

DOCUMENT APPRAISAL COMMITTEE

The Document Appraisal Committee was constituted by resolution of the Executive Committee of the Archives Section which reads as follows:

"The Executive of the Archives Section of the CHA approves the accreditation of Mr. Ian Wilson, archivist of Queen's University, of Robert Gordon, head of Manuscript Division at the PAC, and of Mr. Douglas Wurtele, professor of archival science at Carleton University, as members of the Document Appraisal Committee/Comité d'évaluation des documents, formed to assess for income tax purposes the market value of documents presented to Canadian archives and institutions."

The DAC has held two meetings, and, in addition, further discussions were held by telephone and mail. As the result, the Committee is pleased to submit the following recommendations:

1. Name: The Committee shall be known as the Document Appraisal Committee/Comité d'évaluation des documents.
2. Objects: The purpose of the DAC shall be to serve members of the Archives Section whose institutions require the appraisal of donated documents.
3. Membership of the Committee: The membership of the DAC shall consist of five professional archivists or other qualified persons with experience in appraisal of documents. The members will be appointed by the Executive Committee of the Archives Section. One of the members shall be designated as Chairman.
4. Meetings of the Committee: The Committee shall meet when or where required. Meetings shall be called by the Chairman in response to requests by archival repositories. Three members, including the Chairman, shall constitute a quorum at any meeting of the DAC. The majority of those attending shall determine its decisions.
5. Duties of the Chairman: The Chairman shall preside at all meetings and shall perform such other duties as the Committee may assign him. He shall sign all appraisal reports and related certificates, and shall keep on file duplicate copies of all reports and supporting documents. He shall notify the Treasurer of the Archives Section of any charges to be levied against archival repositories for appraisal services.
6. Duties of the DAC: The Committee shall decide on internal procedures, and shall appropriate money to cover travel and living expenses of its members in performance of appraisal service. It may also authorize honoraria instead of, or in addition to travel and living expenses of members of the DAC who are not professional archivists. All such appropriations shall be made within available or anticipated revenue of the DAC.

7. Procedure for Accepting Requests for Appraisal: The DAC shall accept all requests for appraisal service from archival repositories whose staff has membership in the Archives Section of the CHA. At the time of appraisal, the documents shall have been donated to the repository making the request for appraisal, or shall have been placed in the custody of the repository with a bona fide intention of donating the documents to the repository regardless of outcome of the appraisal.

The archival repository shall submit to the DAC a formal request for appraisal, enclosing a meaningful, and sufficiently detailed description of the document(s) to assist the Committee in arriving at proper evaluation. The repository shall afford the DAC an opportunity to examine in detail the actual documents.

8. Appraisal Report: Following a detailed examination and evaluation of donated documents, the DAC shall prepare an appraisal report. The report shall contain basic descriptions of the documents, an explanation of their historical (or otherwise) significance, and a statement of their fair and reasonable market value. The report shall be signed by the majority of the DAC attending the appraisal, including the Chairman.

9. Resumé of Qualifications: A Resumé of qualifications and activities of members of the Committee shall be prepared. A copy of the Resumé shall be attached to all Appraisal Reports.

10. Appraisal Fees: The DAC shall institute a system of fees to be levied for appraisal services. Such fees shall be paid by institutions requesting the appraisal. The scale of fees shall be determined by the DAC, and should reflect the actual expenses of the Committee in performance of its appraisal service. The invoices shall be issued by, and remittance shall be made to the Treasurer of the Archives Section. The Treasurer shall compensate members of the DAC for their expenses from available or anticipated receipts from appraisal service.

-- R. S. Gordon