

of agencies and programmes and international archival developments. In the third section, Canada covers 8 pages — the most recent entry being the ACA's *Directory of Canadian Records and Manuscript Repositories* (1977 — a second revised edition is soon to be published) and a sobering discovery that Hugh Taylor's article on "Information Retrieval and the Training of the Archivist", *Canadian Archivist* 1972, is apparently the last word on Canadian archival education to enter the bibliography. An index of subjects and of authors is included.

Automation, Machine Readable Records and Archival Administration: An Annotated Bibliography. Compiled and edited by RICHARD M. KESNER. Chicago: Society of American Archivists, 1980. 65 p. ISBN 0 931828 22 8 \$4.00 pa. Members, \$6.00 Non-members.

Kesner is fast developing, at his Archives of Appalachia base in Johnson City, Tenn., a capacity for handling micro-computer possibilities in the administration of archives. For many small and middle range archives, this new and relatively inexpensive but amazingly flexible tool may be the way ahead for controlling and manipulating records in their repositories. Some of this thinking is evident in this new SAA bibliography which contains much else besides on the literature of electronic data processing and the machine readable records it generates. Each of the 293 entries is annotated, there is an index to authors and one to journals surveyed. Not least, Kesner has provided a detailed explanatory overview in his introduction in which he warns (as others have done, though it often seems to deaf ears): "The pervasiveness of computer records will require archivists conversant in their composition, special storage and retrieval problems, documentation and requisite user services. . . ."

Readings

College and University Archives: Selected Readings. SAA Committee on College and University Archives. Chicago: Society of American Archivists, 1979. 234 p. index ISBN 0 931828 16 3 \$8.00 pa. Members, \$11.00 Non-members.

Includes 17 previously published articles from various journals on all aspects of the special circumstances of university and college archives. Topics include the vexed question of archives handling university theses, what to do with student records, how to develop records management, the role of such archives in the community — narrowly and widely defined, scholars' views of archives and reference services. A bibliography is included together with several appendices of documents affecting university and college archives administration. Ian Wilson's *Archivaria* 3 piece on "Canadian University Archives" is also there.

Archivists and Machine-Readable Records. Edited by CAROLYN L. GEDA, ERIK W. AUSTIN and FRANCIS X BLOUIN, Jr. Chicago: Society of American Archivists, 1980. 248 p. (Proceedings of the Conference on Archival Management of Machine-Readable Records, Ann Arbor, Michigan, 7-10 February 1979) ISBN 0 931828 19 8 \$7.00 pa. Members, \$10 Non-members.

These *Proceedings* are arranged under 5 headings: Research Opportunities of Machine-Readable Records, Archival Programs for Machine-Readable Records, Management and Dissemination of Data for Social Science Research, Developments in Computer Technology, Confidentiality and Privacy. Much of the impetus for the conference at the Bentley Library was given by Jerome Chubb, Executive Director of the Interuniversity Consortium for Political and Society Research, and his summary paper is well worth reading on the "Archival Implications of Technological and Social Change". Papers from the Public Record Office (Michael Roper), National Archives and Records Services (Charles Dollar) and Public Archives of Canada (Harold Naugler) describe levels of

progress in dealing with machine readable records at their respective national levels. Meyer Fishbein, one of NARS' earliest archivists to begin thinking about the machine readable record, lays out some of the archivist's concerns in the appraisal process.

Guides

Records Retention Requirements for Business. Ottawa: Office for the Reduction of Paperburden, Minister of State for Small Business, [1979]. 386 p. (Aussi publié en français.)

This Cerlux-bound departmental volume is the federal government's directory of records to be retained by business in Canada, according to statutes and regulations in force at 31 March 1979. These are organised by industrial sector and are extracted to specify what must be kept, who must keep records, how long the records must be kept and what penalties ensue for non-compliance. These penalties are not especially rigorous but the value of the volume is its compilation of statute and regulation (both of which are indexed) and the presentation of the sort of records kept by commercial operations within certain sectors of the economy.

Records Retention and Destruction in Canada: A Guidebook. Toronto: Financial Executives Institute of Canada, 1980. iv, 168 p. ISBN 0 919127 00 2 (Available from FEI Canada, Suite 207, 141 Adelaide Street West, Toronto, Ont., M5H 3L5.)

This volume looks specifically at four areas of records retention and destruction: Legal factors affecting records scheduling (statutory time periods and retention for use in legal proceedings — especially admissibility of evidence, microfilm and limitations); Corporate and Accounting records (statutory requirements); Taxation records; Personnel records. Each section examines the existing statutory base in federal jurisdiction, the eleven provinces and the Yukon Territory. The introduction only touches upon some basic tenets of records management but it does open on (for the archivist) a very promising note: "Records are the memory of business — the memory both of facts and of procedures. In a real sense they embody the identity and substance of a company as people and places change with time." Since it excludes statutes by industrial sector, the federal government volume offers a nice complement.

Institutional Guides

Guide d'archives du Centre de recherche en civilisation canadienne-française. JUDITH HUDSON BEATTIE. Ottawa: CRCCF, 1980. (Documents de travail, No. 8) x, 175 p. (Available from the CRCCF, Université d'Ottawa, Pavillion Morisset, piece 609, Ottawa, Ont., K1N 6N5.)

A sensible, well-organised guide to the holdings of the CRCCF — each *fond* is described in an alphabetical sequence, there is an index to subjects covered by the research collections and one to proper names. In addition, the volume includes a list of manuscripts (C), photographs (P), sound recordings (S) and newspapers (PER). Since the CRCCF is not an archives in the sense that it receives records of its sponsoring organisation, but is rather set up to cater to research and publication one might not expect an organisation of its guide in any other way than alphabetical. The media alpha-numeric code is attached to each of the *fonds* and there can be found in addition to titles, physical extent and dates of the material, brief biographical or corporate notes, a repertoire and accessibility indicator.

Archives and Manuscripts Held by the Historical Society of Ottawa. EDWIN WELCH. np., nd., iv, 91 p. (Available from the Historical Society of Ottawa, P.O. Box 523, Station B, Ottawa, Ont. K1P 5P6.)

The Historical Society of Ottawa has functioned since 1898, primarily as a museum of