP Robert McCleave as joint chairmen, then began a series of hearings to investigate all aspects of public access to government information at the federal level. The Committee called on individuals inside and outside government, including the sponsor of Bill C-225, Gerald Baldwin, MP for Peace River. The testimony and submissions presented between February 1975 and April 1976 have been printed in Issue Nos. 13 to 67 of the Committee's *Minutes of Proceedings and Evidence*.

Several Issues of the *Minutes of Proceedings* hold special interest for archivists, either for their illumination of the broader aspects of the problem or for their concentration on questions of direct archival significance. The "insiders' " view is ably presented by Mitchell Sharp, then President of the Privy Council, and by two public servants, Gordon Robertson, Secretary to the Cabinet for Dominion-Provincial Relations, and D.F. Wall, a member of the Privy Council Office. Their testimony and the latter's report, "The Provision of Government Information," — which may be seen as a forerunner of Secretary of State Robert's discussion paper, *Legislation on Public Access to Government Documents*, published in June 1977 — are printed in Issue Nos. 13 and 32.

Among submissions from "outsiders," the testimony of Dr. Donald Rowat of Carleton University (Issue No. 15) and Professor Maxwell Cohen of McGill University (Issue No. 50) is of particular interest. Dr. Rowat is perhaps the first Canadian academic to address the question of access to government information, in two articles published in the *Canadian Journal of Economics and Political Science* in 1965 and 1966. Professor Cohen, the author of *Secrecy and Foreign Policy*, gives a provocative and searching overview of the problems inherent in balancing the public's need for information and the government's need to operate with a degree of confidentiality.

On the archival side, Issue No. 61 prints the testimony of the Dominion Archivist, Dr. W.I. Smith. The members of the Committee showed a surprising interest in the role of the Public Archives of Canada in government information policy and implementation. Canadian archivists interested in access problems might do well to seek out this Issue and read Dr. Smith's testimony.

For some unknown reason, Canadian archivists missed a second opportunity to inform the Committee of archival concerns about access to government documents. On 30 March 1976, near the end of its deliberations, the Committee agreed to hear the views of the Association of Canadian Archivists, but for some reason, perhaps lack of time, they were not called upon. It is cheering to note, at least, that the Committee learned of the existence of the fledgling Association, and heartening also to see that ar-