

States where Schellenberg was employed for more than twenty-five years. The National Archives was one of the first archival institutions to attempt to deal with the problems created by large volumes of modern records. Accordingly, Schellenberg's writings — the most famous of which is *Modern Archives: Principles and Techniques* (1956) — are concerned primarily with finding solutions to these problems, especially with regard to arrangement, description, and appraisal. His skilful blending of archival theory and practice in the presentation of general principles and techniques is emphasized, as well as his important role in the modernization of the archival profession. Through a comparison of both contemporary and recent archival writings, it is concluded that Schellenberg's ideas have a continuing relevance for contemporary archivists.

Robin Keirstead. "An Archival Investigation of Hospital Records." September 1985.

Given the importance of hospitals in Canadian society, it is surprising that hospital records have received relatively little attention from the archival community. This thesis explores the nature of hospital records, the various factors which explain their isolation from the mainstream of archival thinking, and the major problems associated with their care and use both by the medical and research communities.

Through an investigation of the broad issues which touch on the administration and use of hospital records it is argued that institutional hospital archives must be developed to care for hospital administrative and medical or patient records to facilitate their effective and efficient use by Canadian society.

Industry Action Committees: The Records Management-Archival Interface

by **ROD YOUNG**

"One of the most universally supported programs to hit ARMA since the ELF (Eliminate Legal Forms) is the establishment of Industry Action Committees." These words, which appeared in the December 1983 issue of *News Notes and Quotes* of the Association of Records Managers and Administrators (ARMA), heralded the advent of Industry Action Committees (IAC) which were intended to coordinate and link the diverse information and records management requirements of a host of similar industrial enterprises.

Originally established in 1983 as a standing committee of ARMA, this fledgling organization could report but three IAC sub-committees at the 1983 ARMA Conference in Cincinnati. These early growing pains, however, did not dampen the enthusiasm and determination of a dedicated core of ARMA supporters. Due to their tireless efforts and concerted objectives, within one year this group of supporters made significant progress towards consolidating and expanding the influence of the IACs. This work resulted in positive action both in the United States and Canada. By the 1984 ARMA Calgary Conference twenty-four IAC sub-committees existed, with the promise of more under consideration.

Because the IAC programme is still in its formative stages, it will yet undoubtedly undergo important changes. Nonetheless, at present, the IAC Chairman and sub-committees already possess an impressive slate of objectives and goals designed to address the multifarious information and records management issues facing the diverse clientele they represent. While this structure should permit ARMA to remain inclusive in focus, at the same time, it is intended to remain flexible enough to cater to the explicit needs of members within specific industries.

IACs, as envisaged by Chairman Jean Crary of the University of Delaware Archives, should endeavor to achieve three major general objectives in addition to addressing the specific concerns of their targeted clientele. First, IACs should attempt to enhance the quality and quantity of information available to ARMA members. By fulfilling this educational function, sub-committees would assume a prominent role in both proselytizing IAC objectives and in furthering ARMA's long-standing commitment to continuing education for its members. Second, when problem solving in individual industries, IAC sub-committees should (whenever possible) attempt to focus on common concerns of all members in their targeted groups. Only through unity, Crary insists, will obstacles be overcome and answers to specific problems discovered. Finally, through its industry-focused approach, the IAC programme has considerable potential as an outreach tool destined to mould ARMA into a stronger association. In their consultative capacity, these sub-committees can demonstrate to non-ARMA members the value of information and records management in the daily operations of industry while developing a large network of relevant materials and resource people in individual industrial sectors. Through this process, ARMA's projected image should be considerably enhanced by the grassroots activities of its member sub-committees and specific industrial sectors will forge strong liaisons with information and records management professionals.

At last report, under Crary's skilful chairmanship, IACs both north and south of the border were prospering with strong possibilities for future growth clearly indicated. While all ARMA members should be proud of the progress made thus far, much work remains to be done if information and records management are to take their rightful place in the corporate hierarchy. Unquestionably, however, not only ARMA members should express interest in the advances achieved by these sub-committees, for archivists as well have a direct stake in the outcome of their activities. The prospect of proper industrial records management programmes established at the earliest moment in the life cycle of records, will have important archival consequences in the future. By convincing industry of the benefits of records management, moreover, IAC sub-committees may be paving the road towards the eventual institution of in-house archival programmes.

The gradual blurring of demarcations between records management and archives as separate specialities, which Jake Knoppers, Jay Atherton, and other information and records management specialists have suggested, may serve to solidify the bond between these professions. In this process, IACs may play a prominent role in bolstering this alliance and in educating corporate executives about the intrinsic logic of joint records management and archival programmes.

Quite obviously, such commendable ambitions will not be achieved at once, but ultimately, through strategic planning, both professions stand to benefit enormously from their concerted efforts. IACs assume all the earmarks of pre-archival instruments of control as much as they exist to spread records management doctrine in the corporate

environment. This fact, of course, only underlines the increasing interface between records management and archives and challenges both professions to cooperate in forming a bond of mutual self-interest.

In conclusion, then, it would appear that archivists in both the United States and Canada currently have at their disposal a vehicle for facilitating the systematic and proper development of industrial archives from their creation to destruction. The artificial distinctions that have existed between records managers and archivists must be temporarily set aside in this battle to ensure the proper care and survival of corporate records. Indeed, those archivists choosing to ignore these developments do so at their peril. Members of the archival profession who seize this opportunity and participate actively in designing the future archival landscape will distinguish their commitment to fundamental archival principles from empty rhetoric about pre-archival control.

The Records of the Association of Canadian Archivists at the Public Archives of Canada

by **JUDI CUMMING**

All of the records of the Association of Canadian Archivists (MG 28, I 340) which have been received in the Manuscript Division of the Public Archives of Canada have now been arranged, placed in acid-free file folders, and described by Dale Cameron of the Social and Cultural Archives Section. The records document the first ten years of the life of the association. Material relating to the Archives Section of the Canadian Historical Association is also included in the collection.

A finding aid, in the form of a descriptive file list, describes the various series. Of particular note are the records of annual meetings, the Bureau of Canadian Archivists, committee work, the offices of the president and vice-president, and the subject and General Editor's files for *Archivaria*. The files documenting the work of committees reflect the concerns of the archival profession and archival science in general: conservation, copyright, education, access, records management, reference systems, and the Symons Report. For persons interested in the development of archival science, these records present a panorama of information.

Presently, all volumes of the collection, consisting of six metres of material, are open for research except volumes fifteen to twenty-four which consist of submissions to *Archivaria* and accompanying correspondence and evaluations. Access to these volumes will be granted to researchers who have received prior written permission to consult them from the President of the ACA or his or her designate.