

Recently a microfilm reader was acquired. Microfilm holdings are being increased. The New Brunswick Provincial Archives is presenting a microfilm copy of each set of United Church records filmed. Many fresh items of United Church History have been accessioned.

The Wesleyan, 1885-1925, a valuable reference stored in the Archives, has been microfilmed by the Public Archives of Nova Scotia, as have other records.

The Archivist, the Rev. E. Arthur Betts, was released from other duties in mid-1969 to devote more time and energy to this work. The room is open five mornings each week, and all scholars are made welcome.

ONTARIO

PUBLIC ARCHIVES OF CANADA: During 1969 there were significant developments in the entire range of the functions of PAC. A program for the systematic searching for private papers of national importance was established; a national film collection acquired several million feet of motion picture film within the year; the oral history unit circulated a questionnaire to obtain information concerning the holdings of tapes in Canadian repositories and commenced a project for recording debates of the House of Commons; the Map Division coordinated the compilation of a Union List of maps in Canadian collections and arrangements were made for completing the coverage of foreign maps; procedures for a national architectural collection were developed in cooperation with the Royal Architectural Institute of Canada. The effectiveness of the records management program was increased by the May 1, 1969, deadline for scheduling public records. The new government policy on access provided for transfer of and access to a vast quantity of public records to which access had been restricted. The Technical Division increased the scope of courses and was involved in developments in regard to microfiche and computer output on microfilm. Mr. Wheeler was appointed program chairman for the International Micro-graphic Congress. An increased number of foreign archivists spent periods of from one to four months in "instructional visits". Mr. Gordon and Mr. Atherton participated in the World Genealogical Congress at Salt Lake City. Dr. Smith was appointed member of the Permanent Board on Geographic Names, the Historic Sites Board and Chairman of the S.A.A. Committee on International Archival Affairs. Mrs. White, from the London Office, paid a useful visit to Ottawa. The exhibition program was expanded considerably and Laurier House acquired significant items relating to Sir Wilfrid Laurier. Ownership of the papers of Rt. Hon. Louis St. Laurent and Rt. Hon. Lester Pearson was vested in the Public Archives. A report on the Public Archives for the period 1959-1969 is being prepared for publication in 1970.

Manuscript Division, Staff: The head of the pre-Confederation Section, Mr. Roger Comeau, is attending the three-month "Stage Technique International d'Archives" in Paris, January to March, 1970. Mr. Warren Mizener is the new head of the Auxiliary Services Section. His responsibilities include the various public service functions such as registration of researchers, reference, interlibrary loans and photoduplication.

New archivists to join the Division in 1969 were Robert Watt, Gerald Cumming, Charles McKinnon, Walter Neutel, Alan Boyd and Carl Vincent.

There were four resignations: Claude Porier went to the Quebec Archives, Elizabeth Vincent retired, R. Collins accepted a position in the Department of External Affairs of Guyana, and J. W. Brennan went to the University of Alberta in Edmonton to work on his doctorate. Another loss, and a person greatly missed by archivists and historians, was Miss Jean Ballantyne, who died in November after a lengthy illness.

Manuscript Division, Services: The volume of work done in almost all areas increased in 1969. The number of inquiries increased from 5752 in 1968 to 5909 (the figure ten years ago, in 1959, was 1314); the number of researchers registered rose from 2399 in 1968 to 2501 (cf. 480 in 1959); the number of reels of microfilm circulated in interlibrary loan increased from 2696 in 1968 to 3112 (cf. 97 in 1959). The extent of accessions decreased from 5791 feet of records and manuscripts in 1968 to 4961 feet in 1969 (cf. 315 in 1959), and the number of reels of microfilm accessioned decreased from 4480 last year to 4053 (cf. 480 in 1959). Circulation of volumes increased from 42,810 in 1968 to 45,209, and circulation of microfilm increased from 14,932 reels in 1968 to 16,184.

Manuscript Division, Accessions: (a) Of the many important accessions received by the Public Records Section, three of the most significant were: all the original Sessional Papers of Parliament for the years 1916-1958, which were deposited in the Archives in August and which are open to the public without restrictions (similar deposits will occur ten years after the close of each Parliament); the Deputy Ministers' files of the Department of Finance for the years 1900-1956, dealing with all aspects of the Department, notably budgets, banking, aid to the provinces during the depression, and the financial arrangements for Newfoundland's entry into Confederation; and the records of the Wartime Prices and Trade Board and of the four subsidiary corporations organized to assist it - the Commodity Prices Stabilization Corporation Ltd., the Wartime Food Corporation Ltd., the Canadian Wool Board Ltd., and Wartime Salvage Ltd.

(b) Microfilming of the original papers of Sir Frederick Haldimand by the British Museum was completed for the post-Confederation Section. Additions were received to Admiralty I, Board of Trade 98, Archives des Colonies, Archives de la Marine, Archives Nationales, Archives de la Guerre, Archives Départementales, Bibliothèque Nationale, and to the notarial records of the districts of Quebec and Three Rivers on microfilm.

(c) Many significant accessions were received in 1969 by the post-Confederation Section. The Loring Christie Papers, consisting of memoranda, reports and correspondence on World War I, the Peace Confederation and international affairs generally, were transferred from the Department of External Affairs in 1968 and 1969. Other notable acquisitions included additional papers of Brooke Claxton and of General A.G.L. McNaughton and the records of the Liberal Federation of Canada and of the Canadian Political Science Association.

Manuscript Division, Projects: (a) The post-Confederation Section completed a guide to the various inventories concerning French sources, a card index of the notaries of the French regime, a checklist of the documents in Series B of the Archives Départementales de la Charente-Maritime, and an inventory of the La Bruère Papers. Finding aids in process include a calendar to MG 6, a nominal index to the Upper Canada Sundries and a revision of the existing calendar. Microfilming of the

New Brunswick Executive Council records has been completed; of the British military records ("C" series), almost completed; and of the Canada West census of 1851, 60% completed.

(b) The index to the Macdonald Papers, prepared earlier by electronic data processing, was checked and the corrections are ready to be processed. Data which had been prepared for the Borden index was processed, the print-out was checked, and that also is ready for the second processing. The Borden Papers, which have been reorganized and numbered since the first microfilming, are being microfilmed again. Microfilming of the Meighan Papers has been completed.

Map Division: During the year, 14,688 items were accessioned by the Canadian Section. Among these were items in the generous Centennial gift of the British Government, not recorded earlier: Ptolemy, Geographia, 1520; Benedetto Bordone, Isolaria, 1547; John Speed, A Prospect of the Most Famous Parts of the World, 1662; Cartes de la Nouvelle France ou du Canada dressées par le Sr. Bellin, Ingénieur de la Marine, 1752, a collection of manuscript maps. The Cataloguing Unit, under the direction of Miss Betty May, has commenced a program of distributing checklists of maps to Canadian map libraries, with a view to the compilation of a national union catalogue of maps. The Section compiled the Canadian portion of the Bibliographie cartographique internationale for 1968. An article by C. C. J. Bond on the operations of the Section was accepted for publication in Indian Archives, New Delhi.

The Foreign Section continued to acquire foreign maps, charts, atlases and related cartographic material. Total accessions for 1969 numbered 25,538 items. Of these, approximately 32% were added to the collection. The remainder was made available for distribution to other map collections in Canada in exchange for their surplus or duplicate material. Approximately 23,000 maps were distributed in 1969.

The Foreign Section is participating in the compilation of the National Union Catalogue of Maps by collecting information from Canadian map collections on holdings of foreign maps. A comprehensive list will be made available to Canadian map librarians.

An agreement has been concluded between the Public Archives and the Department of National Defence through which that Department will supply foreign maps which are available through military channels. In return, the Public Archives will keep maps organized and available to the Department on a two-hour notice basis.

Picture Division: The Picture Division participated in the organization and preparation of both external and internal exhibitions. It made a very significant contribution (26 water colors) to the major Peter Rindisbacher circulating exhibit prepared by the Amon Carter Museum of Western Art, in Fort Worth, Texas. Subsequently, it will be shown in Ottawa, Calgary, St. Louis and Toronto. Mr. Vachon of the Heraldry Unit participated in the preparation of the exhibition entitled "Heraldry in Canada". The first exhibition of its kind staged in Canada, it presented a visual record of how Canadian heraldry has drawn upon the totem symbolism of the North American Indian, the traditions of the European nations which for our peoples and our geographical influences.

Several collections of special note were received by our Historical

Photographs Section; namely, a personal photo album of Lady Dufferin; early surveys (1862-1910) from the Geological Survey of Canada; Expo '67 collection; Sault Ste. Marie Canal, c. 1894, the Welland Canal, 1927-1940, and the construction of the St. Lawrence Seaway, 1954-1959 from the St. Lawrence Seaway Authority.

The Secretary of State, the Honourable Gérard Pelletier, announced officially the establishment of a program for the development of a National Film Collection by the Public Archives, in July, 1969. The year has been devoted to the execution of Phase One, that is the acquisition of older films dating from 1894 to 1950, because of their greater potential in historical value. **Most of them were in the gravest danger of deterioration and destruction.** To date, the National Film Collection has safety copies of over one million feet of closely evaluated historical footage in its safety vaults, as well as three million feet of documentary and theatrical subjects yet to be examined and selected. Approximately 50% of the Cameo films which were produced by Associated Screen News in the 1930's and 1940's were located and are being transferred to safety stock. As many of these films were believed to have been lost in the fire at Kirkland, Quebec, their availability will be welcomed by most art historians and critics. **The success achieved has been almost entirely due to the energy and skill of William Gallaway who travelled more than 23,000 miles in North America in the course of his collecting activities.**

Library: Thomas A. Hillman and Normand St. Pierre have been appointed to the Periodicals and Government Documents Section and the Research and Reference Section respectively.

Among the significant acquisitions to the Library, mention should be made of a broadside of Louis Riel, Pour prouver aux nations sauvages que le peuple de la Riviere Rouge ne veut pas les laisser maltraiter par le Canada (Fort Garry, 1870).

Because of continued requests for the reproduction of its historical pamphlets, the Library is attempting to reproduce on microfiche the pamphlets listed in its Catalogue of Pamphlets, Vol. 1. A survey is in progress to establish the cost of microfilming the Journals of the Legislative Assembly and Legislative Council of Upper Canada with appendices from 1825 to 1840.

Publications Section: Mlle Françoise Gélinas was appointed to the staff of Publications in 1969.

The major project of the Section is the collection and annotation of the Papers of the Prime Ministers series. To date, work has centered around Sir John A. Macdonald. The first volume in the series, The Letters of Sir John A. Macdonald, 1836-1857, was published late in 1968 and the second volume, The Letters of Sir John A. Macdonald, 1858-1861, will appear early in 1970.

A display of recent archival publications from a number of the major archival institutions across Canada has been set up in the Publications Section. A pamphlet entitled Recent Canadian Archival Publications lists all the publications on display, the price of each and the name and address of the institution where they may be obtained and is available free from the Public Archives.

Displays and Publicity: In continuation of the exhibit programme initiated in 1968, eight major exhibits were mounted during 1969. Each exhibit ran for approximately three months. In some instances, two or more exhibits ran concurrently.

PROVINCIAL ARCHIVES: Archives Branch: Visits to our public Reading Room resulting in recorded research requests totalled 4,473, the largest annual figure yet reached. The increasing general interest in provincial and local history was evidenced by the fact that 593 of the persons visiting the Archives and undertaking research there were doing so for the first time. Exact figures for the number of research inquiries received by mail or telephone are not available, but these greatly exceeded the total figures for persons coming to the Archives. Photocopies prepared for researchers included: 2,098 photostats, 10,102 Xerox prints, 1,480 photographs and 136 one hundred-foot reels of microfilm.

Accessions (Records): Government and court files of enduring value comprising a total of some 1,135 cubic feet were transferred to the Archives in 1969. This more than doubles the previous year's accessions. Among the larger or more important acquisitions were: 580 cubic feet from the Prime Minister's Office, including all original Orders-in-Council, 1867 - 1958.

The Government Records Section is also responsible for the custody of any significant municipal records obtained by the Archives. Among these in 1969 were: Bromley Township, 1850-81; Bonfield Township, 1886-1920 and Cameron Township, 1917 - 1944. The Section is also responsible for acquiring court records. During 1969, 320 cubic feet of court records were transferred from Osgoode Hall. Preliminary processing and physical arrangement was completed for 90 per cent of all government records transferred during the year. Considerable progress was also made in the production of finding aids to our government records holdings. Preliminary inventories were completed for five Record Groups.

Accessions (Manuscripts): During the year, 121 accessions totalling some 60 cubic feet of documents were received in this Section. Some of these were of outstanding significance.

Among the latter were the papers of C. A. Jennings (1857-1930), Editor in Chief of the Mail and Empire, 1911-30. These comprise some 400 letters and 11 books of clippings and refer to a wide range of social issues of the period including the war, depression, relief, politics and the fourth Imperial Press Conference. They include his own editorials and written comments on them from prominent people of the day. The papers of William Alexander Foster (1840-88), a prominent lawyer, covering the period 1851-97, throw light on the development of the Canada First movement of the 1870's by Foster and his friends and also include accounts from participants of the North West Rebellion. Three separate accessions related to the fur trade of the last century in the Hudson's Bay Company's Temiscamingue District were acquired. We also received a gift of the papers of Donald McKenzie, a fur trader with J. J. Astor, the North West Company and the Hudson's Bay Company.

Significant for the study of Canadian art are the papers of Melvin Ormond Hammond, Editor of the Globe which include biographical notes on

artists, diaries and an unpublished manuscript history of the Globe. An important addition of 196 items was made to the Sir James D. Edgar Papers, 1841-99, already in the Archives. This included the original "Shawnee vocabulary of 200 words" prepared by Thomas Ridout while a captive of the Indians in 1788. The William Osgoode Papers were supplemented by 26 original letters of the period 1781-1814 written to relations concerning his work and travels. An acquisition of John Hillyard Cameron Letters (236 items) for the period 1848-76 provides an interesting biographical prospective of a prominent politician. The Sir Sandford A. Fleming Papers comprise 750 letters and other documents concerning the period 1842-1915. Five additional volumes of the Hawkesbury Lumber Company records were received.

The Thomas Need Papers, 1832-1883 were acquired and constitute a most valuable source of the history of Bobcaygeon which he founded and for the Kawartha District in general. A small but very important collection of the papers of Sir Allan Napier MacNab was donated which provide new information on the Caroline Incident of 1838, the Upper Canadian Rebellion and MacNab's political career, including his efforts to obtain the office of Adjutant General.

The work of processing these and previously acquired material was pursued with 75 per cent of new accessions given some processing.

A special project initiated and completed during the year was the analysis, arrangement, description and microfilming of the manuscript holdings of the Niagara Historical Society. A complete inventory supplemented by calendars of selected portions was prepared and filmed with the documents. Related to these are the 17 reels of Niagara town records prepared by the Government Records Section, the microfilm now being prepared for the Society's newspaper collection and the Dr. W. G. Reive Research Papers on cemeteries and graves in the Niagara District.

Picture Collection: Within the past year, amendments have been made to our processing procedures for the picture collection. These are intended to speed up cataloguing of new material, reduce labour involved in creating reference print files and simplify and make more flexible the preparation of new references and finished prints for clients. The basic tool involved is a new 35mm data processing-type aperture card, which combines catalogue card and viewing print. Our recently acquired Kalvar printer and a viewing machine enable new references, complete with image, to be made in minutes without resort to a photographic dark room or to time consuming card typing. One can now study a picture projected on a 16" x 24" screen, a great advantage over the present small file prints.

We are gradually accomplishing the task of inserting our 35mm negatives in aperture cards on which main entry data is typed to form a master shelf-list file. From these cards, similar positive transparency "Soni cards" are prepared and given reference citations to form the subject file for user research. When completed, it will be possible for a client to research the collection without the constant and time consuming guidance of the Picture Archivist.

A direct accession of particular interest which might be noted was the Hammond Collection, 1898 - c. 1930. M.O. Hammond, who died in 1934, was a writer and editor, as well as a gifted amateur photographer. His photographs reflect his interest in the social, literary, artistic and political life of his times. We were also fortunate in acquiring

substantial collections of photographs illustrating life in the northern portion of Ontario and around Hudson Bay. These included several hundred slides taken by Anglican and Oblate missionaries of the Moose Factory, Fort Albany, Fort Rupert and Winisk regions. Examples of other significant acquisitions are the William Stewart Collection of some 400 copy prints, photographs and sketches of early Guelph.

Records Services Branch: To provide the necessary ongoing liaison and advisory assistance to government departments, each Records Analyst was assigned a portfolio of agencies as a basic and primarily individual responsibility. Additionally, each Analyst was assigned a single specialty in the field of records management in order to assist departments on complex or technical problems involving specialized competence above and beyond that expected of generalists.

During the year, at the request of several departments, Analysts have acted as a project team to make studies of clients' records practices, issue reports and assist in the implementation of accepted recommendations.

Most of the departmental Records Officers have received formal training through a series of Records Management Familiarization Courses offered by the Department of Civil Service and staffed by instructors from the Records Services Branch.

During the calendar year, these departmental officers have developed about 2,600 schedules, destruction requests and archival transfers of which 1,225 have been processed and approved resulting in tangible gross savings of \$354,187.00 through recoveries in space and equipment. The intangible benefits accruing from this vigorous approach to the implementation of the records management programme have been calculated at, very conservatively, \$1.00 per cu. ft. destroyed or transferred for a further saving of \$53,263.00, constituting a total of \$407,450.00

The programme accomplishments recorded and reported through December 31, 1969 include: Schedules approved and in progress towards approval 2,593; Disposals 42,072 cu. ft.; Transfers to Archives 490 cu. ft.; to Records Centre 16,616 cu. ft.

On the assumption that the total provincial records holdings are 1.5 million cu. ft., some 20% or 300,000 cu. ft. can be considered as potential dormant/inactive records suitable for transfer to low cost storage. Provisions were made during the year to acquire a plot of land adjoining the Centre to provide for future needs for expansion of facilities. The current planning model, based on approved schedules only, indicates that additional facilities will be required circa 1972.

During the year, after study and analysis of the economics involved, procedures were developed to transfer inactive records from offices outside Metropolitan Toronto. The need for the establishment of decentralized Records Centres as and when regional government offices are operating is under review.

The General Synod Archives, Toronto: Activities of the General Synod Archives of the Anglican Church of Canada are still restricted for lack of money. Two part-time workers continue to maintain the institution and to render what service they can. Some two hundred persons used the Archives in the two-year period, 1967-1969.

Over ninety annual reports of the Society for Promoting Christian Knowledge, 1814-1936, have recently been added to the existing collection. These reports contain material of Canadian interest.

A re-structuring of the operation of General Synod has brought about the disbanding of the Archives Committee and the establishment of a Task Force to promote those interests which were formerly cared for by the Committee. The Archivist is now responsible for the Executive Director of Program and reports directly to him.

Queen's University Archives: In terms of use, professional training and accessions, the past year has been a busy and productive one for the Queen's University Archives. But it was a year which also brought with it the resignations of two staff members. Dr. John H. Archer, Queen's University Archivist, resigned on 1 January, 1970 to become Principal of the Regina Campus of the University of Saskatchewan. Mr. Harold Naugler left to write his doctoral dissertation and was succeeded as assistant archivist in charge of university records by Mrs. Anne Mac Dermaid. The professional staff was augmented during the year with the addition of several student assistants to supervise the archives research room in evenings and to help in organizing the entire collection into manuscript groups.

A programme begun in 1968 to interest undergraduates, school teachers and historically conscious members of the community in the research potential of archival material has met with some success. The number of visits to the archives has increased 50% over 1968 to 1197 visits. Indeed, this programme has met with a particularly enthusiastic response. Plans are now being discussed on how best to broaden the range of archives users even further, perhaps by making copies of archival materials of local significance available to high school students.

In terms of acquisitions, 1969 was a good year for Queen's. Several significant series of university records were transferred to the Archives this past year; including the minutes of the Board of Trustees, 1841-1969; the University Council, 1876-1952, and the Board of Library Curators, 1900-1966 together with the files of the principal's office, 1940-1966. Inventories were prepared for the papers of two noted Queen's faculty members, Dr. George Herbert Clarke and Dr. A. R. M. Lower. Queen's University Archives was also fortunate in obtaining the papers of a number of prominent Canadians. These included Victor Sifton, chairman of Free Press Publications Ltd.; Donald Gordon, President of the C.N.R.; Senator John T. Hackett; Merrill Denison, author of many business histories; and Andrew Glen, President of the Toronto Independent Labour Party, 1921-22. In addition, Queen's obtained the papers of the fourth Duke of Richmond, Governor in Chief in Canada 1818-19. The records of the Federation of Canadian Artists were deposited at Queen's and significant additions were made to the papers of Senator C. G. Power, Adam Shortt, and the Tett

family. All of these, together with a number of smaller accessions, combined to make 1969 an excellent year.

Université d'Ottawa: Les Archives de l'Université d'Ottawa occupent encore les mêmes locaux exigus et le personnel est inchangé. La place, voilà le problème le plus urgent. Le programme d'archives maintenant démarre ne peut pas être poursuivi systématiquement faute de place pour accueillir versements, acquisitions, personnel, équipement.

Magasins: Archives permanentes non imprimées, 63 p.l; Archives permanentes imprimées, 84 p.l; Archives temporaires, 180 p.l; Archives personnelles, 12 p.l.

Renseignements: 1968-1969 (12 mois): 280; 1969-1970 (7 mois): 360.

University of Toronto Archives: Since the addition to the staff of another archivist, Melvin Starkman, in June, 1969, we have been able to be more active in appraising, transferring and inventorying official records of the University. One of the most important acquisitions during 1969 was the materials created by the Commission on the Government of the University of Toronto, consisting of tapes (all but three of more than 150 meetings were taped), minutes, briefs submitted, reports prepared by research associates, and other materials. A very comprehensive guide to this accession has been prepared, and is available for use within the reading room.

United Church Archives, Victoria University, Toronto: Major accessions during the year included the archives of the former Ontario Temperance Federation and additional microfilm of Scottish missionary work in Canada, as well as the regular deposits of material from the United Church headquarters.

Space and money continue to be a major problem. The collection is now housed in three separate locations in the Pratt Library and Emmanuel College at Victoria University. Since the Archives is a Church organization, it does not receive government assistance. During 1969, the staff consisted of five full-time and five part-time employees.

Waterloo Lutheran University: Waterloo Lutheran University is about to add the fourth and fifth floors to the Library building. Construction is to begin in May, 1970 for completion in January, 1971. On the fifth floor there will be a room for University Archives where it will be properly air conditioned and humidified.