

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

artefacts and relics, though it has accumulated a number of manuscripts, photographs and miscellaneous records over the years. This short guide has been prepared to identify and organise the accumulation in an orderly fashion. A four letter code with accompanying item numerals provides access, and a name index has been included. Some items are on loan to the Public Archives of Canada.

**A Guide to the Holdings of the Archives of the City of Kingston.** Kingston, Ont.: City of Kingston, 1979. xi, 94 p., index \$5.00 pa. (Available from Queen's University Archives, Kingston, Ont., K7L 5C4)

The records of the City of Kingston, Ontario, are owned in whole, whether current or non-operational, by the city. Since 1972 "all official records" that have been designated as "more than 30 years old and no longer required for administrative purposes" have been transferred to safe storage at Queen's University Archives under the custody of the University Archivist, acting as City Archivist. The guide to these records at Queen's is a basic listing of series and sub-series, and some volume listings where appropriate, in accordance with the organisation of the city's government. Terminal dates are given in sub-series and in volume entries and the guide contains a list of mayors and a list of city records on microfilm.

#### **Thematic Guide**

**Sources for the Study of the Canadian North.** TERRY COOK. Ottawa: Public Archives of Canada, 1980. 21 p. (Federal Archives Division: Special Publications Series) ISBN 0 662 50848 3 (Available from Supply and Services Canada, Cat. No. SA 41-6/5)

The Canadian North is inevitably receiving a great deal of attention. This thematic source guide from the federal government's archives indicates the kind of records available for various approaches to studying the north — records of agencies charged with general administration of the north (Northern Affairs, 1890-1977; R.C.M.P., 1868-1965; Interior, 1821-1961; Yukon Territory, 1894-1951 and Indian Affairs, 1677-1978), agencies significantly involved like transport and defence, investigative bodies and commissions like the Mackenzie Valley Pipeline Inquiry (1970-77), other records such as early warning systems in the Record Group for Defence Construction Ltd. A further referral to records in other media divisions is also made.

#### **Directory**

**The WPA Historical Records Survey. A Guide to the Unpublished Inventories, Indexes and Transcripts.** Compiled by LORETTA L. HEFNER. Chicago: Society of American Archivists, 1980. vi, 42 p. ISBN 0 931828 25 2 \$4.00 pa. Members, \$6.00 Non-members.

Despite some production problems (the review copy was paginated 1-10, 7-10, 15-22, 27-30, 27-42!), this guide — really a directory — is a much needed tie-up of the U.S. Works Projects Administration's records survey. Although this make-work project of the Depression began in 1935 and was completed in 1942, in a sense it has lingered on, constantly alluded to in state and local records planning but never really brought to a satisfactory conclusion until the unpublished paperwork was identified. Now this has been done in yet another SAA publication (the SAA output has been remarkably prolific in the last two years) with a short historical introduction from Leonard Rapport, who has been concerned materially with the project for some years. A useful appendix contains a matrix providing a summary of locations for each project and a microfiche appears in a rear pocket in 82 frames containing detailed lists of the contents of individual state projects and in frames 83-90, five records survey forms are sampled to give some idea of the detail and organization of the surveys (many variants from state to