

MINUTES OF THE BUSINESS MEETING, ARCHIVES SECTION,
CANADIAN HISTORICAL ASSOCIATION, FOR 1964,

by

Miss Sandra Guillaume, Secretary

The business meeting of the Archives Section of the Canadian Historical Association was held in the Senior Common Room, Montgomery Hall, Prince of Wales College, Charlottetown, Prince Edward Island, on June 10, 1964. The Section's Chairman, Hugh A. Dempsey, presided. The minutes of the 1963 meeting were approved as circulated. Mr. Dempsey read the chairman's report. He then requested reports from the institutions represented. The following reports were received:

Public Archives of Manitoba:

Mr. Bowsfield reported that a survey of the records of the Manitoba Historical Society was currently underway prior to the records being moved into a new museum building. It was hoped that a joint proposal from the Legislative Library and the Archives attempting to interest their minister in a records centre would be ready at the end of the month. The Manitoba Association of Architects is currently involved in a program of taking the measurements and pictures of historic sites. It was hoped to have a student field survey of these sites in the fall, and -- the Department of Mines and Natural Resources had received an appropriation to preserve heritage areas. Regarding accessions, Mr. Bowsfield noted that the Archives had received a large selection of the Department of Public Works records, and as a result storage space was a definite problem. Some space had been acquired in the Manitoba Technical Institute. Several Anglican churches had deposited their records in the Archives, including the St. John's Cathedral Archives of Winnipeg. The program of micro-filming Red River Church registers was continuing. The records of the Welfare Council of Greater Winnipeg and its subsidiaries, some 33 feet of material covering the years 1919-60, had recently been accessioned. The Archives purchased 5 Peter Rindesbocher sketches made during the 1820's.

Ontario Department of Public Records and Archives:

Mr. McQuat reported that he was trying to establish a proper records management program and the Archives now had an opening for a records management archivist. The Archives was currently trying to get an intermediate centre either by leasing space, or, preferably, having accommodation in a new building. 1,500 additional linear feet of shelving had recently been installed and the Department was hoping to acquire a new microfilm camera in

order to facilitate the copying of records not in Archives custody. Northern Ontario newspapers not readily available elsewhere were already being filmed. The Archives was tracing families of cabinet ministers and others prominent in the Province's political history and proposed to tape interviews with surviving premiers and others. It was the Department's intention to publish inventories of its holdings and commence an educational program to stop unauthorized destruction of public records. The work of the historical branch which has now been amalgamated with the Archives, was briefly outlined. Mr. L.B. Meyers spoke briefly describing his photographing of historical sites.

Archives de Quebec:

Mr. Weilbrenner reported the accession of the papers of Sir Georges Garneau, member of the National Research Council, mayor of Quebec, which include items concerning the Quebec Tercentenary Celebrations of 1908. Quebec census records had been purchased from the Public Archives of Canada. Mr. Weilbrenner was hopeful that an Archives Act would soon be passed to permit the Archives to acquire dormant records, as well as examine and inspect records of School Boards, municipalities, etc. A reduction in the museum space for exhibits would provide the Archives with an additional 5,000' of shelving. Competitions had recently resulted in 3 staff vacancies being filled. When a survey of records and some organization of material had taken place, a preliminary inventory would be published. Mr. Weilbrenner hoped to intensify the publication program and publish an annual report. Mr. Weilbrenner also planned to increase departmental contacts in order to obtain records. The Archives expected the Department of the Provincial Secretary's records, but, at the present time the only Department with an extensive run of records in the Archives was the Department de L'Instruction Publique up to 1925. There was also some prospect of a new building, but as yet, nothing definite to report.

Saskatchewan Archives:

Mr. Bocking expressed Mr. Turner's regrets at his inability to be present. He noted that some of the chief supporters of the Saskatchewan Archives, Dr. Lewis H. Thomas and Dr. John Archer, were both leaving the province. At the recent changes in administration of the province, all the retiring ministers had agreed to deposit their papers in the Archives. Two staff members were scheduled to attend the Archives Training Course in Ottawa. The construction of a new graduate branch library at the University of Saskatchewan may require the moving of the Saskatoon office. The Archives has already been allotted accommodation on a 10 year basis in the new Regina library. Accessioning of government records was continuing as formerly. The Saskatoon office had caught up on its backlog of cataloguing; some 360,000 cards had been prepared to index the Homestead records. Two students had been hired to assist with the

work during the summer while another student was working on the University's Archives which are in the custody of the Saskatchewan office.

Department of External Affairs:

Mr. Hilborn reported that an increasing amount of research was being done for departmental purposes and also for the Office of the Prime Minister and Privy Council. Six summer students had been allotted to the Division, three of whom were now engaged in archival work.

Maritime Conference Archives, United Church of Canada:

Mr. Betts reported that the Archives at Mt. Allison and Pine Hill Divinity Hall were compiling entries for a master catalogue of their Methodist and Presbyterian holdings to be kept at the Central Archives in Toronto.

Canadian National Railways:

Mr. Andreassen reported that, in accordance with the agreement with the Public Archives of Canada, 95% of the C.N.R.'s corporate records, that is, those records which must be kept by law, covering the period through 1923, when the present company was formed, have been transferred to the Public Archives of Canada. An inventory has been compiled of the material so far transferred, including the corporate records of some 700 corporations. A working list of extant material, 1834-1923, (arranged by name of the corporation), is available.

Many of the corporations are strictly local in character, and it is hoped that eventually, microfilm copies may be made available either on loan or deposit, to provincial Archives. Mr. Andreassen, as a member of the editorial board of the American Archivist, suggested that the Section should report on the meeting to the American Archivist.

Public Archives of Canada:

Mr. Ormsby announced that the program of publication of the prime ministers' papers, which had attracted wide attention was not only a revival of the publication program of the P.A.C. but would encompass the complete publication of every important letter written by a Canadian prime minister. Staff had already been selected and had started work on the Sir John A. Macdonald letters. It was anticipated that a minimum of 20 years would be required to complete the program. Mr. Ormsby distributed a bulletin concerning the program. The P.A.C. had a total of 15 vacancies which it hoped to fill through recently-conducted competitions.

Among the new manuscript accessions were the William Smith-Sewell papers on loan and papers from New Mettakatla, Alaska, concerning Father Duncan's activities, his modern approach to settlement and Indian problems. Concerning the Public Archives Records Centre, Mr. Ormsby reported a tremendous increase in the number of records coming to the centre and increased activity in the disposals section. In January of 1964, the amount of records received equalled the total for the whole of 1963. As a result, thinking concerning projection for space requirements was being revised. The P.A.R.C. was also considering the establishment of branch offices; the first such office was likely to be in Toronto. The P.A.C. expects to move into its new quarters in the summer of 1966. Mr. Ormsby noted that the P.A.C. was considering automation and data processing for finding aids. At the request of the P.A.C., the Civil Service Commission had investigated the feasibility of author, subject and chronological aids produced on punch cards. Although this was reported as feasible, the price was prohibitive at \$127 per 1000 punch cards. However, subsequently, an I.B.M. competitor had quoted a firm price of \$90 per 1000 and the P.A.C. now plans to automate the preparation of finding aids for the publication of the Macdonald papers, as an experiment.

McGill University Archives:

Mr. Ridge reported that accessions since the 1963 meeting had doubled in their linear capacity. Surveys in the principal departments were being continued. Lists in draft form had been compiled on material deposited but little interior indexing had been possible. One collection had arrived with a 25 year index already prepared. Mr. Ridge was hopeful of acquiring new accommodation for the Archives either in the new library or administrative buildings, preferably the latter. Microfilm and Xerox copies of the letters of McGill's first principal, Archdeacon Mountain, had been made from originals in Church archives. The Archives was attempting to acquire lecture notes and articles prepared by former staff members and anticipated trying to "follow up" the emeritus professors. The papers of Dr. Walters, head of the German Department, 1900-35, had been accessioned, also the lecture notes of the University's first Dean of Music. With regard to the Records Management function, an expanding subject classification scheme for files had been developed and was being installed in the Faculty of Graduate Studies and Research and the new University Information Department. The new system was found to be improving the standard of filing and was particularly helpful in dealing with non-current files.

McCord Museum, McGill University:

Mrs. Dobell reported that the Museum expected to move to a new building, in which air-conditioning for the papers might be feasible. In the course of packing for removal, some Sir George Etienne Cartier material had come to light. Although much of this material was of a routine nature, some few articles of significance

had been discovered. Mr. Russell Harper's appointment as Chief Curator was announced and Mrs. Dobell noted McCord's centennial project was to be the collection of all material pertaining to Canadian artists or those who painted in Canada.

Public Archives of Prince Edward Island:

Mr. Boylan reported that an Act had been passed through the Legislature to allow for the setting up of the Provincial Archives. The Fathers of Confederation Memorial Buildings was to supply space for the Archives. Mr. Boylan hoped that an increased appropriation would be allotted to the Archives. As matters stood, the Archives would have 2 summer assistants. At present extant ministerial and departmental records were ready to be sent to the Archives.

Archives of the General Synod, Anglican Church of Canada:

Mr. Millman reported that the collection was actually a combined archives and library, that is, it included a wide variety of books, pamphlets and other printed matter. The Synod had been fortunate in obtaining the services of a retired cataloguer from the Toronto Public Library and now that, as a result of her services, materials were more readily available, an increasing number of students and researchers were making use of the facilities offered.

Glenbow Foundation:

Mr. Dempsey reported that the Foundation's Archives had moved from its quarters to an old Court House in February, and by doing so had trebled its storage space and doubled its office space. The fire hazard had been considerably lessened by the move and security arrangements considerably improved. The papers of Solon Low, former leader of the Social Credit party, are being accessioned by the Foundation. Approximately one-half the papers had already been received. Other accessions included the records of the Alberta N.D.P. - C.C.F. party, the papers of author and parliamentary press galleryman, Alexander Begg, and the papers of the Burns Foundation, which included some of Senator Patrick Burns' own papers.

Provincial Archives of Alberta:

Mr. Raymond O. Harrison of the Alberta Provincial Museums Branch, although unable to be present, had sent a report concerning the Alberta Archives situation. Mr. Dempsey read this report. Mr. Harrison noted that the position of the Archivist of Alberta which had been extensively advertised had not as yet been filled. A second position of Archivist II has been budgeted for in the fiscal year 1964-5. A combined Provincial Museum and Archives is to be the official centennial project in Alberta. Several requests were received during the year from government departments to review records proposed for destruction. Mr. Dempsey had viewed these

records for the government and a number of valuable records had thereby been transferred to the Archives. A number of non-government records were also accessioned.

As this concluded the presentation of reports, the Chairman brought to the attention of the meeting the Archives Training Course. As had previously been stated in the Canadian Archivist, applications for the course greatly exceeded the numbers expected, thereby placing a strain on the sponsoring institutions. Some discussion occurred regarding the possible establishment by the Section of an examining board to certify archivists, that is, to have the certification of Archivists controlled by the professional association itself as an alternative. It was suggested that a proper certificate in archival studies be awarded by one of the universities. Mr. Weilbrenner mentioned that Laval University was considering the establishment of an archival studies program, although this was as yet unofficial. It was the decision of the meeting to refer the matter to the incoming executive for consideration.

The Treasurer's report was read. As all the expenditures during the year had been incurred in connection with the publication and distribution of the Canadian Archivist, Mr. Andreassen moved, seconded by Mr. Ormsby, that the incoming executive should take whatever steps it deemed necessary to finance and distribute the Canadian Archivist. Carried.

It was further the feeling of the meeting that the Executive should appoint the Editor, and also that the term "newsletter" should be dropped from the Canadian Archivist.

The Secretary, in the absence of a representative from the University of Western Ontario, announced that the University plans in connection with its School of Business Administration, to establish a business records centre.

Mr. Gordon reported on the Union List of Manuscripts in Canadian Repositories. He noted that a report was already in the mail concerning the progress of the list, but he gave a brief resume of its contents. 10,000 returns had already been received, approximately 2/3 of the estimated final return. 8,000 master index cards had been prepared for these returns and 7,000 cross-reference cards, mainly nominal, but of the 10, 4 were key institutions. Of the 162 repositories, all but 10 had sent in returns. However, work was known to be in progress in these institutions. The date of publication would probably be in the spring or fall of 1965.

The Secretary read a request from Mrs. Elizabeth Colyer, Regional Librarian of the Yukon territories, for copies of Archives Act, reports, etc., from the various provincial archives.

The meeting then moved to a brief discussion as to whether the section should form an organization separate from the Canadian Historical Association. There was a considerable diversity of opinion, the final consensus of which was that the Section was still not ready to separate.

The meeting then moved to the election of officers. The following were elected:

Chairman:	Allan R. Turner
Vice-Chairman:	Alan D. Ridge
Secretary-Treasurer:	Sandra A. Guillaume

As this completed the business, the meeting adjourned.