

THE APPLICATION OF MECHANIZATION TO MANUSCRIPT CATALOGUE PRODUCTION IN THE PUBLIC ARCHIVES OF CANADA

by
J. ATHERTON*

"The electronic computer is a radically new type of machine - not simply an extension of our limbs and our senses. It can be conceived, in a sense, as an appendage to our central nervous system. Automatic data processing machines assist us in remembering and organizing external stimuli, in co-ordinating the tools which give us power over our environment, and in probing more deeply into the foundations of the sciences."¹ This definition clarifies somewhat the role of electronic data processing in twentieth century life. How can it be applied to the work of an archives? Probably most people who have had contact with that dusty institution resembling at the same time a library, a museum, and a mausoleum would consider the prospect of mixing antiquarianism with the most controversial product of our era as dangerously near the brink of insanity. The following paragraph, however, contains a clue as to why such a combination can make good sense:

"With the advent of the industrial revolution, the ratio of clerical personnel to directly productive labor has been growing continually. The invention of calculating equipment has, to a large extent, been motivated by the need for faster, cheaper, more efficient methods of processing data.

"Although the automatic computer was designed mainly in response to scientific needs, the requirements of business and government data handling have been a major stimulant to the future development of this machinery. The fact that about 1.5 billion lead pencils are sold yearly is perhaps some indication of the enormous area of information-processing activities which have yet to be mechanized."²

Any archivist charged with the efficient production of accurate finding aids for large units of manuscript material cannot help but feel that here indeed is one "area of information processing activities" which can be mechanized. A significant first step is the extensive Presidential Papers project undertaken by the Library of Congress. In this system, archivists prepare handwritten slips, the information from which is then put on key punch cards. These cards and shelf-list printouts taken from them are then proofread against both slips and, where necessary, original documents, "an arrangement of the cards in alphabetical order is accomplished by a noisy but efficient sorting machine,"³ and run-offs are produced, forty-eight per cent of the original size, through a photo-offset process. The final product is an alphabetical author list giving for each document the names of writer and recipient, the date, the extent in pages, and occasional miscellaneous descriptive data such as notations to the effect that the document is a draft, extract, memorandum, or clipping, that it is written in French, and so on. In some units documents have been numbered and these numbers appear as aids to location. However, no subject descriptions are used. The limitations which such an omission imposes on the system are obvious. One's mind boggles at the thought of flipping through the index to the Abraham Lincoln Papers and gazing at over five hundred separate entries for correspondence from or to William H. Seward, in chronological order but with no subjects indicated anywhere.

* Mr. Atherton of the Public Archives of Canada presented the paper at the annual meeting of the Archives Section, Canadian Historical Association, in Vancouver, B.C., June 9th, 1965.

¹ William H. Desmond, *Computers and Their Uses*, Prentice-Hall, 1964, p.1.

² *Ibid*, p.2.

³ Fred Shelley, "The Presidential Papers Program of the Library of Congress", *American Archivist*, XXV, 4 (October), p.432.

The Public Archives is concerned with the necessity for providing both author and subject lists, each containing sufficient detail to be of specific value to the historical scholar and each keyed to page numbers for rapid location of references. Our usual system involves fairly obvious and acceptable steps. Cards are prepared containing the author's name, the date, subjects dealt with, information as to occurrence of an enclosure or reply, indication if the document is in a form other than correspondence, and page numbers. Clerks hand sort these cards alphabetically and type author lists. They then re-sort to produce, eventually, a subject index. This step often necessitates production of additional cards, where more than one subject occurs in a single document.

Although the author sort may be started while descriptive work is in progress, the subject sort and actual typing cannot begin until the archivists have completed their work. This sorting-typing period which follows description inevitably postpones considerably the day when usable finding aids are available, especially in the case of large units. For example, the Robert Borden papers now being indexed contain 150,000 to 200,000 subject entries. Employment of one clerk in the sorting-typing phase would mean a delay of at least six years from the time when the archivists' descriptive work is completed until the finished indexes appear. With two clerks the delay would be three years; with three clerks, it would be two. The result, when it finally did appear, would be an author card index, giving no information other than page numbers, and a detailed subject list.

What will electronic data processing do for such a subject? Stated simply, it will provide us with more accurate and more complete finding aids at lower cost and in a fraction of the time (literally no time at all). Information given to key punchers on a regular basis during the course of professional descriptive work is placed on tape, and will be ready for sorting immediately upon completion of description. Programming also having been done ahead of time, the full sorting and printing process will produce, instead of one and a half full finding aids, **three** (sorted by author, subject, and date), within two weeks rather than at the least two years. Mainframe time (that is, time used for the actual sorting phase) on the Borden Papers project will be about ten hours; speed of printing is 600 lines (about 5,400 words) per minute.

Having eliminated the human error factor inherent in manual sorting and typing techniques, we should expect a much more accurate final product. Such accuracy, however, depends upon the careful application of rigid standardization. We must remember that the information produced by mechanized sorting is exactly the same in content as that supplied at the outset. It will have been sorted into a different order, of course, but the actual content will be the same. Since key punchers necessarily are trained to copy exactly what is in front of them, interpreting nothing, we must be certain our information for them is both accurate and consistent. This accuracy and consistency can be achieved by using a standard source document and abiding by a set of unbendable rules. Our source document has been designed to fit a standard twelve-characters-per-inch typewriter. Its spacing corresponds basically to that of a normal I.B.M. punch card, with a total of eighty spaces divided into suitably sized fields to take the various pieces of information. Thus the transfer of information from cards to the source document (Cataloguing Transcription) form is a clerical operation.

This source document has been organized so that all alphabetic information (which is entered in block letters) appears first and all numeric, last. This simplifies the operation for both our typists and the key punchers. Information as to author is entered in the first twenty spaces according to rigid rules. The surname always appears first, beginning in space 1. Two spaces then are interposed between surname and initials which, by the way, are always used in place of full Christian names - for the sake of standardization. Titles are kept to a minimum, the major acceptable ones being Sir, Lord, Lady, Duke of, and Mrs. Common civil or military distinctions such as Doctor, Judge, Honourable, Major, or Captain are never used. In the rare cases where a title does appear, two spaces intervene between initials and title. We never use periods or commas anywhere on the source document.

Standard archives indexing procedure decrees the necessity for providing some means of indicating that the author's name is not obvious, but was supplied **by the archivist**, from either internal or external evidence. Normally this can be accomplished through the use of square brackets. However, such a

CATALOGUING TRANSCRIPTION

AUTHOR	EST A	SUBJECT	UNIT DESIC.	YR	YRD	EST D	PAGE	TO	PAGE
CASGRAIN TC		WW I - CAN ARMED FORCES	H	63	67		15619	15621	
CHRISTOPHER FS		MONUMENTS R	H	63	67		9869	9871	
CONSERVATIVE MPS		BORDEN RL SIR - RESIGNATION RO	H	63	67		3812		
FOSTER GE SIR		WW I - CAN WAR EFFORT	H	63	67		16204	16205	
HUGHES WM		IMP RELS - DEF	H	63	67		7976	7979	
HARRIS AH		EXPORTS E	H	63	67		19261	19264	
UNKNOWN		RAILWAYS - CPR RO	H	63	67		13082		
DO		WW I - CAN WAR EFFORT RO	H	63	67		DO		
HIGNAULT PE		FISHERIES - N ATLANTIC ARB 1909 P	H	63	67		111		
MONTREAL CLUB CARTIER		CAB APPOINTMENTS E	H	63	67		13688	13689	
DO		CASGRAIN TC E	H	63	67		DO	DO	
DO		BLONDIN PE E	H	63	67		DO	DO	
GOCHRANE F		RAILWAYS - CAN NORTHERN - OPERATIONS	H	63	67		13006	13007	
DO		RAILWAYS - CAN GOVT	H	63	67		DO	DO	
REID JD		RAILWAYS - CAN NORTHERN - OPERATIONS M	H	63	67		13004		
DO		RAILWAYS - CAN GOVT M	H	63	67		DO		
PRIVY COUNCIL		RAILWAYS - CAN NORTHERN - FIN M ₁	H	63	67		12996	13003	
DO		RAILWAYS - DULUTH WINNIPEG & PACIFIC M ₁	H	63	67		DO	DO	
DO		RAILWAYS - CAN N COAL & CRE DOCK CO M ₁	H	63	67		DO	DO	
DO		RAILWAYS - CAN N TOWN PROPERTIES CO M ₁	H	63	67		DO	DO	
BOVILLE TC		FISCAL POL MRC	H	63	67		2408		
HOPPER J		AVIATION - CIVIL P	H	63	67		3579	3580	
FIELDING WS		FINANCE - BUDGET P	H	63	67		3481		
BORDEN RL SIR		FINANCE - BUDGET P	H	63	67		3482	3483	
DO		DO P	H	63	67		3486		
DO		DO P	H	63	67		3484	3485	
DO		EDUC - SEPARATE SCHOOLS - MAN P	H	63	67		3483		
ROSS C SIR		WW I - MUNITIONS M	H	63	67		6663		
MENICHOLOS JT		MARRIAGE LAW P	H	63	67		1		
HOLMSTED GS		DO P	H	63	67		2		
		DO P	H	63	67		3		
HUGHES S SIR		NAVAL POL M	H	63	67		3504	3505	
ROCHE WJ		R COMM ON PUB SERVICE 1912 M	H	63	67		3384	3389	

technique creates problems in this case, because square brackets would interfere with electronic data sorting. In their place we make use of an asterisk which, when needed, can be placed in space 20.

The subject field fills half of the eighty spaces on our source document and, eventually, on the punch card. Nevertheless, we still make use of certain obvious abbreviations, in order to insure that we **never** run over the allotted forty spaces. For such well-known organizations as Trans Canada Airlines, the Canadian Pacific Railway, Canadian Broadcasting Corporation, or the United Nations, we always use their initials. All states in the U.S. and all provinces in Canada also appear in their abbreviated forms. Of course, the major problem of standardization appears when we try to work subjects into a mechanical sorting system. To insure consistency, we have established a master subject list which is kept up to date and consulted whenever the slightest doubt occurs.

We indicate the existence of replies or enclosures and describe items which are not correspondence in the subject field, spaces 59 to 61 inclusive, through the following abbreviations: E (Enclosure); R (Reply); RO (Reply Only); M (Memorandum); P (Pamphlet); and C (Clipping).

Column 62 on our source document contains an indication of the unit being indexed. Thus we can work on several sets of papers at one time, with the various units being separated automatically during the course of sorting. Since it is the Borden papers which now are being processed we are using H, the designating letter for these papers in our Manuscript Group 26.

To indicate the date, we use the "year-yearday" system. Since the productive period for any author, so far as a manuscript unit is concerned, never exceeds ninety-nine years, we need to use only two figures to represent the year. For example, in the case of Sir Robert Borden, whose papers extend from 1893 to 1937, 1893 need appear only as 93, 1906 as 06, 1937 as 37, and so on. To obtain a specific date within a year we simply number all the days of the year, allotting thirty-two numbers for each month, draw up a table, and hand the table to the clerks who type up our source documents. We use the same number of days for each month, even though all are not always needed and, therefore, "dead spots" will occur, simply for the sake numerical standardization. Each month may be thought of in terms of a multiple of thirty-two. But why thirty-two, if the longest months contain only thirty-one days? The extra number provides us with something to represent the month only when we may not be able to determine the exact day. Thus January is simply 001, January 1 is 002, etc. By placing the month only designation at the beginning of each month's range of numbers we are simply following standard archival sorting procedure, that is, moving from general to specific. The following dates, therefore, are in correct order within both the common and the "year-yearday" systems:

	1912	12000
January, 1912		12001
1 January, 1912		12002
20 January, 1912		12021
February, 1912		12033
1 February, 1912		12034

Of course, we do not intend to force the users of our finding aids into a position where they must work backwards to obtain a sensible date from an odd-looking set of five numbers. Our computer will perform this operation for us and on the printouts they will be perfectly logical. As in the case of the author, we use an asterisk (in column 68) to indicate that the date has been supplied by the archivist.

Page numbers are entered in spaces 69 to 80, left-justified (that is, working left to right) from spaces 69 and 75.

Where more than one subject appears in one piece of correspondence it is necessary to repeat the author, date, and page numbers for each subject entry, because each entry requires a separate I.B.M. card. This duplicated information we indicate by placing the abbreviation "DO" in the first two spaces under the author, date, and pages for each subsequent time the same information appears. Should we ever find it necessary to repeat the subject, we simply place "DO" in spaces 22 and 23.

Our completed source documents are delivered on a regular weekly basis to the Department of National Revenue's Taxation Data Centre in Ottawa. Here the information is key punched onto I.B.M. cards, then transferred from cards to electronic tape. Although it sounds unnecessary, this card-to-tape conversion is a very practical step. One of the largest costs in an electronic data processing system is the charge for time used by the mainframe computer for the actual sorting operation. This mainframe time must be considered separate from the time for printing, which is done from sorted tape on a much simpler machine. Obviously, the faster we can bring information into the machine, the less will be our cost. To prove the point - "a punched-card reader attached to a computer reads in at the typical rate of 250 cards per minute, or 20,000 characters a minute. On the other hand, magnetic tape ... can be brought into an electronic data processing machine at speeds in the order of tens of thousands of characters a second."⁴

After having been placed on tape in an unsorted, but numbered-as-received condition, a supply of data is then run off and a print-out returned to the Archives for checking and correcting of errors. The lines of information will appear in the print-out in numerical order. The archivist simply circles in red the numbers for the lines in which errors occur and corrects the mistakes in block letters. This corrected print-out is returned to the Taxation Data Centre with the next returns. Key punchers now make two new cards from the returned print-out. One is a correct entry to replace the one in which the error occurred. This entry receives a new number further on in the sequence of accumulated data and is sent back to the Archives in the next run-off, where it is automatically checked again as a new piece of information. The other new card contains nothing but the number of the incorrect entry. Cards such as these are kept separate. When all key-punching has been completed and all the information is on tape in numerical sequence, before any sorting takes place, the tape and these accumulated error cards will be put through a computer in parallel fashion. Whenever a numbered card matches a numbered entry on tape, the tape entry will simply be erased.

The Public Archives has tentative plans to use this process on other Prime Minister's papers. Depending on the success of electronic data processing on the Borden Papers, two years from now we may be involved in electronically producing finding aids for the papers of Sir John A. Macdonald, Sir John Thompson, Arthur Meighen, and W. L. Mackenzie King - all at the same time.

Eventually, with proper standardization of procedures and subjects, there is no reason why we could not produce a master finding aid for most, if not all, of the Prime Ministers' papers in our custody. A project as involved as this, previously unthinkable, is now nothing more than a logical extension of mechanical sorting techniques.

⁴ *Desmond*, p. 123

RECORDS OF THE CANADIAN NATIONAL RAILWAY

by
JOHN C. L. ANDREASSEN*

My paper on "Canadian National Railway Records", written in October, 1963, and recently published in the Special Transportation Issue of the **Business History Review**, Spring, 1965, provides some of the material for this paper, which aims at bringing that progress report up to 9 June, 1965. That paper was aimed at the business manager. Here, an archivist is attempting to speak less formally with fellow archivists. To the business manager, I suggested that there was something to be said for the idea that a business was not only responsible for living within the law, for remaining financially accountable, but also for accepting, within limits, some "historical accountability". A means to indicating such good corporate citizenship would be through the deposit of its basic records not in current use, in some appropriate archival depository where access could be granted to responsible scholars. The usual public records act concept cannot be applied to business records. Trade secrets, competitive information and the like must be protected. But the historic fact is that the excesses of the muck-rakers of another day have forced the business administrator to hide his important and valuable contributions to our lives and times under a bushel. The time is long past due when the contributions of the business community to our way of life should be fairly delineated.

There are, of course, other, shall we say, subliminal suggestions in that paper. For example, no business man will fail to call in a lawyer when he faces legal problems, an economist when he wants to plan his firm's future activity, an engineer or architect for a great variety of production and construction problems. Why not an archivist when records forestall progress?

But, let us turn rather briefly to the Canadian National records experience, with which I am more immediately concerned. It would be well, however, to indicate in advance that what is offered here is not presented as a pattern. Perhaps it can be characterized as an account of the manner in which a corporation, charged with solving transportation problems, has faced up to unavoidable archival problems.

CN President, Donald Gordon, wrote in the foreword to volume 1 of G. R. Stevens' history of the CN predecessor companies in 1960, "I had no sooner assumed office than I realized the historical background of Canadian National Railways to be of great interest and importance . . . I felt it essential that I and my officers should have such records available. It also seemed to me that Canadians should be told how so many and such varied properties came into their possession . . . We intend to place this great body of material, which covers not only the railways but their political, economic and social background, at the disposal of the public."

Able scholars and writers have narrated the story of the Canadian National and its predecessor corporations in much more than outline, although it is clear enough now that there are major gaps in that story for which documentation exists.

There were a number of things which encouraged action on CN records collections a few years ago. G. R. Stevens had been at work for most of ten years in preparation and writing of his two volume history of the CN predecessors (1836-1922) and difficulties of access to records not in current use had become evident. The introduction of work study techniques, of records and other management surveys, of organizational studies, of operational research techniques and the like, had led to the adoption of a systematic records disposition program, to the establishment of a modern Records Service-centre and to the adoption of a Canadian version of the Interstate Commerce Commission Regulations concerning particularly, the disposition of records. Some concern, that historical materials might be caught up in the orderly destruction of records program had been evidenced by the formation of a standing Headquarters Committee for the Preservation of Historical Records.

*Mr. Andreassen is Archivist for the C.N.R. and presented this paper at a symposium on business archives sponsored by the Archives Section, Canadian Historical Association, in Vancouver, B.C., June 9th, 1965.

Within CN, there had been generated recommendations for the employment of an archivist. My own employment on 1 July, 1962, had some elements of "chance". I began a six weeks cram session on the organization and administrative history of the CN and its predecessors. On the basis of my findings, I recommended a one man archival program on 17 August, 1962, which, I still find a bit surprising, has been followed almost to the letter.

My basic finding was that the predeliction of some key company officers for deposit of company archival material not in current use in the Public Archives of Canada was a sound one. From that premise, most of the remaining recommendations followed quite naturally. The one issue presented to the newly formed Archival Program Policy Committee, the President and the Board of Directors for approval was the question of depositing CN records in the Public Archives of Canada.

My first proposal was that a formal agreement be entered into between the Company and the Dominion Archivist, and that essential procedures be developed for such deposits. The Agreement dated 28 January, 1963, provides that the CN "deposit all archival materials with the Public Archives of Canada." Both parties are to co-operate in the survey and transfer of such materials and in the production of guides to the holdings transferred. CN officials are to have ready access to deposited materials and "period loan" of exhibit material on formal request. The simple procedure for effecting deposits requires that the Archivist recommend, and the Secretary of the Company or the Vice-President concerned, approve such transfer on the basis that they are not necessary for "current" operations. The Comptroller, who under Board of Directors directive, has authority to approve destruction of records, is provided with an information copy of all proposed deposits.

It should perhaps be added that in recommending that the Public Archives of Canada be the depository for CN historical records, we were not unmindful of the research interests of the many regional provincial and local institutions maintaining research libraries, manuscript and archival collections. It was our intention that such interests be served by means of the published guides of the Public Archives and the microfilm and loan services under the established policies of that institution.

The second proposal called for the preparation of and insertion in the **CN Management Guide on Policy and Authority** of a statement on archival policy and authority. A draft is ready but some further studies of staff and operational records are required before its formal adoption will be urged.

The third proposal was for supplementation of the **CN Regulations** governing the destruction of records, with positive regulations for the preservation and orderly deposit of archival materials. A working group has been engaged on this revision most actively during the past month. No drastic or full scale revision is involved at this time. What has been agreed upon to date is that the Archivist will review certain key records disposition proposals, under the **Regulations** rather than by informal arrangement, before the Comptroller authorizes destruction and that certain descriptions in the schedules will be clarified because experience has indicated they can be misinterpreted. I believe it would be fair to say that while progress on this particular proposal has been slow, it has been material, and the gains are in effect, without waiting on the actual issuance of the revised Regulations.

Like most large enterprises, the CN has had considerable experience in the use of electronic data equipment, and present plans call for graduation into a new generation of such equipment within the relatively near future. From the very start of the CN Archival Program, there has been full recognition of the fact that the archival products of the computer can be programmed into the archival depository in miniaturized form as part of the "Management Information System" without the necessity of attempting to retrieve particular print-outs some day in future. I do not anticipate computer-produced minute books, or significant correspondence but I do anticipate that the bulk of the fiscal and operating records and many of the staff records worth keeping will be in the form of print-outs, miniaturized.

My fourth proposition grew out of the fact that over the past century, railway officials have had to have at finger-tips concise legal, organizational, administrative histories of the companies for whose management they were

responsible. The latest of a series of such "For Administrative Use Only" Synoptical Histories of CN companies was nearing completion when I came to the CN and I was drafted into seeing it through the offset press in 1962. Since then, I have found the records of some 35 companies not included in the volume which covers roughly 650 different corporations. Similar historical accounts have been prepared, and the Archivist has responsibility for preparing additions, corrections and changes from time to time. If this huge volume had not been available, the Archivist would have had to write its equivalent. I suppose that one day, he will be called on to do a complete rewrite of the 8004 pages. At any rate, here is the basic material needed for the type of introductory historical sketch normally used in the Public Archives of Canada Guides to the records in its custody.

My fifth proposal was that the Archivist conduct an inventory of extant records in CN custody, giving priority to corporate records and then to staff and operational records. The corporate records inventory was completed for the most part between August, 1962, and 27 March, 1963. Corporate records of companies domiciled elsewhere than in Montreal (St. Albans, Vt.; Detroit; Winnipeg, etc.) were inventoried during the second phase of the inventory, which has been pretty much a full-time activity since January, 1964. In the meantime, the bulk of the extant corporate and operational and staff records prior to 1923 have been forwarded with descriptive inventories to the Public Archives in Ottawa where accession numbers have been assigned, and where the inventories serve as interim finding tools. An index by company name, showing type of record, has been prepared for the first 23 of the 30 deposits forwarded to date. A cumulative index for deposits through the end of this year is planned which will show in addition the inclusive dates for each type of record.

A sixth proposal was to locate and describe in brief guides any significant accumulations of records relating to CN and its predecessor corporations in governmental custody in the possession of other corporations, individuals, and in libraries, or manuscript depositories, other than in the Public Archives of Canada. In the furthering of this objective, many of you may well be of assistance.

The seventh proposal was to collect and list CN and predecessor company imprints. By arrangement, this listing is being done in the CN Headquarters Library. The Archivist's role has been one of locating and placing in the hands of the Librarian, copies of such imprints in quite substantial numbers. Our appeal for such imprints has been to employees and former employees. No funds have been budgeted for purchasing such printed materials. I should add that the CN Headquarters Library, with its Regional offshoots in Moncton, Toronto, and Winnipeg has a remarkably fine collection of materials on all aspects of transportation. No serious scholar in the field will be discouraged from its use, providing it be recognized that operational and planning requirements of the CN must take priority.

During the past two years I have visited major records offices on the System from St. John's, Newfoundland, to Vancouver, British Columbia, in an effort to plan the most effective use of time with the collections of greatest significance. For some months to come, my time will be devoted to the evaluation of something over a box car of the records of the Grand Trunk Pacific, Canadian Northern and Canadian National Colonization, Agriculture and Land Department records, dealing with the townsites as well, from Winnipeg to the Western Ocean.

ONTARIO HYDRO ARCHIVES

by

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Although there is no building, nor even a department, called Hydro Archives, responsibility for Archives in Ontario Hydro has been, since 1952, a part of a larger responsibility for records management throughout the organization. The supervision of the responsibilities of the Secretary of the Commission.

The goals of Ontario Hydro's records management program may be summarized as follows:

1. Provision of expert advice on systems for recording, storing, and retrieving valuable information.
2. Provision of secure storage for very valuable information.
3. Provision of economical out-of-office storage for inactive information.
4. Scheduling of inactive records for transfer to storage and obsolete records for destruction.
5. Preservation of historically valuable records.

The central records section of records management provides:

1. Vault storage for legal documents and valuable papers.
2. Low-cost fire-safe storage for inactive records.
3. Microfilming service for space-saving and distant storage of duplicate microfilm of the most important records.

One of the low-cost storage areas has been supplied with controlled atmosphere, and here most of Ontario Hydro's archives material, largely on microfilm, is being stored.

The 1960 publication of **The People's Power**, a history of Ontario Hydro, by Merrill Denison, revealed that while there was ample documentation for the period since the founding of the Commission in 1906, there was relatively much less for the previous twenty years during which many municipal electrical utilities were founded in Ontario. An attempt is being made to collect all the information available, not only about the electrical utility industry but also about the origin and development of public utility commissions in Ontario.

*Mr. Beatty of the Ontario Hydro Archives participated in a symposium on business archives at the 1965 meeting of the Archives Section, Canadian Historical Association. These notes by Mr. Beatty are based upon his presentation.

THE 1965 MEETING

by

SANDRA GUILLAUME

The 1965 business meeting of the Archives Section, Canadian Historical Association, was held in the Buchanan Building, University of British Columbia, Vancouver, on June 9th, Allan R. Turner presiding. After brief opening remarks, the chairman moved to the items on the agenda. On the motion of Douglas Bocking, seconded by Hartwell Bowsfield, the minutes of the 1964 meeting were approved as printed in the **Canadian Archivist**. As there was no business arising from these minutes, the Section moved to reports from the institutions represented. The following reports were received:

Provincial Archives of Quebec:

Bernard Weilbrenner reported an increase in staff of three archivists. The publication of a general inventory of the Archives' holdings in the fall of 1965 or the early part of 1966 was anticipated. 1,000 reels of microfilm, comprising the C 11A and C 11B series, CO42 and RG1 series had been purchased from the Public Archives of Canada. An exhibition consisting of documents, maps and illustrations, some on loan from the Archives Nationales and the St. Sulpice Seminary, as well as other institutions, had been opened June 2nd, and would remain open for one month in celebration of the tercentenary of the arrival of Carignan Regiment. An allocation of 10,000 additional feet of shelving was expected within a few months. The papers of Senator Bouchard and an additional 1,000 feet of Department of Education records had been accessioned. Laval University had not as yet confirmed offering an Archives Training Course because of staffing problems, but it was expected that an archivist would be brought from France to teach the course, which would be part of the licentiate.

Public Archives of Canada:

Wilfred Smith reported that because of the increase in size of the staff and the complexity of operations, it had been necessary to make changes in organization. All archival functions are now combined in the Historical Branch which includes the Manuscript, Map, Picture and Library Divisions. The Post-Confederation Section of the Manuscript Division had also been divided into Post-Confederation Manuscripts (Section Head: J. Atherton) and Public Records (Section Head: T. Regehr.) The Picture Division had also been divided into two sections: Paintings, Prints and Drawings, and Photographs.

The Picture Division had acquired approximately 50,000 photographs in several accessions and an increase on this figure was expected for the current year. The Map Division had acquired 150,000 foreign topographical sheets in one accession. During 1964, 1,349 researchers registered in the Manuscript Division alone, and the result of the increased volume of accessions and demand for research services included the addition of 67 new positions to the Archives staff, among them 15 new archivists in 1964 and 9 in 1965. The total staff now numbers over 200 and the appropriation for the current fiscal year is over \$1,000,000.

In connection with the Centennial project of the publication of the papers of Canadian Prime Ministers, Mr. Smith noted that over 10,000 letters of Sir John A. Macdonald had already been located. Another project had also been undertaken: the publication of brief biographies of all Canadian Senators and Members of Parliament. As information regarding many of them is difficult to locate, the co-operation of institutions having biographical files was requested.

Mr. Smith also noted a landmark in the field of records legislation. Since there had been a delay in the passage of the proposed Records Act, the provisions of this Act had been authorized by a Treasury Board minute, effective April 1st. The Dominion Archivist is now responsible for records and records management with power to approve all proposals to destroy records, to approve all proposals for the removal of records from the ownership of the Dominion of Canada, to approve all proposals to withhold records from public inspection for more than 35 years after creation, and to assess the adequacy of depart-

mental policies and practices in record-keeping. Departmental Records Coordinators will be appointed and the Public Records Committee will be replaced by an Advisory Council on Public Records to provide such advice as the Dominion Archivist may require. Mr. Smith suggested that a report on the effectiveness of the measure might be a suitable subject for inclusion in the 1966 meeting, and in conclusion noted that the first Branch Records Centre would open shortly in Toronto.

Glenbow Foundation, Calgary:

Hugh A. Dempsey reported that the Foundation had moved to a new location and that the Foundation's museum, which had relied extensively on the Archives for historical information, had also opened. Among the accessions during the year were the Slocum Howland papers, 1914-1921, relating to the oil industry. A researcher from the Foundation was in Great Britain checking fur trade, land and immigration papers, and the records of some 60 Land and Ranch companies.

Provincial Archives of Alberta:

Mr. Dempsey noted that no appointment had been made of a provincial archivist, but that the building was in the final stages of design before plans were approved. The Alberta Cabinet had passed an Order-in-Council regarding the destruction of government records. Orders for destruction must now be accompanied by a letter from the Provincial Museums and Archives Branch, and the Glenbow Foundation was acting in a consultative capacity. The appointment of an archivist was expected shortly; a number of unauthorized destructions had been prevented in the meantime.

Saskatchewan Archives:

Mr. Bocking reported that there had been no staff changes but that a new salary scale was now in effect. The Regina office was expected to have new accommodation in 1967. A large number of accessions were reported, among them the following: the A. W. Johnson papers, Richard Mason papers, P. H. N. Cumberland papers, the papers of Nurse Cotter and the records of the Public Service Commission. Finding aids to a series of ministers' papers and the liquor commission and licensing board were prepared, while the guide to the Department of Education records was revised. As centennial projects, the Saskatchewan Archives intended to republish a series of federal and provincial directories, and research was being done into Saskatchewan place-names. Mr. Turner mentioned that several incidents of interest to archivists had occurred during the year. There had been a Speaker's ruling regarding the status of papers found in waste paper baskets, and several debates about the status of ministerial papers. Records scheduling had been approved in the Legislature and the Cabinet and deputy ministers had heard the Archivist speak on records scheduling.

Union List of Manuscripts:

Robert Gordon reported that work was close to completion, with the exception of two key repositories. 15,000 units of entries had been received and 12,000 of these transcribed to the master index files. 10,000 cross-references had been compiled, and these returns were being constantly used by researchers. No subject indexing was being done, and it was hoped that the lists would be kept up-to-date.

Brock University:

William Ormsby reported that the University's archives had very few holdings as yet, but that they would undoubtedly grow with the University.

Department of External Affairs:

G. W. Hilborn reported that a meeting of political scientists and historians held to ascertain their views on exposure of records had not resulted in any great release of official files, partly because many were official British documents.

Vancouver Public Library:

Miss Elizabeth Walker reported that the library had set up its local history

collection in 1959, with a particular emphasis on British Columbia history. It was noted that a museum complex likely to include a municipal archives was scheduled as the city's centennial project. Miss Walker suggested that large public libraries might profitably be educated in archival functions.

Public Archives of Manitoba:

Hartwell Bowsfield reported that an appropriation had been made for a survey of the public records and archives systems of the province. Dr. Lamb was expected to visit the province during the month of July and other members of the PARC staff were also expected. Regular accessions of records were being received and it was hoped that a records centre might be feasible by 1970. During the year, it had been found necessary to limit research hours because of the great increase in research activity with no corresponding increase in staff. During the year, the Manitoba Historical Society had held a conference on Manitoba's historical resources in which the Archivist had participated. A finding aid had been prepared for the archives of the Ecclesiastical Province of Rupert's Land and an extended finding aid for the Church Missionary Society Records concerning the Red River Settlement churches. The chronicles of the Sisters of Charity for the years 1844-1918 had been received. The Archives was attempting to stimulate the preservation of school district records as consolidation occurred. Other accessions included Department of Public Works records, and Mines and Natural Resources records, among them those of the Surveys Branch and Land Titles office, also the manuscript and picture holdings of the Manitoba Historical Society.

Canadian National Railways:

John C. L. Andreassen reported that three-dimensional objects acquired through the C.N.R. were now being sent to the National Museum. He deferred the main portion of his report until the afternoon session's panel discussion.

Archives of the North-West Territories:

John Bovey reported that the Council minutes for the North-West Territories had been microfilmed by the Public Archives of Canada for the years 1921-1951. The papers of some of the deceased Council members had been acquired, but as these had proved very sparse, and there was a scarcity of written records concerning the Territory, an attempt was being made to record interviews on tape as part of an oral history project.

Historic Sites Division:

Mr. Sutherland reported that a collection of research reports on early buildings and architecture had been established by the National Historic Sites Division of the Department of Northern Affairs and National Resources. He noted that Mr. Bond of the National Capital Commission was making a collection of atlases, and newspaper information, and that over 500 files containing information on buildings, materials used in and methods of construction, etc., were obtained. Eventually it was hoped to have these files available to researchers.

McCord Museum:

Mrs. I. B. Dobell reported that work on the museum's centennial project, the collection of information on Canadian artists and artisans, was continuing and that the museum had acquired a complete set of silversmith's tools.

Ecclesiastical Province of British Columbia and the Yukon Archives:

Mr. Williams spoke briefly and invited those present to visit the Archives housed in the Anglican Theological College.

Ontario Archives:

Miss Sandra Guillaume reported that the staff of the Ontario Archives had increased to 32 permanent employees and 4 casuals, who were divided amongst three branches, the Archives Branch, the Historical Branch and the Records Management Branch. The Records Management Branch required a Supervisor and the position was being advertised at a salary range of \$8,200-\$10,000. Salary scales had been revised for all archival positions. The Archives was attempting to greatly increase its holdings, with particular emphasis on build-

ing up its collection of 19th century newspapers. As a result of the increases in holdings, new shelving had been added and more was planned, as well as physical rearrangement of the holdings. A great increase had been noted in the number of genealogical inquiries and the Archivist would be pleased to hear from other institutions having to deal with this problem, as to how it is being handled.

United Church Central Archives:

In the absence of Dr. G. Arthur Reynolds, Miss Guillaume reported that Dr. Reynolds was retiring as Archivist and the position of Archivist was as yet unfilled.

Dr. W. Kaye Lamb spoke briefly on progress of the new National Library and Archives building which is expected to be ready for occupancy by December, 1966. By the fall of 1968, the Records Centre complex in Tunney's Pasture would include 3 buildings, with 200 miles of shelving and over 1,000,000 cubic feet of capacity.

The meeting then moved to a discussion of the question of archives courses. It was mentioned that McGill University would be offering a course in the extension division. After discussion, the matter was referred to the incoming executive for such action as it thought appropriate.

The Section then heard a report on the **Canadian Archivist**. Among suggestions received were those regarding the contents and printing. Financing the publication was also discussed and it was moved by Mr. Bowsfield, seconded by Mr. Bocking, that the Section be authorized to send the **Archivist** to anyone not a member of the Canadian Historical Association on payment of a fee of \$2.00. Carried.

Andre Leblanc of the Centennial Commission spoke to the meeting. The Commission has been concerned with the question of repatriation of Canadian relics and documents and he wished to obtain an expression of opinion from the meeting as to whether there was any value in the Commission's becoming involved in attempting to stimulate interest in turning over archival material to archives. After discussion, it was moved by L. H. Thomas, seconded by Mr. Dempsey, that the Archives Section request that the Commission consider the support of a program of advertising to draw the attention of the public to the preservation of all types of historical records and encourage the public to notify the appropriate institution should the existence of such records be known, and that the Commission consider the preparation of a film on the work of federal and provincial archives. Carried.

It was then moved by Mr. Dempsey, seconded by Mrs. Dobell, that the incoming executive be empowered to appoint a sub-committee to look into all aspects of the question of archives training. Carried.

It was moved by Willard Ireland, seconded by Mr. Bowsfield, that the incoming executive appoint a committee to look into professional status of archivists and the Section's status. Carried.

It was moved by Mr. Dempsey, seconded by Mr. Bocking, that the executive position of Secretary-Treasurer be divided into the positions of Secretary and Treasurer. Carried.

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

Chairman: Alan D. Ridge

Vice-Chairman: Douglas Bocking

Secretary: Sandra Guillaume

Treasurer: William Naftel

The questions of a directory of archival personnel and the mimeographing of reports and discussions at the meeting, as well as setting up a nominating committee for next year's meeting, were referred to the incoming executive for appropriate action. The meeting then adjourned.

CHAIRMAN'S LETTER

by

ALAN D. RIDGE

In proposing to the Editor that it might be pleasant to foster a custom whereby each Chairman submitted a brief statement for publication in the *Canadian Archivist* at least once during his term in office, I realized that we were on the brink of inaugurating a tradition - and it has long been noted by wiser men than your elected officers of the day that while tradition is a wise counsellor it can be a dangerous master. At the risk (which I think is relatively slight) of introducing a "dangerous master" into the society of archivists I would like to think that this tradition could be useful even if it does not always exactly brim over with wisdom.

During the 1966 Annual Conference the Section will be giving time and thought to its future as a professional body and to the training needs of young people seeking employment in Archives offices. The two topics are completely interdependent. The Council of the Canadian Historical Association is interested in the Section's work and is planning talks with its representatives during the conference to decide on our future relationship. I would think that while the Canadian Historical Association would be happy to continue to provide a forum for record owners, record keepers and record users to meet together, it would prefer that a strictly professional organization should stand on its own feet. If the majority of practising archivists feel that the time is ripe for establishing a professional association, this can be arranged. In any event, however, we shall have to decide what constitute professional standards and this takes us to the question of training.

Is it sufficient to hold *ad hoc* accelerated courses as we have done hitherto, or is it now the time for laying down a generally acceptable course of training provided by an institution of higher learning and leading to a degree or diploma in Archives Administration and Records Management? In the business of managing and appraising records and in recommending their disposition, an archivist should be *primus inter pares*, whose voice is listened to with respect. Those conflicts between archivists and their superiors (or committees) when the institution and experience of the former are pitted against the seniority and business training of the latter, will surely more often end in triumph for the archivist if he is recognized as a qualified specialist - qualified academically as well as by nature and by experience. In the age of the technocrat everyone in administrative circles, it seems, needs a paper testifying to his qualifications (regrettable though it may be) and the archivist ignores this trend at his peril. By arranging for the regular academic instruction of potential archivists we shall help to foster the proper recognition of an archivist's position in administrative circles. As a result of our efforts we could well hope that in the course of time the point of the following comment, once made by an archivist about a particularly difficult committee, would be lost upon a new generation of archivists: "Why do they hire a watchdog if they are going to do the barking themselves?"

A NEW LOOK

With this number, the *Canadian Archivist* comes of age with its first letterpress edition. While limited finances made it necessary to use 8 point type, we hope to graduate to the larger 10 point type by next year. For our long-suffering members, we realize this is the third size change in four issues, but we hope it will be the last. The first two numbers were mimeographed on standard 8½x11 paper. Last year we produced a multilith issue and our size was limited by plate sizes and finances. With this number we have standardized our publication so that its measurements are similar to those of the *Canadian Historical Review*.

—The Editor.

NEWS IN BRIEF

BRITISH COLUMBIA

Effective April 1st, 1966, a new salary schedule for archivists takes effect. This includes:

- Archivist I - \$450 to \$550 (raised from \$410 to \$505);
- Archivist II - \$510 to \$610 (raised from \$465 to \$565);
- Archivist III - \$550 to \$660 (raised from \$505 to \$605); and
- Archivist IV - \$590 to \$720 (raised from \$545 to \$660).

Hugh Irving, cataloguer in the Provincial Archives library, resigned late in 1965 to join the University of Victoria Library. No replacement has been secured.

The Provincial Archives has recently acquired a large collection of paintings, books, maps and manuscripts relative to the family of the Hon. Peter O'Reilly, dating from the late 1850's into the present century.

ALBERTA

The Government of Alberta has announced the appointment of a Provincial Archivist. He is Hugh A. Taylor, former County Archivist of Northumberland, who took up his new duties on October 1st, 1965. He received his M.A. from Oxford University and a diploma in Archives Administration from the University of Liverpool. Mr. Taylor was appointed City Archivist of Leeds in 1951 and moved to a similar position in Liverpool in 1954. He became County Archivist of Northumberland in 1958, a position he held until his Alberta appointment.

One of Mr. Taylor's first duties was to draft suitable legislation for Alberta. The result, The Provincial Archives Act, was passed during the 1966 sitting. It provides for the protection of government records and regulates their destruction. As a result of the Act, a Public Documents Committee will be established to direct the retention or disposal of government records. It will be made up of the Provincial Archivist, as chairman, the Provincial Librarian, representatives of the Attorney General and Provincial Auditor, and any other persons appointed by the Lieutenant Governor in Council.

The Glenbow Foundation, Calgary, has been transferred to a new organization called the Glenbow-Alberta Institute. The Eric L. Harvie family, which has operated the foundation since its inception in 1955, announced that, as a Centennial project, it was donating the entire collection to the people of Alberta. The collection, including the archives, is to be held by the new Institute, which was set up through an Act of the Alberta Legislature. Besides the collections, insured for \$5,000,000, the Institute received an initial grant of \$5,000,000 from the Harvie family and \$5,000,000 from the Alberta Government. In addition, it will receive an annual \$100,000 operating grant from the Alberta Government. The new Institute will be governed by a board appointed jointly by the Harvie family and the Alberta Government. No changes in the objectives or functions of the institution have been announced.

Steel work is now under way on the new Provincial Museum and Archives Building in Edmonton. This is the main Centennial project of the Alberta government, and is expected to be opened in 1967. In the meantime, the Provincial Archives is housed in temporary accommodation in Beaver House, 103rd Street, Edmonton.

The principal activities of the Provincial Archivist since his appointment have been: the drafting of archives legislation; reviewing records held by government departments; planning for equipment for the new building; and examining the Ernest Brown and Harry Pollard photographic collections, the two main collections in the archives. An extensive program is also under way to co-ordinate printed and manuscript sources of Alberta history located in various institutions in the province.

The Glenbow Foundation has added a number of significant collections to its archives during the past year. One of these is the registration books of

the old C.P.R. Land Department covering most C.P.R. lands and townsites in western Canada for the period 1881-1927. It consists of some 60 linear feet of large registers.

The Glenbow also published its first Occasional Paper entitled "A Black-foot Winter Count". Written by Hugh A. Dempsey, it is based largely upon material in the archives.

SASKATCHEWAN

During 1965, more than eight tons of records were transferred from government agencies to the Saskatchewan Archives Board. Included is material from the Departments of Agriculture, Municipal Affairs, and Public Works, as well as several crown corporations and two royal commissions.

Of interest to archives is the new publication **Report of the Saskatchewan Royal Commission on Government Administration** (Queen's Printer, Regina, 1965). William Bilsland, of the P.A.R.C., Ottawa, acted as a consultant to the Commission and the report contains a chapter on records management.

A new salary schedule was adopted by the Saskatchewan Archives Board on July 1st, 1965. These are: Archival Assistant I, \$5,800 to \$6,800; and Archival Assistant II, \$7,000 to \$8,000, with annual increments of \$200. Arrangements also were made to transfer archival positions in the Legislative Library to the Archives Board on April 1st of this year.

The Archives staff was extensively involved in the Saskatchewan diamond jubilee celebrations during 1965. As part of the program, a 60 foot long display of documents and photographs relating to Saskatchewan history was placed in the Legislative Building in Regina.

The Public Documents Committee, of which the Provincial Archivist is chairman, processed 15 new records retention and disposal schedules for government agencies during 1965.

MANITOBA

The Manitoba Record Society has published the first volume of an annual series of edited documents relating to the history of Manitoba. It is **Manitoba: The Birth of a Province**, by W. L. Morton.

Through the bulletin of the Department of Education, the Manitoba Archives has made an offer to school districts which have disappeared as a result of the school consolidation program, to act as a depository for the preservation of their records. To date the response has been very limited.

The number of visitors to the Manitoba Archives on personal research work increased 51 per cent during 1965, while the increase since 1963 is 167 per cent. A percentage breakdown of visitors indicates that 66 per cent were made by the general public, 17 per cent by university personnel, 14 per cent by departmental personnel, and 3 per cent related to the work of the Manitoba Historical Society and Historic Sites Advisory Board. Extensive use also has been made of the photographic resources, with an increase of 91 per cent recorded for 1965. Recent visitors included members of National Film Board, Crawley and CBC in the production of films on the Winnipeg Strike, the Great Depression, and the immigration and settlement period of the 1890's in western Canada.

Owing to the great increase in demand for photographs, the Manitoba Archives has instituted a system of fees for photographic reproductions.

The Manitoba Archives has acquired a number of significant microfilms during recent months. Copies were made of the W. D. Lane papers from originals at U.B.C. Library. Lane was a Hudson's Bay Company man who served at Moose Factory, Albany House, Norway House, Fort Garry and White Horse Plain during the period 1843-75. Microfilms were also obtained of the following: Registers of baptisms, marriages and burials of Kildonan Presbyterian Church, 1851-1932; registers, daily journals and letter books of Manitoba Penitentiary, 1871-1930; diaries of T. C. Brownjohn, covering his activities as

a surveyor in western Canada in the 1880's; and the manuscript chronicles of the Sisters of Charity (Grey Nuns), 1843-1918.

Significant among the manuscripts acquired during the past year were the correspondence and papers of the Robert Logan family, 1814-92, including an original letter from Lord Selkirk to Alexander McDonell in 1819 appointing Logan as Selkirk's agent in Red River settlement. Other collections included: records of the Manitoba Council on Education, 1959-65; papers of R. A. C. Manning, of Winnipeg, a Conservative party worker, 1902-27; papers relating to the Freight Rates Enquiry, 1947, and the Grain Enquiry, 1836-38, from the files of Isaac Pitblado.

A number of Departmental records were transferred to the Manitoba Archives. These included: railway books of reference and right of way location of lands for railway purposes, 1886-1919; surveyors' letter books, 1909-1912; minutes of the Mothers' Allowance Commission, 1916-19, the Child Welfare Board, 1939-53, and papers of the Bracken Liquor Inquiry Commission, 1954.

ONTARIO

E. Charles Beer resigned as Archivist of Douglas Library, Queen's University, at the beginning of the year to take up new duties as Associate Director of a project for publishing the Daniel Webster papers at Dartmouth College, Hanover, N.H. Harold Naugler is acting head of the Archives and Ian Wilson is his temporary assistant.

The Douglas Library Archives are in temporary quarters in the new library wing, pending complete renovation of the old library to be ready for occupancy this spring. The archives will have greatly expanded quarters on the second floor adjacent to the Canadiana collection. Among its recent accessions are the correspondence and other papers of A. R. M. Lower.

The City of Toronto has moved its Records Storage Centre into the basement of its new City Hall where an area of approximately 17,000 square feet has been made available. There are about 3½ miles of shelving to house the records of the city's sixteen departments.

The Toronto City Archives will open when air conditioning and humidity control installations are completed.

Among the recent acquisitions to the City Archives is a 1972 plan of Toronto harbour by Joseph Bouchette.

The position of Archival Assistant was created by the City Archives late last year, but has not yet been filled.

Waterloo Lutheran University announced that this spring the Eastern Canada Synod is completing its three-year project of microfilming the Minutes of its predecessor bodies. These include the Evangelical Lutheran Synod of Canada, 1861-1962, and the Nova Scotia Synod, 1903-1962. Positive copies are available.

Archivists, librarians and church historians are invited to attend the Lutheran Historical Conference's 1966 biennial meeting at Waterloo Lutheran University, Oct. 21-22.

An article entitled "Archives Anyone" by Rev. Erich Schultz, Archivist of Waterloo Lutheran University, was published in the February, 1966, issue of **The Canada Lutheran**. It deals with the importance of archives in the church and encourages congregations to assume responsibility for collecting and preserving all documents pertaining to its history.

Miss M. H. C. Meikleham will become librarian of the Canadian Baptist Historical Collection at McMaster University, replacing Miss E. Harlow. Miss Meikleham recently retired as librarian of the university.

All of the holdings of the Head-of-the-Lake Historical Society, most of which were inherited from the old Wentworth Historical Society, have been placed in the Hamilton Public Library. In its publication program, the society has brought out No. 6 of the **Wentworth Bygones** series. All six are available at \$1.00 each.

Rev. Arthur G. Reynolds, Archivist-Historian of the United Church Archives, Toronto, since 1958, has resigned in order to accept an appointment to the staff of Emmanuel College. The Committee on Archives appointed the Rev. C. Glenn Lucas, B.A., to fill the vacancy, the appointment to take effect on May 1, 1966. Meanwhile the work in the Central Archives continues as usual. Miss Marjorie Macdonald has been appointed Research Secretary and has general oversight of the office. Dr. Reynolds will continue to perform certain duties there until Mr. Lucas takes over.

Mr. Lucas was ordained by the Montreal and Ottawa Conference in 1954 and held pastorates at Bethune, Saskatchewan; Fitzroy Harbour, Ontario; and St. Bruno, Quebec. In 1962 he became associated as a historian with the Fortress Louisbourg Restoration, a project of the Canadian Government.

PUBLIC ARCHIVES OF CANADA

Several important staff changes have taken place at the Public Archives in the last year. W. I. Smith left the post of Chief of the Manuscript Division last April to become Director of the Historical Branch and in December he became Assistant Dominion Archivist upon the retirement of Pierre Brunet. R. S. Gordon was appointed Chief of the Manuscript Division. The Post-Confederation Section of the Manuscript Division was split into two sections, with government records assigned to a Public Records Section. Ted Regehr was appointed Acting Head of this section and Jay Atherton Acting Head of Post-Confederation (Manuscripts) Section. Dr. John P. Heisler was appointed Senior Research Consultant. In the Picture Division Dick Huyda is in charge of the Photographic collections. Brian Hallett is in charge of the new regional records centre in Toronto. Ron Wood has left the Archives Library to become Chief Librarian, Department of Northern Affairs and National Resources.

New professional appointments included the following: **Manuscript Division:** Judi Lambert, Rudolph Collins, Mary Gundlack, John Graham and David Hume. **Picture Division:** Andrew Birrell. **Publications:** Carol Laurie.

Work on the new National Library and Archives Building is progressing on schedule. It is expected to be completed at the end of the year and division chiefs are making preliminary plans to move material from the various buildings now occupied.

Dr. W. Kaye Lamb attended the meetings of the American Society of Archivists in New York and delivered the presidential address. He also attended meetings of the Executive Committee of the International Council on Archives in Spain and of the Society of Archivists in England. Dr. Lamb was elected President of the Royal Society of Canada in June. W. I. Smith participated in an international archives conference in Jamaica.

Publications: Work continued on the centennial publication, *The Biographical Dictionary of Members of the Senate and House of Commons, 1867-1967*, and on the first volumes of *The Papers of the Prime Ministers* series. Publications in the press include: *Guide to Canadian Ministries, Supplement, 1957-1965*; *Inventaire Provisoire, Fonds des manuscrits no. 18, Documents antérieurs à la Cession*; *Preliminary Inventory, Manuscript Group 30, Twentieth Century Manuscripts*, and *Nouveaux documents sur Champlain et son époque vol. I, (1560-1622)*.

Picture Division: Approximately 120,000 photographs were acquired during 1965. Major accessions included the Department of National Defence official First World War collection (14,000 items), the Department of Mines and Technical Surveys mineral resources collection (10,000 items) and the J. A. Castonguay collection (60,000 items). Criteria for historical evaluation have been developed and a reproduction unit has been established to rephotograph major collections and produce contact prints for cataloguing. Under the direction of Alan Beddoe as consultant on heraldry, work has commenced on the compilation of a national register of coats of arms being used in Canada by individuals and corporate bodies. Final arrangements have been made for the establishment of a restoration unit at the Public Archives which will ensure the cleaning of oil paintings.

Map Division: The transfer of 150,000 topographical survey maps from the

Geographic Branch, Department of Mines and Technical Surveys has provided a nucleus for the establishment of a collection of current topographical survey sheets for the entire surface of the earth. Arrangements are being made for the completion of the series and increments on a continuing basis.

Manuscript Division: The preparation of detailed finding aids for the papers of the prime ministers continues. The Mackenzie King papers are now available for research up to 1932. The Macdonald, Borden and Meighen Papers are being processed through an electronic process; it is expected that author, subject and date lists for the Macdonald Papers will be completed early in 1967. The R. B. Bennett Papers are on loan to the Public Archives for micro-filming and indexing. During 1965, the Division accessioned 2,427 cubic feet of records and manuscripts and 864 reels of microfilm. There were 1,608 registered researchers, 3,431 written requests for information were received and 1,526 reels of microfilm were sent out on inter-library loan. Union List of Manuscript returns are nearing completion and editorial work for publication has commenced. April 1, 1967, has been set as a tentative date for publication of the Union List. At the request of the Canadian Historical Association, the Manuscript Division is maintaining a register of post-graduate dissertations in history and related subjects in progress in Canadian universities and dissertations in Canadian history in progress at major British and American universities. The first annual list is expected to be published by June 1, 1966.

PUBLIC ARCHIVES RECORDS CENTRE

During the past year, the Records Centre has among its other activities sponsored training courses, extended co-operation to federal and provincial agencies and to business in areas of records management, made some notable accessions and had several staff changes.

The most significant of the training courses was the annual Records Management course, sponsored jointly by the Public Archives and the Management Analysis Division of the Civil Service Commission. Its stated purpose was "to train records management staff in principles, methods and techniques of records management so that they will be capable of heading up (or assisting) a records management program". The course stressed the organization and operations of records programs and the scheduling and disposal of records. For the first time, the staff was entirely Canadian, evidence of a growing maturity in the records management field. Students, selected from nominations submitted by departments and agencies and numbering twenty-nine, came mainly from federal organizations with three representing provincial governments, two from Saskatchewan and one from Quebec.

More and more in the last few years the Records Centre has been assuming the function of consultant on records management policies and procedures. Accordingly, lately they have helped federal departments and agencies in preparing schedules (i.e. retention timetables) for their records. Also, one of its staff has almost completed a **Subject Classification Guide for Housekeeping Records**, setting forth a detailed filing system which could be applied across the federal government to housekeeping records. Housekeeping records are financial, personnel, supply and other administrative records relating to activity common to all organizations, and must be distinguished from operational records, created to execute a department's basic functions. The manual also provides for expansion into the operational records field. As well, they have given co-operation in various other records management areas to federal and provincial governments alike in the past year. Finally, they plan to assist business organizations through a booklet now in preparation called the **Federal Government Retention Requirements Guide to Business Records**. This work will be a collation of sections of federal statutes and supporting regulations which decree the preparation and maintenance of those types of business records which are created regularly and repetitively to meet federal government requirements.

Next, the Records Centre made some notable accessions in 1965, including ministerial papers and large volumes of operational naval records and World War II diaries, the latter two items the result of records storage space pressures on the National Defence Department following integration of the Armed Forces. Perhaps it is important to note that "accession" implies custody and not ownership of the records, i.e. they hold records for or on behalf of a department or agency.

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

QUEBEC

Archives du Quebec

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

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

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

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

Archives du Seminaire de Quebec

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

Cours d'archivistique a l'Universite Laval

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

McGill University Archives

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

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

NEW BRUNSWICK

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

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

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

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

legal papers of Weldon and McLean, 1829-95; and the official log books of seventeen ships, 1892-1905.

The New Brunswick Museum has also published a paper by its Curator, Lloyd Muir, dealing with the scope of local history.

NOVA SCOTIA

Several staff changes have taken place at the Public Archives of Nova Scotia. Four staff members resigned and new appointments include Roger Nickerson, William Cooper and Maureen Beagan, research assistants, and LeRoy Hudson, microfilm camera operator.

The *Diary of Adolphus Gaetz*, edited with an introduction, notes and index, has been released as Publication No. 10 of the archives.

PRINCE EDWARD ISLAND

The Public Archives of P.E.I. has received a large collection of material from the National Silver Fox Breeders Association.

Archival material, which was formerly stored in various public buildings in Charlottetown, has been centralized in the library section of the Confederation Centre. The staff is still limited to one part-time archivist.

NEWFOUNDLAND

The Colonial Building, in which the Newfoundland Archives is housed, is being completely renovated. During the past year, this institution added about 550 documents and other records to its collections. Among the more significant documents are the following: three documents relating to the Gerland properties at Bonavista, 1823-48; account book of John Warren, Harbour Grace, 1846; business records of Robert Slade, Trinity, 1810-23; and a number of sealing views in St. John's, c.1907.

NORTHWEST TERRITORIES

John A. Bovey has resigned as Territorial Archivist in order to resume post-graduate work in Vancouver, B.C.

The minutes of the Council of the Northwest Territories for the period 1921-51 have been microfilmed by the Public Archives of Canada. An index to the minutes has also been microfilmed.

YUKON TERRITORY

Excerpt of editorial from the *Whitehorse Star*, January 17, 1966:

"With the new Regional Library nearing completion, we hope the Territorial Government is giving some thought to setting up a permanent position as Archivist.

"The Yukon has never had an archivist, but no one would argue the need for such a person. For too many years, historic files have been allowed to disappear, or be shoved out of sight with boxes of old papers in some dusty corner. One of the most tragic losses in the fire which destroyed the big Forestry warehouse building at Camp Takhini a year ago concerned the cartons of documents which had been stored in it ... they were irreplaceable records of this territory's early history.

"Prior to the Dawson City Gold Rush Festival in 1962, Miss Victoria Faulkner was established in a special office to research the Klondike Gold rush period for Ottawa. She did a valuable piece of work for several months, but after the Keno had been restored, and the Palace Grand rebuilt to original specifications, the job was ended.

"At the Yukon Regional Library, a real effort has been made in recent years to compile clippings, publications and historical data about the north. All of this material will now have proper space in the new building, with metal filing cabinets and a fireproof vault for storage of valuable documents.

"In addition, a wonderful collection of the early and important books about the Yukon has been compiled ... Complete files of Yukon newspapers are also being set up by the Regional Library, with microfilms available of the dailies and weeklies published at Dawson during the gold rush."