

WHAT TRAINING DO ARCHIVISTS NEED?

by

Alan D. Ridge

Most of us would agree that the main characteristic of a profession is that before entering on a career its members should have attained an agreed standard of proficiency in the disciplines required in the exercise of that profession. Unfortunately where archives are concerned there are no agreed standards obtaining in Canada. To the best of my knowledge the only regular course available for instruction in archives administration is one of the elective courses open to students taking the Master of Library Science degree at McGill: the course is entitled Archival and historical materials, their care and use. As and when the demand arises, special lecturers are invited to hold seminars on aspects of archives work. As an introduction to general principles this is all very well, but I wonder if it goes deep enough for our purposes.¹ I would remind you, too, that the Master's course is open only to graduates who have had an equivalent of 5 years' academic study plus at least 2 years' professional experience in libraries. The field is restricted and I would suggest that any regular course designed for training archivists should be pitched more on the Bachelor of Library Science admission level, namely, that candidates should hold a degree equivalent to four years of study at a recognized University, beyond matriculation. Some practical experience would be desirable but not, I suggest, essential.²

This, however, is peering into the future and I would say that right at this moment our profession stands in much the same position as the medical profession stood 150 years ago before any medical schools were established in Canada. If one wanted to study medicine one accompanied doctors on their rounds and learned empirically: a final gloss might then be achieved by gaining a diploma of one kind or another from one of the old countries. The strain on practitioners and the risk of uneven instruction were important factors in leading to regular courses being provided - and as time has gone by we know what exacting demands have come to be

¹ During the 1964 business meeting of the Archives Section, reference was made to the possibility that instruction in archives science might be provided at Laval University as from the fall of 1965.

² In discussion, stress was laid on the fact that a good archivist can reach maturity in his profession only with experience, and it was therefore suggested that it might be advisable to defer admission until applicants had devoted some time in a records office.

Mr. Ridge, University Archivist at McGill University, Montreal, delivered this paper to the Archives Section, Canadian Historical Association, at Charlottetown, P.E.I., June 10, 1964.

expected in the training of our doctors. I imagine that the type of questions posed in the medical field early in the 19th century are just those which we ought to be putting among ourselves.

- (a) Is a good practitioner necessarily a good teacher of his craft?
- (b) Is it not likely that a trainee might become well versed in those topics of interest to his mentor to the neglect of wider issues?
- (c) Is there not a chance that short cuts will be revealed to the trainee before time has been allowed for the proper assimilation of basic principles?

If it is agreed that an important feature in the identity of a professional person stems from the recognized instruction which he has received, is it not timely - when the thoughts of many here are turning towards the possibility of one day forming our own independent association - that we should devote serious thought to the training facilities to be provided for coming generations?

In this paper I have considered it my task not to review the occasional and admirable courses laid on by Carleton or other North American universities, but rather to consider what action might be taken by way of providing regular training for students. The first point to decide then is what kind of an animal do we want to produce and what sort of tricks should he be trained to perform.

The work of an Archivist

In my view, an archivist is primarily a keeper of archives, whose main job is to see that records are preserved for the benefit of others. Jenkinson has written that "the Archivist is not and ought not to be an Historian" - in the sense of a professional user of records. For one thing there is a risk of the historian-archivist neglecting the whole in favour of his specialty - and this would place him in conflict with the impartial approach which should colour his attitude towards all collections. I know that the topic as to whether an archivist should write about general historical matters which are outside the realm of archives administration is a vexed subject generating heat - but I believe that, as in most human activities, there is a via media. This was neatly put by Professor Raymond Irwin of the London School of Librarianship and Archives Administration in his essay on The Education of an Archivist published in the memorial volume to Sir Hilary Jenkinson two years ago. He wrote: "We must not muzzle the ox that treadeth out the corn; though treading out the corn may be his main duty, the wise animal seizes a mouthful whenever he can, and the corn will be the better trodden

if he does."

An archivist is a keeper of archives - and archives are records of any kind created during a transaction of any description whatsoever and preserved as evidence of such transaction. Age does not enter into the definition: the distinctive characteristic of an archive is that it should have been raised for a specific purpose, and not for acquiring antiquity. In essence, an archive started as a tool of management and it is for this reason that an archivist's approach to the business of arranging his material is fundamentally different from a librarian's. His arrangement should reflect the pattern and activities of the organization which created the archives: he will concentrate upon the source, whereas a librarian is more likely to be concerned with the subject matter or possible use to which material will be put.

If my definition of an archivist's work stands, it automatically follows that an archivist should be on hand to advise in the matter of managing current records. I would imagine that most of us here have seen how records pass from an active current stage to one of semi-currency and finally to non-currency. In this life cycle, different categories reach the final stage at completely different periods, - 6 months, 3 years, 10 years, 25 years. Of all the administrative personnel, a properly trained archivist should be in the strongest position for planning disposition programmes for all categories of records thus ensuring that the routine is discarded at an early date, that waste in storage space is eradicated, and that the most valuable sections of a collection can be given the best treatment. From his work in a number of departments or related agencies, the archivist is bound to have a wider knowledge of the records generally produced (and their contents) than most of his colleagues whose experience is normally limited to that of the departments they serve. His advice to his colleagues in disposing of their records places him in the role of an efficiency expert - if that term has not acquired a pejorative sense!

Where records are concerned, laymen usually take up one of two extreme positions: they either believe in keeping everything, thereby submerging the good material in a morass of unnecessary paper, or else they are root and branch men who, without any thought for the future or other sections' needs, happily throw the baby out with the bath water as soon as the baby's presence begins to make itself felt. In both cases the archivist can play a useful part: in the one case he can point out the practical benefits of judicious destruction (saving space, cutting down costs in equipment, ironing out duplication, facilitating reference) and in the other case he can act as a brake to his colleague's unbridled enthusiasm. He can demonstrate the unique informational value of certain of his records and at the same time offer to relieve his colleague of the burden of having to keep and produce such material.

From this sketch of what I, at least, consider to be the main functions of an archivist, you will see the variety of roles which he has to play to the end that records are preserved. He needs to be something of a scholar and research worker, an office manager, an organization man and a diplomat. An archivist-in-training who has studied history will have more background knowledge and perhaps a better awareness of the problems of research than somebody who is versed in other disciplines. I suggest, though, that it is even more important that archivists-in-training should have - or should be encouraged to develop - correct attitudes in respect of archives work. Enthusiasm, a respect for an impartial approach towards any records of any century, integrity and a sense of service to the community should, I submit, weigh no less than historical knowledge.

The scope of a training course

Because the profession calls for more than just historical knowledge, I would deprecate any move to restrict admission only to those holding a degree in History. While such a degree would be desirable, I do not feel it should be a compulsory requirement. As I said earlier, I would suggest that the entrance requirement be to admit persons holding a degree equivalent to four years' academic study in a University, beyond matriculation.

Any regular course should provide instruction in both theory and practice and I think it would be desirable for the lectures to comprise certain basic topics and some optionals. In the first category in which all should receive instruction, should be the following:

1. General archives administration - definitions, the maintenance of registers, the principles of sorting and arranging, the preparation of lists and indexes.
2. Physical care - general building requirements, the layout of storerooms, atmospheric control, and the selection of such equipment as shelving, boxes and map cabinets. In addition, attention should be paid to the principles of repair and rebinding with commentaries on the relative merits of traditional methods and lamination.
3. The administrative history of selected federal, provincial and ecclesiastical institutions and of certain business corporations.
4. A study of the federal and provincial laws respecting the custody of archives, the validity of microfilm, the establishment of land registries and so forth.
5. An introduction to the palaeography of the 16th to 18th centuries using French and English materials.³

³ A case for a wider use of Spanish and Portuguese sources was presented in discussion.

6. An introduction to current records management, dealing with the life cycle of records and disposition programs, general principles in the treatment of correspondence, and weeding and stripping.

Over and above these basic lectures, I think that there should be at least two specials or electives such as

- (a) Advanced palaeography and diplomatic including a more detailed study of handwriting - even into the 19th century.
- (b) Bibliographical studies
- (c) A detailed study of methods of treating correspondence, with particular reference to registry systems.
- (d) The administration of records centres.
- (e) The preservation and use of modern types of records such as tapes, discs, films, IBM cards.

There are just two comments which I should like to make regarding the curriculum. Firstly, I would hope that in the instruction on methods of listing and indexing, the greatest attention would be given to the admirable rules and procedures drawn up for the Union List of Manuscripts so that they might serve as a basic tool of description. Secondly, I do feel that palaeography is an important discipline to master and that room should be made both for an elementary course and for an advanced study of handwriting and documentary forms. Although the bulk of our records may be post-1700, there is still a respectable quantity prior to that date, and an archivist should be the expert to whom laymen should turn for help in interpreting early source material wherever it is located.

After a year's full time course, the students should be examined in the basic subjects and the optionals chosen.⁴ I would recommend, however, that a diploma or degree should not be awarded to a successful student until he has completed a year's practical work in a recognized archives repository, or written a dissertation on an archival subject, or done both. Some such stipulation is essential, I think, if we are to draw the best out of the archivists-in-training.

Now, instruction in archives work can be extraordinarily

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The idea was voiced during the business meeting that the Archives Section of the Canadian Historical Association might act as an Examining Board or else be represented in a licensing authority.

dull unless the tedium is relieved by a copious use of illustrations and specimens, and by visits to repositories and repairs shops. I am sure, therefore, that in planning any course of a regular nature, one would have to give a lot of thought to preparing photographs of repositories, equipment and individual documents, to selecting specimens of numerous categories of records, to choosing examples of lists and catalogues, and to making up charts and diagrams. One would need mock files showing how current correspondence should be treated with foliation, cross references, charging out panels and so on. The contents of certain innocuous files could be abstracted so as to form a basis for file-stripping exercises where so often one can demonstrate how high a percentage is of ephemeral value. By watching document repairers at work surrounded by all their paraphernalia, students will be enabled to relate the principles of restoration to the practice, and similarly I consider that it would be in their interests to visit some time in the latter half of their course the record centres and archives repositories of two or three different organizations. Whether it would be feasible for students to engage in two or three weeks' practical work during and as part of their academic course I do not really know. In England, students are assigned a total of three weeks' practical work in recognized repositories during the Christmas and Easter vacations - but as the holiday arrangements are somewhat different in Canadian universities, I am not certain that the plan could be operated here.

Manual

So far, I have dealt with the type of formal academic course which might regularly be provided: but as I hope to show, tied up with the business of training archivists and further educating ourselves, yet more could be done. Those of you who have had experience in teaching the theory and techniques of archives keeping, know how very difficult it is to obtain up to date books on archival subjects which can serve as students' text books. Jenkinson is sound, traditional, and a quarter of a century old: nobody is likely to quarrel seriously with his statements of principles, but his comments on equipment, for instance, are outmoded. Schellenberg is the authority on the management of modern records - yet, you know, I often wonder how comprehensible he is to students who have had little or no practical experience of the problems of management - let alone initiation into the ways of the United States government agencies. Holmstrom's book on filing systems and the treatment of correspondence⁵ is the best I know on the subject - but this is a rara avis which seems to escape the net of most bibliographies on records management. How many valuable commentaries on new techniques, experiments and new methods of administering archives are locked away in various non-Canadian journals to which not everyone may subscribe.

⁵ Facts, files and action in business and public affairs by J. Edwin Holmstrom, published 1953.

Nearly seventy years ago three remarkable men produced a manual on archives for use in a community numbering less than 5 million souls. In a land of rising 20 million is it untimely to ask where are our Mullers, Feiths and Fruins? Reading through periodic reports produced by archivists throughout the country one is struck by the tremendous wealth of knowledge and practical experience which could be tapped for the benefit of posterity - not just in a given region, but throughout the country as a whole. Just as a team of experts got together to produce Local Records for English archivists some ten years ago, could Canada not muster a group of men and women versed in the practical care of all kinds of records? Could we not assemble the collective experience of contemporary Canadian archivists and encourage them to produce a manual which would not only honour the professional standards already achieved but which would also become an indispensable aid in training? I personally believe that there is a real need for such a book dealing inter alia with

1. the general principles of managing current and non-current records
2. the legislative aspects of archives keeping in Canada
3. the legality of microfilm in the Provinces
4. the storage conditions and requirements in different climates
5. traditional and modern methods of repairs
6. map preservation
7. arrangements for the care of archives of various religious denominations
8. business records.

Other important topics will doubtless occur to you and I am sure that a longer and more comprehensive list could be made out. Clearly, a bibliography would be an important feature of such a work, referring to articles scattered throughout journals in French and English as well as to the few books which have been published elsewhere. In commenting upon the need for a national manual I do not think that I have gone beyond the scope of this paper. Not only would the production of such a book be a service to the profession in Canada, but it would be a valuable and basic text book for the archivist-in-training.

Documentary film

While I am on the subject of teaching aids, might I put in a plea for investigation in a field other than publishing? The public generally have little or no idea at all about the work which an archivist carries out, the conditions he works under, or the services he performs. I would suggest that there are immense possibilities in producing a documentary film on our profession - 20, 45 or 60 minutes long. Whether such a film should be directed to the general public or to the classroom, I do not feel competent to say, but I do believe that a documentary could materially assist archivists-in-training. These are the kind of topics which I think could be handled effectively and which, properly rounded out, could lead to a useful and informative piece.

1. The scene might be set by showing a few historical maps and prints and shots of historic sites, followed up by views of present day industries and commercial activities.
2. It would be useful to depict the variety of materials used in recording transactions - parchment, paper, cards and tape - and the numerous formats which have been employed in 3 centuries on both sides of the Atlantic.
3. To indicate the numerous ways in which records of transactions can be raised, there could be shots of a large Registry at work; a small office filing system, and perhaps a Land Registry could also be shown.
4. There might be a possibility of using animated graphs and histograms to illustrate the rate of growth of records in certain offices and the methods adopted to keep them in check. The work of a records centre where disposition programs can be implemented could be tackled on a visual basis.
5. Clearly, it would be valuable and desirable to include some scene inside the Public Archives and some provincial repositories - with emphasis upon specially designed accommodation, equipment and student facilities.
6. I would hope that methods used in the restoration of records could be shown in some detail - with significant "before" and "after" pictures.
7. Showing the uses to which records are put, could present some difficulty - but one way of surmounting the obstacle would be to unfold a list of topics handled by certain repositories in any given period. Publications based on source material could be treated separately.

Whether one should concentrate upon the activities of one archives repository alone, or select aspects from several, is a matter of presentation on which I think an expert would have to pronounce. I do feel, though, that stress should be laid on the fact that, as keeper of the organization's memory, an archivist should be just as concerned with today's records as he is with those of two centuries ago.

I would suggest that the general proposition is not as fanciful as it may appear at first sight, or hearing; some years ago, I remember seeing a short film along similar lines put out by, I believe, the Federal Archives of the Rhodesias and Nyasaland. It was stimulating, successful and showed great potential as an instrument of instruction.⁶ Having regard to the dearth of teaching aids at our disposal, I submit that there is room for some kind of documentary film.

Conclusion

By way of conclusion, may I perhaps outline the principle benefits which I believe would accrue if a regular course of instruction were provided.

1. Arising out of the course, it is reasonable to assume that a pool of academically qualified people would be created to fill vacancies and new positions arising.
2. Practising archivists and employers would have some assurance that their new entrants had received a basic grounding and knew what archives work entailed.
3. To a large extent, it would help employers to contract their own training schemes, for they could concentrate far more upon the special requirements of their agencies.
4. Providing a course at one point would help to canalise ideas on the curriculum and would probably facilitate the introduction of any modifications which a few years' operation showed to be desirable.
5. It would be a natural corollary to the provision of regular instruction that basic agreed academic requirements became prerequisites for employment. Not only is this most desirable to achieve as an end in itself, but I have no doubt that it would enhance the status of the profession as a whole.

⁶ The discussion meeting was reminded that the National Archives at Washington had issued a film on archives work.

Rightly or wrongly, in presenting this paper, my main design has been to offer ideas (for what they are worth) and to stimulate discussion in this gathering of record keepers, record users and sympathisers - discussion on a topic which should be a matter of profound concern to anyone who is the least bit interested in the future of the archivist's profession in Canada. May I conclude then by recapitulating what I have taken to be the four fundamental questions calling for answers:

1. Is the time ripe for the establishment of a regular training course in archives administration and records management?
2. If the time is ripe, what form should the curriculum take?
3. In the field of teaching aids, is there a need for a manual, and is there a place for a documentary film?
4. The over-riding question: What type of professional person do we want to produce?

MINUTES OF THE BUSINESS MEETING, ARCHIVES SECTION,
CANADIAN HISTORICAL ASSOCIATION, FOR 1964,

by

Miss Sandra Guillaume, Secretary

The business meeting of the Archives Section of the Canadian Historical Association was held in the Senior Common Room, Montgomery Hall, Prince of Wales College, Charlottetown, Prince Edward Island, on June 10, 1964. The Section's Chairman, Hugh A. Dempsey, presided. The minutes of the 1963 meeting were approved as circulated. Mr. Dempsey read the chairman's report. He then requested reports from the institutions represented. The following reports were received:

Public Archives of Manitoba:

Mr. Bowsfield reported that a survey of the records of the Manitoba Historical Society was currently underway prior to the records being moved into a new museum building. It was hoped that a joint proposal from the Legislative Library and the Archives attempting to interest their minister in a records centre would be ready at the end of the month. The Manitoba Association of Architects is currently involved in a program of taking the measurements and pictures of historic sites. It was hoped to have a student field survey of these sites in the fall, and -- the Department of Mines and Natural Resources had received an appropriation to preserve heritage areas. Regarding accessions, Mr. Bowsfield noted that the Archives had received a large selection of the Department of Public Works records, and as a result storage space was a definite problem. Some space had been acquired in the Manitoba Technical Institute. Several Anglican churches had deposited their records in the Archives, including the St. John's Cathedral Archives of Winnipeg. The program of micro-filming Red River Church registers was continuing. The records of the Welfare Council of Greater Winnipeg and its subsidiaries, some 33 feet of material covering the years 1919-60, had recently been accessioned. The Archives purchased 5 Peter Rindesbocher sketches made during the 1820's.

Ontario Department of Public Records and Archives:

Mr. McQuat reported that he was trying to establish a proper records management program and the Archives now had an opening for a records management archivist. The Archives was currently trying to get an intermediate centre either by leasing space, or, preferably, having accommodation in a new building. 1,500 additional linear feet of shelving had recently been installed and the Department was hoping to acquire a new microfilm camera in

order to facilitate the copying of records not in Archives custody. Northern Ontario newspapers not readily available elsewhere were already being filmed. The Archives was tracing families of cabinet ministers and others prominent in the Province's political history and proposed to tape interviews with surviving premiers and others. It was the Department's intention to publish inventories of its holdings and commence an educational program to stop unauthorized destruction of public records. The work of the historical branch which has now been amalgamated with the Archives, was briefly outlined. Mr. L.B. Meyers spoke briefly describing his photographing of historical sites.

Archives de Quebec:

Mr. Weilbrenner reported the accession of the papers of Sir Georges Garneau, member of the National Research Council, mayor of Quebec, which include items concerning the Quebec Tercentenary Celebrations of 1908. Quebec census records had been purchased from the Public Archives of Canada. Mr. Weilbrenner was hopeful that an Archives Act would soon be passed to permit the Archives to acquire dormant records, as well as examine and inspect records of School Boards, municipalities, etc. A reduction in the museum space for exhibits would provide the Archives with an additional 5,000' of shelving. Competitions had recently resulted in 3 staff vacancies being filled. When a survey of records and some organization of material had taken place, a preliminary inventory would be published. Mr. Weilbrenner hoped to intensify the publication program and publish an annual report. Mr. Weilbrenner also planned to increase departmental contacts in order to obtain records. The Archives expected the Department of the Provincial Secretary's records, but, at the present time the only Department with an extensive run of records in the Archives was the Department de L'Instruction Publique up to 1925. There was also some prospect of a new building, but as yet, nothing definite to report.

Saskatchewan Archives:

Mr. Bocking expressed Mr. Turner's regrets at his inability to be present. He noted that some of the chief supporters of the Saskatchewan Archives, Dr. Lewis H. Thomas and Dr. John Archer, were both leaving the province. At the recent changes in administration of the province, all the retiring ministers had agreed to deposit their papers in the Archives. Two staff members were scheduled to attend the Archives Training Course in Ottawa. The construction of a new graduate branch library at the University of Saskatchewan may require the moving of the Saskatoon office. The Archives has already been allotted accommodation on a 10 year basis in the new Regina library. Accessioning of government records was continuing as formerly. The Saskatoon office had caught up on its backlog of cataloguing; some 360,000 cards had been prepared to index the Homestead records. Two students had been hired to assist with the

work during the summer while another student was working on the University's Archives which are in the custody of the Saskatchewan office.

Department of External Affairs:

Mr. Hilborn reported that an increasing amount of research was being done for departmental purposes and also for the Office of the Prime Minister and Privy Council. Six summer students had been allotted to the Division, three of whom were now engaged in archival work.

Maritime Conference Archives, United Church of Canada:

Mr. Betts reported that the Archives at Mt. Allison and Pine Hill Divinity Hall were compiling entries for a master catalogue of their Methodist and Presbyterian holdings to be kept at the Central Archives in Toronto.

Canadian National Railways:

Mr. Andreassen reported that, in accordance with the agreement with the Public Archives of Canada, 95% of the C.N.R.'s corporate records, that is, those records which must be kept by law, covering the period through 1923, when the present company was formed, have been transferred to the Public Archives of Canada. An inventory has been compiled of the material so far transferred, including the corporate records of some 700 corporations. A working list of extant material, 1834-1923, (arranged by name of the corporation), is available.

Many of the corporations are strictly local in character, and it is hoped that eventually, microfilm copies may be made available either on loan or deposit, to provincial Archives. Mr. Andreassen, as a member of the editorial board of the American Archivist, suggested that the Section should report on the meeting to the American Archivist.

Public Archives of Canada:

Mr. Ormsby announced that the program of publication of the prime ministers' papers, which had attracted wide attention was not only a revival of the publication program of the P.A.C. but would encompass the complete publication of every important letter written by a Canadian prime minister. Staff had already been selected and had started work on the Sir John A. Macdonald letters. It was anticipated that a minimum of 20 years would be required to complete the program. Mr. Ormsby distributed a bulletin concerning the program. The P.A.C. had a total of 15 vacancies which it hoped to fill through recently-conducted competitions.

Among the new manuscript accessions were the William Smith-Sewell papers on loan and papers from New Mettakatla, Alaska, concerning Father Duncan's activities, his modern approach to settlement and Indian problems. Concerning the Public Archives Records Centre, Mr. Ormsby reported a tremendous increase in the number of records coming to the centre and increased activity in the disposals section. In January of 1964, the amount of records received equalled the total for the whole of 1963. As a result, thinking concerning projection for space requirements was being revised. The P.A.R.C. was also considering the establishment of branch offices; the first such office was likely to be in Toronto. The P.A.C. expects to move into its new quarters in the summer of 1966. Mr. Ormsby noted that the P.A.C. was considering automation and data processing for finding aids. At the request of the P.A.C., the Civil Service Commission had investigated the feasibility of author, subject and chronological aids produced on punch cards. Although this was reported as feasible, the price was prohibitive at \$127 per 1000 punch cards. However, subsequently, an I.B.M. competitor had quoted a firm price of \$90 per 1000 and the P.A.C. now plans to automate the preparation of finding aids for the publication of the Macdonald papers, as an experiment.

McGill University Archives:

Mr. Ridge reported that accessions since the 1963 meeting had doubled in their linear capacity. Surveys in the principal departments were being continued. Lists in draft form had been compiled on material deposited but little interior indexing had been possible. One collection had arrived with a 25 year index already prepared. Mr. Ridge was hopeful of acquiring new accommodation for the Archives either in the new library or administrative buildings, preferably the latter. Microfilm and Xerox copies of the letters of McGill's first principal, Archdeacon Mountain, had been made from originals in Church archives. The Archives was attempting to acquire lecture notes and articles prepared by former staff members and anticipated trying to "follow up" the emeritus professors. The papers of Dr. Walters, head of the German Department, 1900-35, had been accessioned, also the lecture notes of the University's first Dean of Music. With regard to the Records Management function, an expanding subject classification scheme for files had been developed and was being installed in the Faculty of Graduate Studies and Research and the new University Information Department. The new system was found to be improving the standard of filing and was particularly helpful in dealing with non-current files.

McCord Museum, McGill University:

Mrs. Dobell reported that the Museum expected to move to a new building, in which air-conditioning for the papers might be feasible. In the course of packing for removal, some Sir George Etienne Cartier material had come to light. Although much of this material was of a routine nature, some few articles of significance

had been discovered. Mr. Russell Harper's appointment as Chief Curator was announced and Mrs. Dobell noted McCord's centennial project was to be the collection of all material pertaining to Canadian artists or those who painted in Canada.

Public Archives of Prince Edward Island:

Mr. Boylan reported that an Act had been passed through the Legislature to allow for the setting up of the Provincial Archives. The Fathers of Confederation Memorial Buildings was to supply space for the Archives. Mr. Boylan hoped that an increased appropriation would be allotted to the Archives. As matters stood, the Archives would have 2 summer assistants. At present extant ministerial and departmental records were ready to be sent to the Archives.

Archives of the General Synod, Anglican Church of Canada:

Mr. Millman reported that the collection was actually a combined archives and library, that is, it included a wide variety of books, pamphlets and other printed matter. The Synod had been fortunate in obtaining the services of a retired cataloguer from the Toronto Public Library and now that, as a result of her services, materials were more readily available, an increasing number of students and researchers were making use of the facilities offered.

Glenbow Foundation:

Mr. Dempsey reported that the Foundation's Archives had moved from its quarters to an old Court House in February, and by doing so had trebled its storage space and doubled its office space. The fire hazard had been considerably lessened by the move and security arrangements considerably improved. The papers of Solon Low, former leader of the Social Credit party, are being accessioned by the Foundation. Approximately one-half the papers had already been received. Other accessions included the records of the Alberta N.D.P. - C.C.F. party, the papers of author and parliamentary press galleryman, Alexander Begg, and the papers of the Burns Foundation, which included some of Senator Patrick Burns' own papers.

Provincial Archives of Alberta:

Mr. Raymond O. Harrison of the Alberta Provincial Museums Branch, although unable to be present, had sent a report concerning the Alberta Archives situation. Mr. Dempsey read this report. Mr. Harrison noted that the position of the Archivist of Alberta which had been extensively advertised had not as yet been filled. A second position of Archivist II has been budgeted for in the fiscal year 1964-5. A combined Provincial Museum and Archives is to be the official centennial project in Alberta. Several requests were received during the year from government departments to review records proposed for destruction. Mr. Dempsey had viewed these

records for the government and a number of valuable records had thereby been transferred to the Archives. A number of non-government records were also accessioned.

As this concluded the presentation of reports, the Chairman brought to the attention of the meeting the Archives Training Course. As had previously been stated in the Canadian Archivist, applications for the course greatly exceeded the numbers expected, thereby placing a strain on the sponsoring institutions. Some discussion occurred regarding the possible establishment by the Section of an examining board to certify archivists, that is, to have the certification of Archivists controlled by the professional association itself as an alternative. It was suggested that a proper certificate in archival studies be awarded by one of the universities. Mr. Weilbrenner mentioned that Laval University was considering the establishment of an archival studies program, although this was as yet unofficial. It was the decision of the meeting to refer the matter to the incoming executive for consideration.

The Treasurer's report was read. As all the expenditures during the year had been incurred in connection with the publication and distribution of the Canadian Archivist, Mr. Andreassen moved, seconded by Mr. Ormsby, that the incoming executive should take whatever steps it deemed necessary to finance and distribute the Canadian Archivist. Carried.

It was further the feeling of the meeting that the Executive should appoint the Editor, and also that the term "newsletter" should be dropped from the Canadian Archivist.

The Secretary, in the absence of a representative from the University of Western Ontario, announced that the University plans in connection with its School of Business Administration, to establish a business records centre.

Mr. Gordon reported on the Union List of Manuscripts in Canadian Repositories. He noted that a report was already in the mail concerning the progress of the list, but he gave a brief resume of its contents. 10,000 returns had already been received, approximately 2/3 of the estimated final return. 8,000 master index cards had been prepared for these returns and 7,000 cross-reference cards, mainly nominal, but of the 10, 4 were key institutions. Of the 162 repositories, all but 10 had sent in returns. However, work was known to be in progress in these institutions. The date of publication would probably be in the spring or fall of 1965.

The Secretary read a request from Mrs. Elizabeth Colyer, Regional Librarian of the Yukon territories, for copies of Archives Act, reports, etc., from the various provincial archives.

The meeting then moved to a brief discussion as to whether the section should form an organization separate from the Canadian Historical Association. There was a considerable diversity of opinion, the final consensus of which was that the Section was still not ready to separate.

The meeting then moved to the election of officers. The following were elected:

Chairman:	Allan R. Turner
Vice-Chairman:	Alan D. Ridge
Secretary-Treasurer:	Sandra A. Guillaume

As this completed the business, the meeting adjourned.

NOTES AND COMMENTS

Annual Meeting

The annual meeting of the Archives Section, Canadian Historical Association, will be held on Wednesday, June 9th, on the campus of the University of British Columbia, Vancouver. Details of the program, speakers, etc., will be forwarded to all C.H.A. members shortly.

Union List of Manuscripts

Work on the Union List is slowly nearing completion. A total of 162 archival repositories in Canada were asked to send in reports on their manuscript holdings. To date, over 11,000 returns have been received, more than two thirds of the estimated total of 15,000. Some repositories are still reporting their holdings while only one major repository is still to be heard from.

The Master Catalogue is now being compiled from the returns and is already being used for reference purposes. In addition to the main entry cards, it also contains some 9,000 nominal reference cards. The Master Catalogue is housed in the Manuscript Division, Public Archives of Canada, Ottawa.

Archives Training Course

A total of 25 students were registered for the course in Archival Principles and Administration, held at Carleton University, Ottawa, last summer. Of these students, 14 were from Ontario, three from Saskatchewan, three from Quebec, two from Alberta, two from Manitoba, and one each from New Brunswick and Prince Edward Island. Twenty-one of the students successfully completed the course and passed the examinations. Among instructors were specialists from the Public Archives of Canada, and from provincial, municipal, business, church and university archives. D.G. Wurtele, formerly of the Public Archives, served as co-ordinator of the course.

Approximately 100 hours of instruction were given during the four-week course. About 60 hours were devoted to lectures and discussions and 40 hours to practical assignments. Among the assignments were: the examination of Geological Survey dead files, each student being given several feet of material with instructions to appraise it and decide on retention or disposal, with reasons; theoretical stripping of McGill University dead files by examination of lists of contents; transcription of photocopied handwritten documents; preparation of nominal and subject index slips from actual boxes of Laurier papers; and the creation of main

entry catalogue cards and added entry cards from photocopied documents.

Although the main emphasis was of necessity placed upon archives proper, the students were given instruction in the workings of a records centre, a central registry, a map room and a picture room. They were given some opportunity to pursue any special interests they might have in these branches, as well as to spend some time on their own in the Public Archives stacks.

Document Cases

In our first number, some comments were made about the Collett-Sproule document case being manufactured at Scarborough, Ont. This case is similar in size and design to the Hollinger case, but has some unique features.

At least two institutions have tried the Collett-Sproule case and their comments are similar. The metal edges on the cases have proven to be very sharp, resulting in scratches or cuts for those handling them. We understand, however, that the firm is overcoming this defect.

The window in the front of the box, which permits the user to place a card or label inside, has proven to be unsuitable at one institution. If a box is of legal size and the majority of papers in it are of smaller size, the hinge behind the window tends to fold inwards. This has proven to be a nuisance and often makes the label difficult to read. Also, if the label is not lined up perfectly with the window, part of the text is likely to be obscured.

We would appreciate comments from others who have tried this Canadian-made case.

British Society of Archivists

The latest number of the "Repairers News Sheet" has been received. This interesting production contains such useful information as the re-binding of vellum account books, a process for flattening parchment, and problems relating to the discoloration caused by some paste preservatives.

The news sheet is produced by Miss M. Mansell, County Record Office, Eastgate Street, Stafford, and is published by the Society of Archivists. Associate membership in this British organization is £1.15.0 a year, for which members receive publications of the society. Further information may be obtained from the Secretary, Society of Archivists, County Record Office, Hertford, England.

British Business Archives Council

The 1963-64 annual report of the Council has been received. Among the publications available from that organization are: The First Five Hundred, chronicles and house histories of companies and organizations in the library of the Council, 1959, 5s.; Indexed Sources for Business History in London Libraries and Museums, 5s.; Modern Business Records - What to Keep, leaflet; What to Save and What to Eliminate, 4 pp.; Methods of Listing, Indexing and Reporting on Business Archives, 12 pp. 5s.; Business Archives, the bulletin of the Council. Back numbers 1 to 18 are available at 5s. each. All publications may be obtained from the Secretary, Business Archives Council, 9 King's Bench Walk, Temple, EC4, London.

American Archivist

Through the co-operation of our Secretary, Miss Sandra Guillaume, the American Archivist has started a regular column entitled "Provincial Archives of Canada". Miss Guillaume is co-ordinating the information so anyone with news or information is asked to send it to her at the Ontario Archives, Parliament Buildings, Toronto, 5. While there are deadlines for this quarterly publication, members are advised to send in news as it occurs, to enable Miss Guillaume to receive a steady flow of material.

NEWS IN BRIEF

BRITISH COLUMBIA

Early in the year, the Provincial Government announced that the Provincial Centennial project involving the \$2,500,000 from the federal government (to be matched provincially) would be used for the erection of a new facility to house the Provincial Archives and the Provincial Museum. In addition it was agreed that the Provincial Museum would be redefined in function so as to include a Human History division in addition to its long existing function as a Provincial Museum of Natural History and Anthropology. This will relieve the Provincial Archives of its efforts insofar as "objects" in the field of human history which it had attempted to cover, although never originally authorized nor equipped to do.

The site was selected - a large square, now a parking lot, adjacent to Thunderbird Park and Helmcken House Historic Museum and also adjacent to the existing Parliament Buildings - and is admirable. An architect of the Department of Public Works, Andrew Cochrane, was assigned to the project. In mid-July the Provincial Archivist, Director of the Provincial Museum and the Provincial Anthropologist in company with the Architect and two technical assistants visited institutions in the United States and eastern Canada in connection with the design of the building. The basic plans (including profiles) have been completed and approved by the government and detailed planning is now in hand. The new faculty will be a complex of three integrated structures, one of which will house the Provincial Archives.

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The Provincial Archives continues to be actively involved in the two major historic restorations in progress by the Provincial Government - at Barkerville and Fort Steele. The Provincial Archivist is a member of the Barkerville Restoration Advisory Committee and of the Fort Steele Foundation. The resources of the Archives are in constant use as developments proceed.

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During this year, Dr. Dorothy Blakey Smith was appointed to Archivist III; she reached retirement age, but is being continued on staff by special arrangement. A new position was provided in our establishment and the vacancy filled on November 1, 1964, with the appointment of Mr. David Mason, B.A., B.L.S.

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New scales for archivist positions have been announced by the B.C. government. These also involved the establishment of a new grade. The salary ranges are as follows: Assistant Archivist, \$560 to \$695; Archivist IV, \$516 to \$635; Archivist III, \$474 to \$580; Archivist II, \$440 to \$538; and Archivist I, \$392 to \$483. All are in six steps.

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The Provincial Archivist is Honorary Secretary of the Canadian Confederation Centennial Committee of British Columbia responsible for the planning for the 1967 national centennial as well as for the centennial of the union of the colonies of British Columbia and Vancouver Island in 1966. It is anticipated that the Archives will be as deeply involved in this undertaking as it was in the years preceding the centennial celebrations of 1958.

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With the final resolution of the problems presented by the expropriation by the government of British Columbia of the British Columbia Electric Company, the back records of that company have become crown property and now are held by the Provincial Archives although on deposit at the University of British Columbia.

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During the summer months of 1964 as in 1963, the Co-ordinating Committee on the History of Medicine in British Columbia assigned two students for research work in the Provincial Archives with the financial assistance of the P.A. and Marion Woodward Foundation.

ALBERTA

The Glenbow Foundation Archives and Library have moved to the former Calgary Public Library building in Central Park. The two-storey sandstone structure will be known as the Glenbow Foundation Historical Research Centre. It is being provided by the City of Calgary, which also will provide for the maintenance. With these new facilities, the Archives will have offices, reference room, receiving and sorting area, stack area, and photographic cataloguing and storage area.

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The Glenbow Foundation has obtained a collection of personal papers of Hon. Edgar Dewdney, Lieutenant-Governor and Indian Commissioner of the North-West Territories. The papers include correspondence with Sir John A. Macdonald relating to the Riel Rebellion, personal diaries of the 1880's, notes of an interview with Sitting Bull, correspondence relating to Regina townsite, and other papers. Some restriction will remain on the papers until requirements of the former owners have been met.

Glenbow has also acquired the papers of Alexander Begg, first collector of customs for the North-West in 1869, and author of the History of British Columbia; and papers of the Western Irrigation District of the C.P.R.

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The Provincial Museum and Archives Branch, Edmonton, announces that planning of the new building to be opened in Canada's Centennial year, 1967, is well advanced. Visits have been made to many archives in the United States and Canada in regard to planning efficient physical facilities.

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The Branch also has acquired the Harry Pollard photographic collection from Calgary. It consists of almost 12,000 negatives dating back to the late 1890's and features such subjects as Indians, personalities and oil development. The annual report of the Branch shows 33 accessions of historical documentary materials, including eleven accessions of public records transferred from other departments. Other accessions include maps, private papers, early architectural drawing, etc.

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Two recent increases in the classification for Provincial Archivist have been announced. The salary range is now \$8,580 to \$10,860. This position is still vacant. The position of Archivist II also has been established at a salary of \$6,540 to \$8,220. The responsibilities of the Archivist II will be to arrange and organize the Ernest Brown and Harry Pollard photographic collection. The position also is open.

SASKATCHEWAN

Recent appointments to the Saskatchewan Archives Board have included the Hon. G.J. Trapp, Minister of Education, chairman; Hon. Gordon B. Grant; and Prof. L.V. Xhignesse.

Edwin C. Morgan, B.A., has been appointed to the staff of the Regina office of the Saskatchewan Archives.

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Following the change of government, the Archives acquired ministerial and personal papers from former Premier W.S. Lloyd and twelve of his cabinet ministers. The Archives has also recently collected significant records from a number of early trades and labour organizations in the province.

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The Archives staff has been giving a great deal of assistance to the Saskatchewan Diamond Jubilee and Canada Centennial Corporation. Allan Turner is serving on the executive committee and its immediate task is carrying out a year-long program observing the sixtieth anniversary of the province.

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The report of the Saskatchewan Archives Board for the fiscal years 1962 to 1964 has been published and is available free of charge.

MANITOBA

Regis Bennett of the Archives staff left in September for the University of British Columbia where he will take his Library Science degree. He will return to the Archives early in June, 1965. During Mr. Bennett's absence, Rossel Vien has been assisting in the work of the Archives.

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Recent accessions include: microfilm of the Chronicles of the Grey Nuns, St. Boniface, 1844-1921; microfilm of Diocese of Rupert's Land, Red River Settlement Registers of Births, Marriages and Deaths; microfilm of Alexander MacKenzie's Voyage through the North West of America, 1789, (from the British Museum); microfilm of Sir Stafford Northcote's Ottawa Diary, 1870 (from the British Museum); photostats of Documents relating to Sir Thomas Button (from the National Library of Wales); minute books, Annual Convention Programs of the Union of Manitoba Municipalities, 1905-1920; and correspondence and papers of John A. Campbell, Commissioner of Northern Manitoba, 1896-1951.

The Archives purchased recently five water colours of the young Swiss artist of the Red River Settlement, Peter Rindisbacher.

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One project of other than a routine nature has been the assistance in a program of the Manitoba Association of Architects and the Faculty of Architecture at the University in listing, measuring and photographing homes, churches and business blocks of historical and architectural significance in the Province.

ONTARIO

Several changes have been made in categories and salaries of Archivists in the Ontario Archives. New salary ranges are:

Archivist I, \$4,800 to \$5,750; Archivist II, \$6,000 to \$7,200; Archivist III, \$6,900 to \$8,200; and Archivist IV, \$8,200 to \$10,000.

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A task force composed of Archivists and personnel from the Organization & Methods Services, Department of Treasury, has completed an overall survey of the non-current records holdings of all Ontario Government departments. It is hoped that the results of the survey will provide a basis for the government records management program.

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Gerald White has been appointed to the staff of the Ontario Archives.

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Miss Helen Miles has been appointed as University Archivist for the University of Toronto. Miss Miles is a graduate of London University and has a postgraduate diploma in Archives Administration from London University.

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The Rare Books Department, University of Toronto Library, has acquired the papers of the late Professor W.C. White and some manuscript papers of Gwendolyn MacEwen and Leonard Cohen. These now are being sorted and catalogued.

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Miss Marion E. Brown, Head of the Department of Rare Books and Special Collections, University of Toronto Library, attended the Institute on University Archives, sponsored by the Graduate School of Library Science, University of Illinois.

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Waterloo Lutheran University is microfilming the Minutes of the Evangelical Lutheran Synod of Canada, 1925-61; and of its predecessor bodies, Verhandlungen der Canadasynode, 1861-1925, and the Minutes of the Synod of Central Canada, 1908-25. The Minutes of the Nova Scotia Synod, 1903-61, will also be filmed. This project is being undertaken by the Eastern Canada Synod over a three year period.

Waterloo also is acquiring the papers of Dr. Nils Willison, first graduate of Waterloo Lutheran Seminary. He taught at Waterloo and was president of the seminary at Saskatoon.

Rev. Eric E. Schultz, Archivist of Waterloo Lutheran University, was elected to the executive of the Lutheran Historical Conference in St. Louis last October. He also presented a paper, Tragedy and Triumph in Canadian Lutheranism, which will be published in Concordia Historical Institute Quarterly.

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University of Western Ontario, holder of the Huron and Middlesex County Archives, has added to its collections the papers of Richard Maurice Bucke, Canadian Psychologist and literary executor of Walt Whitman.

PUBLIC ARCHIVES OF CANADA

Many staff changes have taken place at the Public Archives in recent months. Bill Ormsby, Chief of the Manuscript Division, resigned his position to join the History Department of Brock University, at St. Catharines. W.I. Smith, formerly Head of the Post-Confederation Section and Assistant Chief of the Manuscript Division, succeeded him as Chief of the Division. R.S. Gordon was promoted to Head of the Post-Confederation Section and Assistant Chief of the Division. Ted Regehr returned from leave at the University of Alberta and assumed responsibility for Government Records. Jay Atherton was given supervision over the Cataloguing Unit in the Post-Confederation Section. Dr. John P. Heisler, Rev. René Baudry and Paul Dumas were promoted to Archivist III. William Naftel was transferred to the Pre-Confederation Section; Ronald Ward took his place in the Post-Confederation Section and was attached to the Government Records Unit.

New professional appointments included the following:
Manuscript Division: Elizabeth Brain, Muriel Ellis, Elwood Jones, James Kidd, Léo LaClare, Michael McDermott, Warren Mizener, Michael Swift and Lynda Walter. Map Division: John Whidden. Picture Division: Richard Huyda and Nedo Paveskovic. Publications Division: Walter Neutel and Esther Wright. Records Centre: Brian Hallett and Jack Babad.

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Work on the new National Library and Archives Building is progressing rapidly. The concrete has been poured for the four main stories above ground and erection of the superstructure will soon follow. Even at this early stage the structure promises to become one of the most striking buildings on Wellington Street.

Shortage of space at the main Archives building on Sussex Drive has necessitated the removal to a new location of a popular tourist attraction - the Historical Museum. The new quarters are on the main floor of the Daly Building, across Mackenzie Avenue from the Chateau Laurier.

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Dr. W. Kaye Lamb, this year's President of the Society of American Archivists, attended the meetings of the Society in Austin, Texas. He also served as Chairman of a session at the December meeting of the American Historical Association in Washington.

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The major publication project of the Public Archives is the multi-volume series to be known as the "Papers of the Prime Ministers", which is designed to include the text or a summary of all extant letters of historical significance written by a Canadian Prime Minister. For this project, the co-operation of other archival institutions holding letters of Prime Ministers is invited. The particular need, at the moment, is for letters of Sir John A. Macdonald.

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During 1964, the Manuscript Division received 1,730 feet of manuscripts and records and 1,961 reels of microfilm.

Among the more prominent acquisitions were the papers of Sir Henri Joly de Lotbiniere, the Rt. Hon C.D. Howe, Sir Edward Watkin, Hon. Gedeon Ouimet, and the records of the national office of the Co-operative Commonwealth Federation. Business papers included records of Robin, Jones & Whitman, Canadian National Railways, and additional microfilms of the records of the Hudson's Bay Company.

The efforts of our staff are concentrated mainly at present on the preparation of detailed finding aids to the papers of the Prime Ministers. Work is progressing now on the papers of Sir John A. Macdonald, Sir John Thompson, Sir Robert Borden, and Mr. Mackenzie King. Another team will start shortly on the Arthur Meighen papers.

QUEBEC

No news received.

NEW BRUNSWICK

Dr. George MacBeath, director, tendered his resignation in September, 1964, in order to accept the position of director of the Ontario 1967 Centennial Project. Prior to his appointment as director of the Museum in January, 1963, he served as curator of the Department of Canadian History. Dr. MacBeath's association with the museum spanned a period of 15 years.

Further staff changes occurred in February with the resignation and departure to Toronto of the assistant archivist and administrative head of the Archives and Library Section, Jean Sereisky-Dickson.

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Recent accessions include an original minute book of the Court of Quarter Sessions for Saint John covering the period 1801-11, and a collection from the Robinson Estate dealing with personal, business, military and estate matters of this Loyalist family from the last quarter of the 18th Century. Among shelf additions was a collection of manuscripts and papers of the historian and author, James Hannay. Correspondence, mortgages, deeds, bills, receipts, sketches, account books, ledgers, and commissions and military appointments made up the bulk of the Otty Papers which, sorted and processed, measured 9 feet, 3 inches on shelving.

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The next-to-final phase in preparation for publication of an inventory of archival holdings was launched with the compilation of descriptive data and transcribing the listings in the form of a preliminary draft. Expectations are that the catalogue describing archival collections will be published this year.

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Successful experimentation with the use of a humidifying device prompted addition of a second installation in recent months. Originally a humidifier (floor-model) was tested in the document room; close observation showed an improvement in moisture content in a space that formerly registered as dangerously dry. Another humidifier has been placed in the Ganong Room to increase moist-air circulation for the preservation of documents, maps and books in that area.

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A project nearing completion in the first quarter of 1965 was transcription of a series of historical accounts relating to the United Empire Loyalists who settled in New Brunswick (including considerable genealogical information available in no

other form) from original manuscripts by a 19th century New Brunswick historian, D.R. Jack. One copy of the completed work will be retained by the Museum while the second will be turned over to the Saint John Free Public Library which has participated in absorbing costs in the project. The manuscripts were bequeathed to the library many years ago and were discovered to be in a seriously-deteriorating condition. Purpose of the undertaking was two-fold: to preserve valuable historic information and to extend usefulness of this reference source by making the material more readily accessible to researchers. It is hoped that another group of unpublished manuscripts by Jack will be similarly transcribed in the future.

NOVA SCOTIA

Recently there have been two changes in the personnel of the Public Archives of Nova Scotia. The former binder-photographer resigned to accept employment elsewhere and another young man has been hired to do photography mainly. In the case of the other position, a research assistant has been hired for the term of one year, after the completion of which another appointment will be necessary.

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Bruce Fergusson still continues on a part-time basis as Associate Professor at Dalhousie University.

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In 1964, two bulletins were printed. Bulletin No. 20 bore the title, "The Labour Movement in Nova Scotia before Confederation". Bulletin No. 21 was entitled "The Inauguration of the Free School System in Nova Scotia." The latter was also printed in the October issue of the Journal of Education of Nova Scotia as a commemoration of the 100th anniversary of the Free School Act. Both of these were written by the Provincial Archivist.

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As secretary of the provincial centennial committee (Confederation Centenary Celebration Committee) and as a member of the National Committee and the National Conference on the Centennial of Confederation, the archivist has been quite involved in centennial planning.

PRINCE EDWARD ISLAND

The Public Archives of Prince Edward Island look forward to occupying facilities in the recently completed Fathers of Confederation Memorial Building. The facilities originally designed for the archives have been delegated to the Gallery and Museum, leaving an unfinished basement area for the archives! About 12,000 square feet of space is available, but a good deal of partitioning and equipping will be necessary to make the area in any sense usable. At any rate, it is clean and dry!

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The archivist, Doug Boylan, attended the course on archival principles and administration given jointly by Carleton University and the Public Archives of Canada. Despite the wretched Ottawa heat, he found the course most useful.

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Groundwork was completed for the transfer of a number of collections in the area, but these cannot be accepted until there is more storage area.

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A preliminary inventory of present holdings of the archives has been completed and the forms submitted to the editor of the Union List of Manuscripts. The archives was hampered by lack of working space.

NEWFOUNDLAND

The Newfoundland Archives increased its holdings by more than 400 accessions during 1964, most of these being donations. Among these were the Pinsent papers, consisting mostly of legal documents; the Tilley collection from Bird Island Cove, Trinity Bay; and the records of the Royal Newfoundland Regiment in World War One.