

NOVA SCOTIA

Following action by the Maritime Conference of The United Church of Canada last May, the records and books stored at Mount Allison University belonging to the Conference, amounting to nearly 3½ tons, were moved in August to Halifax and put in with those at Pine Hill Divinity Hall.

The combined collection is a moderately large one and comprises records of the various courts of the Methodist, Presbyterian (before 1925), and United Churches in the Maritime Provinces; files of the Wesleyan Guardian, Presbyterian Witness, and United Churchman; books and periodicals on local and world Methodism and Presbyterianism, and some Congregationalist material. It is housed in a fireproof room 45 feet in length in the new Pine Hill Residence with facilities for reading, and is open to all undertaking research.

In charge is the Maritime Conference Archivist, Dr. E. Arthur Betts. Inquiries should be addressed to him at Pine Hill Divinity Hall, Francklyn Street, Halifax, N.S.

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PUBLIC ARCHIVES OF CANADA: 1968 was an active and productive year for the Public Archives despite the "freeze" on staff and budget. We were actively involved in the course on Archival Principles and Administration at Carleton University in July; we were hosts of the Society of American Archivists at their annual meeting Sept. 20 - Oct. 2 (Dr. Lamb, Dr. Smith, Bernard Weillbrenner, R.S. Gordon and J.J. Atherton participated in various sessions); a two week seminar on Archives Administration was held at the Public Archives in November for senior archivists from Latin American countries; members of the staff continued to play an active part in the Council of the C.H.A., as well as the Archives Section, the Society of American Archivists, the International Council on Archives and the Canadian Association of Map Librarians; a record number of publications were issued; an active programme of exhibitions was carried out (topics included Images of a Century, Henri Bourassa, Gallery of Canadian History, W.D. Wilson's drawings of Canadian architecture); new laminating equipment was acquired and new techniques in regard to microfiche were developed; progress was made in the establishment of a comprehensive foreign map collection; equipment was installed for the archives of recorded sound; a national film archives was founded; accessions, student registration and circulation continued to increase; for example, registered visits by researchers shows an increase of 25% over 1967, from 25,000 to 28,000. The most important event, however, which both staff and many friends everywhere

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regret deeply, was the retirement of Dr. W. Kaye Lamb as Dominion Archivist.

Manuscript Division

Jay Atherton was appointed Head of the Public Records Section, replacing Dr. T.E. Regehr who is teaching at the University of Saskatchewan. Mike Swift is Head of the Post Confederation Section and Grace Maurice is Assistant Head. New archivists included Mme. Francoise Houle, Patricia Kennedy, Michael Carroll, Carmen Carroll, Eldon Frost, Andre Martineau, Allen McCullough, Gerald O'Brien, Claude Porier and James Whalen. There were several resignations: John Graham went to Queen's University, Muriel Ellis and Fred Dreisziger to the University of Toronto, Dr. J.P. Heisler, W.D. Naftel and E.F. Bush to the National Historic Sites Service, John McLaren to continue teaching, R.J. Morgan to the University of Ottawa.

The volume of written inquiries, accessions and circulation, including interlibrary loans, continue to increase. Accessions of manuscripts and records were 5791 feet, an increase of 532 over 1967; the number of volumes of records circulated was 42,810, an increase of 13,337 over 1967. The Public Records Section continued its expansion, receiving the largest volume of records from the following departments: Transport, Energy, Mines and Resources, Agriculture, Registrar General, Labour, Marine, and Finance. It also acquired large accessions from the Privy Council Office, Expo '67 and the Centennial Commission. In the Post Confederation Section the papers of R.B. Bennett were microfilmed to volume 873; indexes to the Sir John A. Macdonald have been sorted and printed electronically; the papers of former Prime Minister Lester B. Pearson and a number of former cabinet ministers were deposited at the Public Archives. Records of the office of Leader of the Opposition were transferred from Conservative Party headquarters and papers of John Bracken, Gordon Graydon and R.J. Manion from the Parliament Buildings. Other accessions included records of the Arctic Institute of North America, 1944-1961; the Humanities Research Council, 1943-1966; and the Social Science Research Council, 1940-1966. Accessions of the Pre-Confederation Section included microfilm copies of papers of the Séminaire de St. Sulpice, 1556-1876; the Glasgow Colonial Society, 1821-1843 and copies of records of Anglican missionaries at Fort McPherson on the Mackenzie River.

Several of the preliminary inventories have been revised, particularly those for Manuscript Groups 1-6 and 26-30. The Union List of Manuscripts in Canadian Repositories was published. It was prepared under the editorial supervision of R.S. Gordon, Chief of the Manuscript Division as a joint project of the Public Archives and the Humanities Research Council. More than 100 repositories participated in this endeavour, contributing approximately 15,000

entries.

Picture Division

Recent purchases at a Sotheby auction in Toronto included two fine water colours by Sir R.G.A. Levinge, Bt., and a water colour "Fort William; 1857" by W.H.E. Napier. Recent accessions for the Historical Photographs Section include the donation of rare motion picture footage of the state funeral of Sir Wilfrid Laurier in 1919, the transfer of an extensive collection of photographs, films and sound recordings from the Canadian Centennial Commission providing excellent coverage of events and activities across the nation in 1967, and the transfer of the audio-visual records of the national headquarters of the Liberal Party of Canada.

The National Film Archives was launched in February of this year. Mr. William Gallaway, Director of the Stock Shot Library of the National Film Board, has come to the Archives as Project Director. It is his objective and that of this project to select, acquire and preserve the many thousands of feet of motion picture footage of historical significance to Canada that were produced from the 1890's to 1950 and are now scattered throughout Canada, the United States and Europe. Any information relating to the existence of footage of Canadian interest would be appreciated.

The several projects specifically relating to our collection of historical photographs now include the preparation of general subject guidelines to the Department of National Defence, W.W. II collections, and the evaluation, selection and rephotographing of significant items in the collection relating to the Relief Projects of the 1930's.

The Historical Sound Recordings Unit has recently undertaken a national survey of Oral History programmes in progress or planned by archives, universities, libraries, or in the radio and television broadcasting networks. Replies to questionnaires are now being received. A report on the survey will be presented at the annual meeting of the Canadian Historical Association.

Map Division

The volume of recent accessions for both the Canadian Section and the Foreign Section has placed a heavy load on the Cataloguing Unit. The head of the Canadian Section, Major Courtney Bond, visited all major map repositories and map-producing agencies in 1968. It is expected that by mid-1969 a very full collection of current cartographical information should reflect the growth of urban centres and of urban and regional planning bodies, together with the current increasing activity in mineral exploration and exploitation. The

section has recently taken over the task of compiling the Canadian portion of the annual Bibliographie cartographique internationale, which is published in Paris. The Foreign Section continues to develop a comprehensive collection of contemporary cartographic material relating to the earth's surface. The Public Archives map classification system is being extended to include maps of every kind from every part of the world. The Head of the Section, Miss Karen Edwards, is President of the Association of Canadian Map Libraries.

Records Management Branch

During 1968, the Records Centre in Ottawa made some notable accessions. A volume of 3600 cubic feet of army militia service documents, spanning the years 1913-1962, were sent to the Centre by the regional commands of the Department of National Defence across the country. Magnetic tapes recorded at various ground stations from Canada's satellites Alouette I and II were accessioned. Also, over 500 cubic feet of engineering working drawings from the Canadian Corporation for the 1967 World Exhibition (Expo) in Montreal were transferred after first being microfilmed by the Archives Central Microfilm Unit. The drawings were insured for \$500,000.

There were developments in the Branch's regional records centre program during the year. The Toronto Centre moved into new quarters three times as spacious as its former home. The Montreal Centre expanded, increasing its facilities by half. At the Toronto Centre, the volume of records stored grew by 50% to just under 60,000 cubic feet. Records volume at the Montreal Centre doubled to over 30,000 cubic feet. Plans for the Vancouver Centre were completed in some detail but implementation is being held up by the government staff and financial freeze.

In the Advisory Services Division, the writing and printing of five manuals in the field of records management was a signal event. One of these, the "Subject Classification Guide for Housekeeping Records", which was designed to aid departments in installing sound, logical classification systems for administrative records and in developing such systems for operational records, is available at the Queen's Printer, Ottawa (Cat. No. BT 22-1/1). Of the others, the following three may be purchased from the Queen's Printer and at Canadian Government bookshops in Halifax, Montreal, Ottawa, Toronto, Winnipeg and Vancouver: "Records Scheduling and Disposal" (BT 53-268 \$1.00); "Mail Management in Government Departments and Agencies" (BT 52-2/3 .75); and "General Records Disposal Schedules of the Government of Canada (2nd edition - 1968)" (SA 2-3 368 \$2.00). The last, "Government of Canada Disposal Arrangements for Business Records" (SA 2-4268 \$1.00), which is to be amended annually, may be secured through the Queen's Printer. The first three of these manuals were published by the Treasury Board as part of its Paperwork

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Management Series, and the last two by the Public Archives.

Provincial Archives: Following the Centennial year when the number of persons undertaking research in our public reading room or writing to the Archives Branch reached an all time high, it was expected that there might be some decrease in the research load from the public. However, this did not prove to be the case and in 1968 a new record of 4,462 visits to the reading room was reached with proportionate increases in inquiries received by letter.

While no exact statistics of research inquiries answered by mail or telephone are available, it is certain that these exceeded the total of projects carried on by persons visiting the Archives. The demand from various researchers for photocopies prepared and supplies to researchers in 1968 included 1,702 photostats, 6,130 Xerox prints, 738 photographs and the equivalent of approximately fifty-six 100 foot reels of microfilm.

During the year archival approval was given for the destruction of some 40,000 cubic feet of government records.

The volume of historical research for the public carried out was so great that comparatively few major inventories, calendars or guides were completed. For the same reason little interior indexing of documents was carried out. However, the basic analysis and physical arrangement of newly acquired collections was continued together with essential primary cataloguing.

Substantial progress was made in the preparation of a comprehensive consolidated guide to our over-all private manuscripts holdings and more than 300 entries were prepared.

More than 400 potential donors (organizations or individuals) were contacted during 1968 and a total of 136 separate accessions of material resulted numbering several thousand documents.

Among the more significant collections acquired were: the D.W. Munro Papers (1850-87) concerning immigration and land settlement; the Nichol Hugh Baird Papers (1812-1902) regarding the career of a civil engineer who was engaged in such important public projects of the period 1825-49 as the Trent, Rideau and Welland Canals; the Lauder Papers (1778-1849) including some 550 letters and other documents of a Scottish emigrant family.

Original issues of 90 different newspapers were acquired by the Archives during the past year. Some of these acquisitions consisted of only one or two issues, but several consisted of extensive runs.

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Victoria University: Archives of the United Church of Canada:

A total of fifty-four graduate and undergraduate students from universities in each of the provinces from New Brunswick to British Columbia made use of source material in our Archives between July 1, 1967 and June 30, 1968. As in former years, graduate students from the Department of History of the University of Toronto composed the largest group.

Our staff remains the same as in 1968, with the exception of Mr. Gerald Hallowell, M.A., who has joined the staff of the University of Toronto Press.

The 1968 issue of the Bulletin, our annual publication, contained a paper entitled The Methodist Church (Canada) and The National Gospel 1884-1914. It is an interesting study of the development of a Canadian version of the social gospel in this major Canadian denomination, and was written by Mr. Wm. Magney, M.A., a graduate student at the University of Toronto.

A copying programme for English and Scottish missionary society material relating to the antecedent denominations of the United Church of Canada was begun in June 9, 1968. Mr. Gerald Hallowell and the Archivist worked on this programme during the summer, and a large quantity of valuable source material for both the religious and social history of English Canada has been microfilmed.

Accessions include: Minutes of the Missionary Societies of the New Connexion, Bible Christian and Primitive Methodist Missionary Societies; Correspondence relating to Canada: London Missionary Society, 1799-1836; Minutes and Correspondence relating to Canada of the Colonial Committee of the Church of Scotland and the Free Church of Scotland; Minutes and Correspondence relating to Canada of the Committee on Foreign Missions of the United Associate Synod, 1840 - 1845, and the United Presbyterian Church, 1845-76; Minutes of the United Associate Synod 1820 - 1846; Minutes of the Synod of The United Presbyterian Church, 1847 - 1863.

In addition to the above, we have added over one hundred monographs to our collection, and printed copies of the Evangelical Magazine, 1799-1858 (a gift of the Congregational Archives, London, England), The Canadian Presbyterian Magazine, Volume 1 - 3 (1851-53), and scattered issues of several other publications.

The acquisition of the above source material has opened up a new field for research in Canadian History covering the period from the end of the 18th century to the second half of the 19th century. At present another valuable manuscript collection, the personal papers of the late Dr. James Robertson, Superintendent of Missions for the Presbyterian Church in Canada, 1881 - 1902, are being

microfilmed for our Archives. Other routine accessions of less importance include Presbytery and congregational minute books, and printed histories of congregations of the United Church of Canada.

During the past year we have sorted and prepared finding aids for three very large collections: The Church Union Collection; The F.C. Stephenson Collection; The Methodist Church, Canada: Army and Navy Board. The Methodist Church, Canada: Correspondence of the General Conference Secretary collection has been sorted and a finding aid is in preparation.

Queen's University Archives: Since its beginning as an informal manuscript repository as early as 1869, Queen's University Archives has followed the standard practice of Canadian public archival institutions in collecting and making available the records of the university as well as general historical manuscripts. Under the general aegis of the Douglas Library, the archival collection has expanded to include the records of the University since its founding in 1841, local business records, the private papers of Canadian and British politicians, journalists, writers and poets. In 1960, however, the Archives became a formal agency within the library with the appointment of E.C. Beer as archivist. The present staff consists of Dr. John H. Archer, University Archivist and a professor of history, three professional archivists and a secretary.

With the addition of new staff in 1967, Queen's University Archives underwent a period of self-examination and re-organization. From this self-appraisal came the decision to adopt the group system of arrangement for its holdings within three broad divisions: Queen's University records, historical manuscripts, and local and business records. An archivist has been appointed to head each division and is responsible for collecting policies, accessioning, preparing finding aids, and reference service for the division. In addition, the staff has developed a close working relationship with the Public Archives of Canada and with local historical societies, archives and museums.

During the winter, Queen's University Archives took on staff an archivist charged with the task of sorting and arranging the university records and other manuscripts related to the growth of Queen's already in the Archives. This staff member is also preparing a plan for the efficient management of the university records. Professor Hilda Neatby will be coming to Queen's in 1970 to write a comprehensive history of the University. It is expected that the important records of the institution will be gathered, arranged and inventoried for her use.

Over the past two years, the historical manuscript division has received several important sets of private papers and has prepared finding aids for them. The papers of John Buchan, first Lord Tweedsmuir, have been accessioned and a detailed author index prepared for the correspondence. Senator T.A. Crerar gave his complete papers to the Archives and continues to send more recent material. This large collection is being organized and indexed in detail for it is of prime importance to historians interested in western Canadian politics. Preliminary inventories have been prepared for two accessions of the papers of the late Senator C.G. Power which arrived in the past year. When all of his papers are brought together, a more comprehensive finding aid is planned. Other notable accessions have included the papers of Mr. John R. Matheson, former parliamentary secretary to the Prime Minister, and of George F. Chipman, former editor of the Grain Grower's Guide, and a letterbook of Commodore Sir Edward Owen, Commander-in-Chief on the Great Lakes, 1815.

The acquisition of the records of the Calvin Company of Garden Island, near Kingston, has kept the local and business records division busy over the winter. These records, occupying some 120 shelf feet and spanning the years 1840 - 1914, present an excellent portrait of the timber trade on the St. Lawrence.

Université d'Ottawa: Les Archives de l'Université d'Ottawa ont emménagé le 15 août 1968 dans de nouveaux locaux situés à 110 Wilbrod, angle Waller (aile adjacente à l'édifice de l'Administration, connue autrefois sous le nom "aile des Soeurs").

Ces locaux consistent en trois pièces: 1- Cabinet de l'Archiviste ou Directeur des Services d'Archives et de Documentation; 2- Salle combinant les bureaux d'un archiviste junior et de la secrétaire avec les magasins d'archives; 3- Salle de consultation de travail, de tri et de classement.

Depuis le 1er juillet 1968, l'Archiviste est assisté d'une secrétaire et, depuis le 1er octobre 1968, d'un archiviste en formation.

Ce dernier, candidat à la maîtrise en histoire, a travaillé, depuis son arrivée, au tri et au classement de plusieurs fonds. Dorénavant, il exécutera toutes les opérations: versement, tri, classement, documentation, relatives au fonds du Registraire (no. 77).

A ce jour nous avons dénombré une centaine de bureaux versants possibles. Une circulaire leur a été adressée demandant organigrammes et inventaires de leurs papiers. Une vingtaine y ont répondu.

L'Université d'Ottawa traverse une crise de croissance et d'expansion sans précédent: il lui faut trouver pour septembre 1969: 275,000 pieds carrés de place pour ses besoins académiques les plus urgents. Les besoins d'expansion des Archives de l'Université, il va sans dire, ne sont pas inclus.

Les locaux présents occupent une aire de 700 pieds carrés, alors que 3,000 pieds carrés sont nécessaires, soit: 1- pour le centre d'Archives et de Documentation: 1,000 pieds carrés; 2- pour les ateliers et salles de réception, de tri et de classement: 1,000 pieds carrés; 3- pour le centre intermédiaire ou de pré-archivage: 1,000 pieds carrés. Les besoins à long terme, i.e. pour une période de 25 ans, seraient 5 à 6,000 pieds carrés.

A ce jour, nous avons archivé plusieurs fonds: Comité exécutif, Comité administratif, Sénat, Secrétariat, Registraire, Vice-Recteur (académique), Ecole d'Education physique, Ecole d'Infirmières, Extension, Ressources financières. D'autres bureaux sont prêts à verser leurs papiers périmés. Encore une fois, la place et le personnel ne suffisent pas à la réception et au traitement de la "masse" accumulée et sans cesse montante.

Dans le cadre de son programme, l'Archiviste de l'Université a acquis les papiers personnels de monsieur Séraphin Marion, docteur ès lettres, écrivain, historien, professeur émérite, auteur de nombreux ouvrages et articles, membre de la Société royale du Canada, de la Société d'Histoire de l'Eglise du Canada, conférencier recherché. Le fonds Marion est le premier fonds privé acquis par les Archives de l'Université d'Ottawa. D'autres du même genre viendront s'y ajouter bientôt, pour former une documentation de première valeur pour l'historiographie de l'Université d'Ottawa et de la région de l'Outaouais.

Les Archives de l'Université d'Ottawa étaient représentées au récent congrès de la Société des Archivistes américains (Society of American Archivists), tenu au Château Laurier, les 30 septembre, 1-2 octobre 1968, par le Directeur, Paul E. Dumas, Archiviste de l'Université, et son adjoint, M. Robert Potvin.

University of Toronto Archives: The formal organization of the University of Toronto Archives took place in 1965. It grew out of a special collection within the Library's Department of Rare Books and Special Collections. A trained archivist was sought and appointed in January 1965. The current University Archivist, Miss E. Harlow, was appointed in October 1966. The staff now number four (exclusive of the Archivist): one librarian and three library assistants.

A new building for Rare Books is being constructed as part of the new Humanities and Social Sciences Research Library complex. The two top floors of the Rare Books building have been assigned to the University Archives. We hope to take occupancy in the early months of 1972. The Archivist has been involved in all the architectural planning of the area assigned to the Archives.

The "Policy Statement on University Archives" published in March 1967 is available, upon request, from the University Archivist. The emphasis is upon papers (manuscripts or printed materials) generated by the University of Toronto and its many faculties, schools, institutes, centers and other divisions. The extent of current holdings is some 2500 linear feet. Such materials are available for use in the reading room by any interested person, subject only to restrictions placed on papers by the donors or the creating body. The reading room is open to patrons from 9 a.m. to 5 p.m. daily, Monday through Friday.

Waterloo Lutheran University: At the World Conference on Records to be held in Salt Lake City, Utah, in August, the Archivist has been asked to be moderator of a panel on Church Archives in Canada. This will be a two hour session and representatives of the Roman Catholic Church, the Baptist Church, the Anglican Church of Canada and the United Church of Canada will give 25 minute presentations and the Archivist will give a 10 minute presentation concerning Lutheran Records. The emphasis is on the preservation of parish records rather than the richness of particular archival collections.

QUEBEC

Archives du Québec: Le personnel des Archives a participé à plusieurs activités au cours de l'année dernière. Le directeur intérimaire, Roland J. Auger, fut délégué par le gouvernement au Congrès international tenu à Madrid et il présenta un compte-rendu de ces journées d'études à une réunion générale de l'Association des Archivistes du Québec. Jacques Mathieu donna un exposé sur la situation des archives au Canada-français lors du congrès de l'Association des Archivistes américains tenu à Ottawa. Il donna aussi une conférence au congrès de la société historique du Canada sur l'échec de la construction navale à la fin du régime français. Comme par les années passées enfin, M. Mathieu dirige les travaux pratiques des étudiants en archivistique de l'université Laval. Mme Louise Dêchene, représentante des Archives à Paris, a quitté notre service pour accepter un poste dans l'enseignement à l'université d'Ottawa.

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