

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.

There have been several staff changes during the last year including the addition of A. J. Brown from the Department of Defence Production, Leo LaClare from the Manuscript Division, Public Archives of Canada, and others. Brian Hallett was promoted to Supervisor of the regional records centre in Toronto.

## QUEBEC

### Archives du Quebec

Mme. Louis Dechene, nommee representant des Archives du Quebec a Paris. M. Jean-Guy Pelletier a quitte les Archives pour enseigner en France. Nouveaux archivistes: Mlle. B. Chasse et M. A. Lefort.

Les Archives ont publie en plus du rapport annuel une **Table des matieres** des rapports publies de 1920 a 1964. Le **Rapport** 1961-1964 se vend \$2.00, la **Table**, \$1.00.

D'importantes collections de copies d'archives francaises et anglaises ont ete acquises par l'entremise des Archives Publiques du Canada. Il faut signaler aussi les papiers du Senateur T. D. Bouchard, les papiers Claude Vigneau, compagnon du Capitaine Bernier dans l'Arctique.

Les Archives ont tenu une exposition sur Talon et le Regiment de Carignan en juin 1965. Une exposition sur la Louisiane est en preparation.

### Archives du Seminaire de Quebec

**Le Seminaire de Quebec: documents et biographies**, par l'abbe Honorius Provost. En vente aux Archives du Seminaire. \$5.00.

### Cours d'archivistique a l'Universite Laval

Trente heures de cours sont donnees par l'archiviste de la Province. Soixante heures de travaux pratiques se font aux Archives du Quebec. Ces cours sont destines aux candidats a la licence en histoire.

### McGill University Archives

The archives is attempting to add an Assistant Archivist to its staff and is offering an annual salary of \$5,500. Responsibilities will include accessioning and listing new deposits and helping with the final arrangements of records. The archives houses most of the official papers of McGill University from 1821 onward and advises on current record management problems.

An address, "The Value of Business Archives to your Community", was given by Alan D. Ridge, McGill University Archivist, to the annual meeting of the Chartered Institute of Secretaries, Canadian Branch, during April.

## NEW BRUNSWICK

New regulations have been added to the Public Documents Disposal Act by provincial Order-in-Council. These set out in detail the requirements for listing the types of records produced by government departments, the recommended period of retention, the need for photographing documents before destruction, and the types of materials to be retained. For example, a specimen schedule for the Department of Health lists eleven types of records, ranging from general correspondence to ledgers. One of these, general correspondence, indicates that material of this type should be retained for two years and that no photo records are required. Before destruction, however, all correspondence "of enduring value" must be stripped from the files and retained.

The regulations also provide for the establishment of boards of review within the department to examine material before authorizing its destruction. These documents must meet the requirements set out in the schedules.

Lloyd Muir, former Assistant Curator of the New Brunswick Museum's Department of History, has been appointed Curator, replacing Dr. G. B. MacBeath. In addition, Mrs. Monica Robertson was appointed Assistant Archivist, replacing Mrs. Jean Sereisky-Dickson.

Recent accessions of the New Brunswick Museum Archives include seventeen account books of the Emmerson Company, Edmunston, N.B. The Emmerson family established the first trading post in the Madawaska area early in the 19th Century. Among the papers recently processed and shelved were the Shives papers (1846-88), dealing with lumbering business in all its phases; the