

Rev. Arthur G. Reynolds, Archivist-Historian of the United Church Archives, Toronto, since 1958, has resigned in order to accept an appointment to the staff of Emmanuel College. The Committee on Archives appointed the Rev. C. Glenn Lucas, B.A., to fill the vacancy, the appointment to take effect on May 1, 1966. Meanwhile the work in the Central Archives continues as usual. Miss Marjorie Macdonald has been appointed Research Secretary and has general oversight of the office. Dr. Reynolds will continue to perform certain duties there until Mr. Lucas takes over.

Mr. Lucas was ordained by the Montreal and Ottawa Conference in 1954 and held pastorates at Bethune, Saskatchewan; Fitzroy Harbour, Ontario; and St. Bruno, Quebec. In 1962 he became associated as a historian with the Fortress Louisbourg Restoration, a project of the Canadian Government.

PUBLIC ARCHIVES OF CANADA

Several important staff changes have taken place at the Public Archives in the last year. W. I. Smith left the post of Chief of the Manuscript Division last April to become Director of the Historical Branch and in December he became Assistant Dominion Archivist upon the retirement of Pierre Brunet. R. S. Gordon was appointed Chief of the Manuscript Division. The Post-Confederation Section of the Manuscript Division was split into two sections, with government records assigned to a Public Records Section. Ted Regehr was appointed Acting Head of this section and Jay Atherton Acting Head of Post-Confederation (Manuscripts) Section. Dr. John P. Heisler was appointed Senior Research Consultant. In the Picture Division Dick Huyda is in charge of the Photographic collections. Brian Hallett is in charge of the new regional records centre in Toronto. Ron Wood has left the Archives Library to become Chief Librarian, Department of Northern Affairs and National Resources.

New professional appointments included the following: **Manuscript Division:** Judi Lambert, Rudolph Collins, Mary Gundlack, John Graham and David Hume. **Picture Division:** Andrew Birrell. **Publications:** Carol Laurie.

Work on the new National Library and Archives Building is progressing on schedule. It is expected to be completed at the end of the year and division chiefs are making preliminary plans to move material from the various buildings now occupied.

Dr. W. Kaye Lamb attended the meetings of the American Society of Archivists in New York and delivered the presidential address. He also attended meetings of the Executive Committee of the International Council on Archives in Spain and of the Society of Archivists in England. Dr. Lamb was elected President of the Royal Society of Canada in June. W. I. Smith participated in an international archives conference in Jamaica.

Publications: Work continued on the centennial publication, *The Biographical Dictionary of Members of the Senate and House of Commons, 1867-1967*, and on the first volumes of *The Papers of the Prime Ministers* series. Publications in the press include: *Guide to Canadian Ministries, Supplement, 1957-1965*; *Inventaire Provisoire, Fonds des manuscrits no. 18, Documents antérieurs a la Cession*; *Preliminary Inventory, Manuscript Group 30, Twentieth Century Manuscripts*, and *Nouveaux documents sur Champlain et son époque vol. I, (1560-1622)*.

Picture Division: Approximately 120,000 photographs were acquired during 1965. Major accessions included the Department of National Defence official First World War collection (14,000 items), the Department of Mines and Technical Surveys mineral resources collection (10,000 items) and the J. A. Castonguay collection (60,000 items). Criteria for historical evaluation have been developed and a reproduction unit has been established to rephotograph major collections and produce contact prints for cataloguing. Under the direction of Alan Beddoe as consultant on heraldry, work has commenced on the compilation of a national register of coats of arms being used in Canada by individuals and corporate bodies. Final arrangements have been made for the establishment of a restoration unit at the Public Archives which will ensure the cleaning of oil paintings.

Map Division: The transfer of 150,000 topographical survey maps from the

Geographic Branch, Department of Mines and Technical Surveys has provided a nucleus for the establishment of a collection of current topographical survey sheets for the entire surface of the earth. Arrangements are being made for the completion of the series and increments on a continuing basis.

Manuscript Division: The preparation of detailed finding aids for the papers of the prime ministers continues. The Mackenzie King papers are now available for research up to 1932. The Macdonald, Borden and Meighen Papers are being processed through an electronic process; it is expected that author, subject and date lists for the Macdonald Papers will be completed early in 1967. The R. B. Bennett Papers are on loan to the Public Archives for micro-filming and indexing. During 1965, the Division accessioned 2,427 cubic feet of records and manuscripts and 864 reels of microfilm. There were 1,608 registered researchers, 3,431 written requests for information were received and 1,526 reels of microfilm were sent out on inter-library loan. Union List of Manuscript returns are nearing completion and editorial work for publication has commenced. April 1, 1967, has been set as a tentative date for publication of the Union List. At the request of the Canadian Historical Association, the Manuscript Division is maintaining a register of post-graduate dissertations in history and related subjects in progress in Canadian universities and dissertations in Canadian history in progress at major British and American universities. The first annual list is expected to be published by June 1, 1966.

PUBLIC ARCHIVES RECORDS CENTRE

During the past year, the Records Centre has among its other activities sponsored training courses, extended co-operation to federal and provincial agencies and to business in areas of records management, made some notable accessions and had several staff changes.

The most significant of the training courses was the annual Records Management course, sponsored jointly by the Public Archives and the Management Analysis Division of the Civil Service Commission. Its stated purpose was "to train records management staff in principles, methods and techniques of records management so that they will be capable of heading up (or assisting) a records management program". The course stressed the organization and operations of records programs and the scheduling and disposal of records. For the first time, the staff was entirely Canadian, evidence of a growing maturity in the records management field. Students, selected from nominations submitted by departments and agencies and numbering twenty-nine, came mainly from federal organizations with three representing provincial governments, two from Saskatchewan and one from Quebec.

More and more in the last few years the Records Centre has been assuming the function of consultant on records management policies and procedures. Accordingly, lately they have helped federal departments and agencies in preparing schedules (i.e. retention timetables) for their records. Also, one of its staff has almost completed a **Subject Classification Guide for Housekeeping Records**, setting forth a detailed filing system which could be applied across the federal government to housekeeping records. Housekeeping records are financial, personnel, supply and other administrative records relating to activity common to all organizations, and must be distinguished from operational records, created to execute a department's basic functions. The manual also provides for expansion into the operational records field. As well, they have given co-operation in various other records management areas to federal and provincial governments alike in the past year. Finally, they plan to assist business organizations through a booklet now in preparation called the **Federal Government Retention Requirements Guide to Business Records**. This work will be a collation of sections of federal statutes and supporting regulations which decree the preparation and maintenance of those types of business records which are created regularly and repetitively to meet federal government requirements.

Next, the Records Centre made some notable accessions in 1965, including ministerial papers and large volumes of operational naval records and World War II diaries, the latter two items the result of records storage space pressures on the National Defence Department following integration of the Armed Forces. Perhaps it is important to note that "accession" implies custody and not ownership of the records, i.e. they hold records for or on behalf of a department or agency.