

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