

Editorial

The Canadian Archivist has changed in size and appearance three times since it was first issued in 1963, first mimeograph, then letterpress and now offset being used. This issue will probably complete volume I which will break the heart of every librarian who has to prepare it for the binder.

Our journal which began as a newsletter, soon carried useful articles until the rising cost of letterpress and a sharp increase in archival activity drove them out of part 6. With the subscription rate doubled and publication costs greatly reduced by offset, we can now enjoy more spacious times again and consider the future.

The number of archivists in Canada has been growing steadily in recent years and the profession deserves an adequate forum for news, opinion and research in these pages. It is suggested that Volume II, shall have the same dimensions as the American Archivist, but continue to be printed by offset until letterpress is financially possible and generally desirable. This should ensure that we shall not be muzzled for lack of funds.

The contents of this issue suggest the future pattern: articles of a technical or philosophical nature; coverage for relevant conferences, in addition to the C.H.A. (The editor will welcome a report from anyone attending such "off-Broadway" productions); the publication of papers by Canadians which the American Archivist cannot take (This may apply to some of those read at "Ottawa 1968"); news from repositories across the country and papers on their history and development. Papers in French are particularly welcome, and in this context, we may have an account of the Archives Acadiennes at the University of Moncton for the next issue.

As Professor John Archer has said (quoted elsewhere in this issue), "We are slowly moving towards a Canadian archival methodology." Our journey should go on record.

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The Canadian Archivist/L'Archiviste Canadien is published by the Archives Section of the Canadian Historical Association. All communications should be addressed to the editor:

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Fredericton, N.B.

Back issues still available: Vol. 1, nos. 1-2, 4-6. Price \$1.00 each

EDITORIAL

CHAIRMAN'S LETTER

It could be argued that there is no need for a Chairman's letter this year since the Chairman has already circulated several letters to the membership of the Archives Section. It is on the basis of those form letters - the purpose for sending them and the nature of the response to them - that this brief report can be defended or justified.

The Executive which you elected last June believed that it would be useful to examine the state of the archives profession in Canada and particularly the membership and activities of the Archives Section. We asked ourselves such questions as: "How effectively can we achieve the aims which are stated in our new Constitution?" "Does the Section have the support of all types of persons who can strengthen the association and benefit by its activities?" "How can it be improved?" "What projects should it undertake?"

Because we didn't have the answers to these questions, we referred them to you and the response was most encouraging. You - some of you at any rate - expressed the view that our membership should be increased and that it should include more persons who are engaged in archival work in a sub-professional capacity, persons who are engaged in records management, restoration and other specialized fields. Accordingly we appealed to you to assist in recruiting new members and our membership has increased considerably within the last two or three months.

Some of you expressed the view that there should be more frequent contacts between members, more than one meeting a year, a continuous activity which would mean more involvement and participation. A response to this need is a movement towards regional meetings. Perhaps l'Association des Archivistes du Quebec (founded in December, 1967) is an example of this. A proposed meeting of archivists in the western region is another and there are indications that other such meetings may be held. It is important, however, to ensure that regional groups strengthen rather than weaken the national association. Another method of participation which may be considered is the formation of standing committees whose members could promote their special fields by correspondence and joint projects. Oral history might be one example of this.

Many of you felt that there should be more frequent news. Several suggested newsletters or bulletins in addition to the Canadian Archivist. My request for quarterly news items for the American

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Archivist was in part an experiment - to see if there was enough news to report and if you were willing to report it more frequently. The result had not been particularly promising except for the province of Alberta.

The need for a directory of Canadian archivists was expressed frequently, both for information and as a means of assessing the state of the archival profession. I think we must consider some sort of directory at our next meeting.

The relationship between archivists and historians was mentioned by several members. Some felt that we should emphasize the development of a distinct profession which would serve historians but not try to duplicate their work. Others felt that the close relationship with historians should be encouraged, that it is a source of valuable support and that there is a large area of common interest.

Several subjects were suggested as deserving more attention. Among them were records management, restoration, finding aids, an archives manual which would be equivalent to a Canadian professional textbook, business archives, to mention only a few. The chief recurring theme, however, concerned acquisition and other facets of cooperation between archival repositories. In response to this widespread concern the Executive arranged a session at the annual meeting to air the whole question of jurisdiction, minimum staff and facilities, copying arrangements and so on. Dr. Lamb has agreed to act as Chairman and several of our most distinguished members have agreed to serve on a panel. It is hoped that there will be a large attendance and that all will participate in a frank and free discussion.

There is not a great deal to report in regard to concrete results but I believe that we are moving in the right direction - towards a more representative and more active association, with more attention to important subjects and projects, and towards a stronger association which can make steady progress towards the attainment of the aims of the Section:

to encourage and foster professional standards, procedures and practices among Canadian archivists; to disseminate and distribute information relating to the Archives profession; to provide a common meeting ground for all types and classes of archivists in Canada; and to provide leadership and guidance wherever needed in the fields of archives administration, education and practice; to promote the preservation of historical documents and to encourage their scholarly use; and to encourage the publication of historical studies and documents as circumstances may permit.

- Wilfred I. Smith

CHAIRMAN'S LETTER

DR. WILLIAM KAYE LAMB: "HISTORIAN'S FRIEND"

The Great Depression of the 1930's would seem to have spawned a remarkable group of editors, archivists, librarians and administrators in scholarly fields. I suppose that the Western Hemisphere was in such an unholy mess that the trained minds of the time felt that an extra effort was necessary to raise the level of human understanding. There is little question that trained and talented scholars made that extra effort to locate and make known what source materials were already available. They did a great deal more. They set up new patterns and accelerated the development of existing plans for the collection of source materials, for their dissemination, for controls over them and for the ready retrieval of such materials. They made possible a life-long educational process for the individual, not one or thirty, but of thousands. Some of the products of that pre-computer age were the huge and continuing author, subject and union catalogs of books in book form; checklists of newspapers, of serials; guides to archives and historical manuscripts; to motion pictures; microfilm collections and the like. These were the men who largely planned the vast publication programs which are making the papers of leading men available. Many actually edited such papers according to the new standards.

No one could possibly list all such contributors to the improvement of access to the written heritage of the past, such men as the historian, Robert C. Binckley, who headed up the Joint Committee on Materials for Research; Luther H. Evans, who directed the Historical Records Survey and went on to become Librarian of Congress and Director-General of UNESCO; Clarence Carter, Editor of the Territorial Papers, who set a pattern for modern scholarly editorial projects; Verner Clapp, who headed up the Council on Library Resources, Inc., to mention but a few.

William Kaye Lamb during his 35-year working span (so far) was their peer. As a matter of fact, his was often a more difficult task. The Canadian way of getting things done is different than that of his U.S. and European compatriots. Dr. Lamb had to, and did, keep his "cool". There is an appropriate time to do a particular thing in the Canadian milieu. Kaye Lamb above all other things had a prescience that was phenomenal. He knew when the greatest possible step forward could be made, and he had the courage to take it.

His second great contribution was that he provided not only national leadership in the archival and library professions, but international leadership as well. His accomplishments will make "writings" throughout the world more accessible.

Canadians will undoubtedly remember Dr. Lamb for his many

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specific accomplishments during his 20 years in Ottawa, when he changed the orientation of the Public Archives of Canada into a service organization for the Government while increasing the collections and services for scholars. He put Records Management in Canada on a going basis and initiated a series of Records-Centres. He established a Central Microfilm Unit for the Government and systematically filmed major foreign records series relating to Canada in the Public Record Office and the Archives Nationales as well as the archives of the Hudson's Bay Company. The collections of the Manuscript Division, the Map Division, the Picture Division were greatly expanded as were the services on the Collections. First priority was given to the publication of guides to the collections, but near the end of his service, the first volumes of major series of planned source publications were published or in press.

Dr. Lamb will also be remembered as the founder and first Librarian of the National Library which started with nothing and by the time of his retirement held something approaching a half million titles. More important, however, was the publication on a monthly basis of Canadiana, the national bibliography, and the formation of The National Union Catalogue which lists the holdings of some 280 Canadian libraries (ca. 10,000,000 entries) and which is hooked up for reference purposes by Telex with 50 Canadian libraries and with the Library of Congress and some 80 other American libraries by TWX. And finally, more than any other single individual, he was responsible for the beautiful but marvellously practical National Library and Archives Building, which grew out of 1956 plans into the completely occupied building in 1967.

William Kaye Lamb was born in New Westminster, British Columbia, in 1904. His father, Alexander Lamb, had come to British Columbia from Scotland in 1888. His mother was of Scottish descent. He attended public school in New Westminster, and high school in Vancouver. He took his B.A. with first class honours in history at the University of British Columbia in 1927 and his M.A. at the same University in 1930. He was awarded a Nichol Scholarship for three years of postgraduate study in France in 1928. He spent the academic years 1928-29, 1930-31 and 1931-32 in Paris where under the direction of André Siegfried he studied at the Ecole Libre des sciences politiques as well as at the Sorbonne and at the Collège de France. He received his doctorate at the University of London through the London School of Economics in 1933. Harold Laski was his thesis supervisor and J. B. Hammond, his outside examiner.

Dr. Lamb was appointed Provincial Librarian and Archivist of British Columbia in the fall of 1934. In 1936 he was appointed to the additional task of Superintendent and Secretary of the Public Library Commission. In 1937, he founded the British Columbia Historical Quarterly and edited it until 1946.

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He received his appointment as Librarian, University of British Columbia in 1940 and held the post until the end of 1948, during a period of vast expansion in the Library and University.

Dr. Lamb was appointed Dominion Archivist in the fall of 1948, and took up the Ottawa post late in that year. In addition he was made responsible for preparations leading to the establishment of the National Library. When this materialized, he was given the additional appointment of National Librarian as from 1 January, 1953. He carried on this dual role until late in 1968 when on 21 November he left Ottawa with Mrs. Lamb to spend the winter on the Riviera. His formal retirement became effective on 15 January, 1969.

During the twenty years in Ottawa, Dr. Lamb made contributions of such magnitude that we will not know their full import for many years to come. A vigorous, active, friendly, unflappable man, Dr. Lamb has been hard at work in recent months bringing to publication stage longtime editorial projects which he has had to set aside from time to time in the interest of archival and library administration. We can rejoice in, and find profit from, his "busman's holiday".

- John Andreassen

"OTTAWA 1968 - SOME PERSONAL IMPRESSIONS"

By John Bovey, Provincial Archivist of Manitoba

on the occasion of the Annual Meeting of the Society of American Archivists at Ottawa, September 30 - October 2, 1968.

(NOTE: Because the conference has been reported in depth in the American Archivist, a personal viewpoint was felt to be appropriate here. Ed.)

This meeting of the Society was the first I had ever attended, and I suspect that most of the Canadian delegates were in the same position. Thus the conference had a somewhat paradoxical character, for while the majority of American delegates were strangers to Canada, the host Canadians were personally strangers to the visiting organization. Perhaps this fact even contributed to a generally stimulating and interesting conference.

My greatest and most lasting impression of the event was simply the sheer bigness of the United States of America as reflected in the number of American archivists present; their wealth in respect to holdings, equipment and budgets; the variety and often high degree

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of specialization of their professional background. While an impressive number of Canadian archivists journeyed to Ottawa, they still only numbered 25 out of a total of 330 registered delegates.¹

The Canadian archival community seems altogether more cohesive, familiar and homogenous than the American one. Canadian archivists, like the generality of Canadian academics until very recent years, are still few enough to know one another personally. This does not seem to be the case "south of the line".

From conversations with American delegates I concluded that there are very wide discrepancies between the archives of various states. The best may approach superlative standards, but those at the bottom of the scale are undernourished almost to the point of extinction. The archival scene perhaps again reflects aspects of the current poverty crisis in The Great Republic. By comparison, Canadian provincial archives today seem to be relatively closer to some median standards of policy, outlook and salary scales. These comments, I must emphasize, are conversational garnerings and nothing more.

No doubt delegates to every large conference which presents a varied program face the problem of selecting which papers or workshops they should attend. Certainly this proved to be a problem at the S.A.A. Meeting. At times, four workshops of almost equal interest

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¹These figures are mine, and approximate. Ed.

were scheduled at the same hour. Which one to chose? The ideal solution is for each institution to send a four-man (or woman) delegation, but few Canadian archives can afford that solution. Yet again, paradoxically, the staff of the small, unspecialized archives, simply have to be concerned about a wide variety of specialized subjects, such as church records, business records, government records, preservation techniques, automation, oral history and photography. Staff members of larger institutions with specialized departments perhaps do not feel the same compulsion to try and take in something of everything. When a conference like that of the S.A.A. concludes one is left hoping that the bulk of the three out of four papers one did not hear may soon be published someplace by someone.

Personally I found the papers on "special subject collections" particularly interesting, and indeed frequently entertaining. Particularly so was John A. Popplestone, Director of the Archives of the History of American Psychology at Akron, Ohio, who described himself as "the attic keeper of America's mind" (!) if I remember accurately, and opened an interesting exchange on acquisitions policy and methods. The other three speakers, Howard Applegate of Syracuse University on "Industrial Design Collection", Tino Balio of the University of Wisconsin on "Theatre Research Collection", and Rudolph J. Vecoli on the "Immigration Studies Collection" at the University of Minnesota also gave illuminating accounts of their activities and plans. The only pity, from the Canadian point of view, was that "fellow Canadians" who could have most benefited from exposure to these talks were not attending the conference, e.g., psychologists, designers, the Canadian Manufacturers Association, representatives of the theatrical world and the ethnic societies.

The workshop on Preservation Methods was well presented and I found Robert Wagner's paper on the "Preservation and Restoration of the American Film Heritage", which aptly included a film on the dangers of old nitrate stock, the new machinery for the restoration of damaged film, and the production of safety film copies, particularly informative. In the aftermath of this presentation it is encouraging to hear that the Public Archives has begun to build up a

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Canadian Film Archives under the supervision of Mr. Bill Gallaway. A good many Canadian archives have extensive picture collections, but few, to my knowledge, have yet begun to collect moving film in sizeable quantities.

Despite the interest in the general workshops the sessions on purely Canadian subjects seemed to be the liveliest and most bracing of the whole conference. (Or is this parochialism or chauvanism or whatever?) They included "French Canada - The Archival Situation" and "Developments in Canadian Business Archives".

Quebec boasts the motto "Je me souviens", but the panelists and the audience all sadly agreed, without dissent, that the archival situation in Quebec, if not all French Canada, is generally deplorable. Those present at the workshop were also treated to an exposition of M. Laurier Lapierre's somewhat novel archival theories.

The panel on Canadian Business Archives chaired by Mr. James C. Bonar opened one of the first general public discussions of this significant and hitherto untilled field. It was unfortunate that Willard Ireland, Provincial Archivist of British Columbia, was unable to be present to deliver his scheduled paper. However, John Archer of Queen's University ably adapted his remarks to survey the situation as a whole, and stimulated what became the liveliest discussion I heard during the conference; a discussion which may indeed be

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continued across the country for some little time to come. May Business Archives yet prove to be the Pandora's Box of the Canadian corporate, or archival, worlds?

The recent addition of public relations personnel to the Public Archives of Canada became quickly apparent at the S.A.A. meeting. Has Ottawa, or any other Canadian city, ever been so aware of an archival conference in its midst? The facade of the Chateau Laurier was decorated with a "Welcome American Archivists" banner, and the local papers, thanks to the leg-work of Mr. Bob Roswarn, carried stories and pictures every day. Perhaps the Canadian archivists should try to maintain a similar degree of exposure whenever they meet in future.

Social events, planned and spontaneous, are never the least significant feature of any conference, and so it was at Ottawa. The planning committee did an excellent job of arranging band concerts, movie films, tours of the national capital district and the new Public Archives Building, the Gatineau Hills (for ladies only) and a post-conference expedition to Upper Canada Village.

However, at least for the Canadian delegates, the social event of greatest significance was the October 1st luncheon addressed by the Dominion Archivist. Dr. Lamb was introduced by the Secretary of State, the Hon. Gerard Pelletier, who in the course of his remarks announced with regret that Dr. Lamb would soon be retiring. Thus the luncheon speech became unexpectedly a valedictory by the Dominion Archivist, although fortunately not the last time archivists can hope to hear Dr. Lamb speak. The reception that same evening before the presidential dinner became an animated but slightly sad au revoir party for both Dr. and Mrs. Lamb. None the less these two events made an important Canadian occasion out of the 1968 Annual Meeting of the Society of American Archivists, and they alone would have made the journey to Ottawa worthwhile for all the Canadian delegates.

- John Bovey
Provincial Archivist of Manitoba

THE CONSERVATION OF WRITINGS ON PAPER IN CANADA

by

John C.L. Andreassen, University Archivist, McGill University

An earlier version of this paper was used by a formal committee of McGill University librarians, museologists and archivists charged with developing a plan for the conservation of McGill's holdings of reference and research materials. Records administration materials were also involved. Its publication now, in the Canadian Archivist, is designed more as an "alert" than as any definitive answer to the problems that librarians, records administrators, archivists, public officials and others face, involving the "life expectancy" of the papers used for the writings which we create or have in our custody.

I. The Conservation of Writings Already on Paper

Years ago, we learned that good as it is, the manual repair of deteriorating papers simply meant that the job would have to be done over again within anything from 18 to 30 years. The conservation of writings on paper requires something more than the "silkaline approach". The two men most responsible for pointing up the problems and for suggesting some of the solutions have been Verner W. Clapp, President Emeritus of the Council on Library Resources, Inc., of Washington, D. C., and the late William J. Barrow of the W. J. Barrow Research Laboratory of Richmond, Virginia. Mr. Clapp enunciated the basic problems.¹ Mr. Barrow, with grants from the Council, provided some logical and tested facts on which solutions can be based. It should be pointed out that the research and development work done was directed primarily at 1) the conservation of book papers and 2) the provision of permanent-durable book papers. The relationship to the unique writings on paper with which the archivist, historical records custodian and museologist is concerned is, however, direct and clear. Mr. Barrow found that several factors were responsible for the deterioration of papers:

- 1) The major cause was identified as the "acid catalyzed hydrolysis of the cellulose in fiber papers". Responsible estimates are that "90 percent of the books published between 1900 and 1945 will be unsuitable for general library use within 35 years if protective measures to reduce the rate of hydrolysis are not taken".
- 2) The general assumption that rag papers of the 19th century were permanent was found to be erroneous in subsequent

studies of papers used between 1800-1899. Mr. Barrow found that "the major blame for the deterioration of book paper after the mid-point of the 19th century...should be assigned to the use of alum-rosin size, with which papers of both kinds (rag fiber and wood pulp) were sized to prevent 'feathering' of ink". He found that while only 5% of the 1800-1849 group of papers were in the restoration category, 10% of the 1850-1869 group were in need of restoration, and 37% of the 1870-1899 group were in that category.

- 3) Other chemical reactions are also involved. These it is well known vary according to temperature. Further research has now determined that this general rule affects paper deterioration. "The evidence indicates that the longevity of any particular papers (except newsprint) will be increased about seven and a half times for each decrease of 36°F." (I might add that for some time, archivists, museologists and librarians have considered that a good temperature and humidity for people was also a pretty good temperature and humidity for papers, bindings, paintings and the like. In other words, most of us aimed at 70 degrees F. and 50% humidity. These Barrow temperature findings seem to change this notion, but I have seen nothing as yet in the literature which does state what the correct humidity should be at any given temperature ranging down to -2 degrees F.)

As long ago as September 1960, Robert E. Kingery of the New York Public Library listed steps which then could be taken to 1) conserve original materials and 2) reproduce such materials. Research has, of course, been continuing, but I've taken his general outline and added to it, in the light of the literature on the subject which has issued since that time.

Conservation of original materials

1. Store books and archives in atmosphere free of sulphur dioxide and other acids. Among other things this calls for an air-conditioning plant equipped with an alkaline wash device to maintain acid-free air rather than air-conditioning which increases and extends the flow of acids in the air.
2. Provide humidity controls, and temperatures ranging downward as low as may be practicable depending on the nature of the writings stored. (Research on the appropriate % of humidity is especially urgent.)
3. Store books and other writings which have had excessive exposure to light, in the dark in nitrogen or helium, to arrest

post-irradiation effect.

4. Treat books or other papers to bring the pH factor above 7, by washing, spraying, vapor deacidification, or otherwise, with an alkaline mixture.
5. Laminate, after deacidification, selected books and papers using tissue for added strength and cellulose acetate sheets (cellulose acetate film is of course only a purer form of paper without the built-in means of destruction) of archival quality to protect against further deacidification when the books or papers are in use. (Canada's first lamination machine was installed in the Public Archives of Canada in 1968.)

Reproduction of original materials

1. Miniaturize by copying in one or another of the microforms.²
2. Reproduce in book format by the production of electrostatic stencils from roll microfilm with offset reproduction in relatively small editions.
3. Where books are concerned, the original publisher can sometimes be prevailed upon to reprint a deteriorated volume. There are a growing number of reprint publishers who made a business of this sort of thing.

One of the topics of the Association of Research Libraries at its Montreal meeting on 18 June, 1960 was the problem of paper deterioration. As a result, a Committee on the Preservation of Research Library Materials was established. The revised report of that Committee was published in the Library Journal, January 1 and January 15, 1966. Part II of the Report entitled "The Preservation of Deteriorating Books" recommends: "Establish a central library that will accept from other libraries and physically preserve, by deacidification and storage at the lowest practicable temperature (or by improved techniques if such be discovered by future research) an example of an original written record that...meets listed qualifications. Meanwhile, it has been reported that the New York Public Library has microfilmed some 500,000 of its estimated 3,500,000 brittle books, and that the Library of Congress has been spending approximately \$50,000 annually to microfilm brittle materials in its collections "and have barely scratched the surface". For 1970, the Library of Congress has requested \$100,000 with which to preserve 'brittle books' through microfilming". "The Microfilming Activities" of the National Library of Medicine are described in N.L.M. News, February 1969 pp. 4-5.

A report on the "Brittle Books" project at the Library of

Congress appeared in the January 1969 issue of College and Research Libraries. Frazer G. Poole, Assistant Director for Preservation, Administrative Department, Preservation Office, Library of Congress has commented on it: "However, the Project investigated only a minor facet of the total deterioration problem. Establishment of a national preservation collection, the problem of indemnifying libraries for relinquishing copies to a national preservation collection, the initial microfilming, and the preservation of suitable negative and positive copies for libraries which may need them, the storage conditions under which such collection should be maintained, and a number of other related problems are under investigation presently by the Association of Research Libraries".³

In any report on the state of the art, Mr. Poole's statement which follows, summarizes my own conclusions:

"The truth is, of course, that this is an exceedingly complex problem for which no one has good answers. At the same time we do have information and techniques suitable for preserving those materials in sheet form. The problem of preserving books and other bound materials has never been satisfactorily resolved, primarily because of the cost factors involved". (Underlining, supplied)

Put in other terms, the librarian dealing with printed books doesn't yet have a clear pattern to follow. The archivist, the map, the broadsides, broadsheets and historical manuscripts custodian does. This pattern calls for the use of a combination of such techniques as microfilm, deacidification, lamination and cold storage. There is one note which must be added. The flood disaster in Florence in 1966 resulted in worldwide attempts to aid in the rescue and conservation of the damaged books, manuscripts and works of art. The restoration work highlighted a number of problems calling for research. Announcement was made late in February 1969 that the Council on Library Resources had made some \$75,000 available as a grant to the Imperial College of Science and Technology, London, U. K., for three years of such research. An attempt will be made to close the present gap between traditional restorers of books and paper and the scientists and it is expected that booklets on working techniques and standards will result. The program is designed, among other things, to extend the work pioneered by the late William J. Barrow,⁴

II. The Conservation of Writings Not Yet on Paper

So much for the problems involved in the conservation of writings already on paper. Do we have to go on writing and printing papers that have their suicidal acid within them? If the generally

stated percentage estimate that only 5% of writings on paper are worth keeping, then shouldn't we continue with this "planned obsolescence" kind of operation? It would automatically eliminate what was useless and we'd have, say a generation to select what should be retained. Fire, flood, war, heat, sunlight, moves, acid within and without and human indifference would solve the problems growing out of the paper avalanche of the last 30 years. For the time being, that's pretty much a description of the situation. However, the archivist does have to take an interest in this matter of paper birth control. The Federal Government, probably the largest user of record papers in Canada, still appears to follow the lowest bid procedure, without reference to permanence or durability.

We all know, of course, that as a result of the Barrow experiments, an acid free and durable paper has been produced and advertised in many pages and issues of The American Archivist. We know that for some years, the issues of that journal have been published on permanent/durable paper.⁵ During the summer of 1968, McGraw-Hill Book Company announced that all books intended for library, reference and scholarly use would be printed on the modern permanent paper, presumably with a pH factor of 7 or above. Other publishers may have adopted the same policy and practice.

However, it did seem strange to me that there was no reference to such papers of a permanent/durable character manufactured here in Canada when I started work on this account, since paper making is one of Canada's major industries. On 19 November 1968, I wrote the Secretary of the Pulp and Paper Research Institute, Ken Vroom, at the laboratories of the Institute in Pointe Claire, Quebec, as follows:

"Hasn't the time come to give consideration to the production of paper products in this country which can be used for the publication of the scientific and professional journals, the library books, the cardboards and the corrugated box papers which are needed to store permanent records? And probably most important, can't we soon have a permanent archival paper for the unique writings of lawyers, notaries, corporate secretaries and the like? A good layman's description of the book paper is to be found in the Colophon, p. 79 of Barrow's Permanence/Durability of the Book - II Test Data of Naturally Aged Papers, Richmond, 1964."

My friend Vroom passed the letter on to the Canadian Pulp and Paper Association and Mr. A. E. Rickards wrote me on 10 December 1968, and referred me to six Canadian manufacturers of book, writing and other fine papers. On the following day I wrote these six manufacturers outlining the problems to which research had been directed:

CONSERVATION OF WRITINGS

"What causes the deterioration of writings already on paper? What can be done to conserve such writings already on paper? And what should be done to provide a permanent base for writings in future? Research is, of course, still underway".

I then called attention to representative advertisements in a recent issue of The American Archivist which offered such things as "acid-free envelopes and file folders, text, bond, ledger, cover, bristol papers, library catalog card stock, letterheads, records storage boxes, document boxes, lined manuscript boxes and the like, and of course, the U. S. manufacturers and vendors". And then I asked, "does your firm manufacture any of such papers? Or, do you know of any Canadian source for such papers?" The response had many interesting factors. One of them was that two firms did not respond at all. The first response was a telephone call on 18 December 1968. "Yes, we do make a permanent paper and we will make others to order, but there are some problems such as the need for different inks. However, we will put one of our technical people in touch with you to discuss the technical problems involved and the possible market".

A second company wrote on 16 December 1968 - "We do manufacture a few high grade bond papers treated for permanency and can manufacture other grades. I am making some inquiries with our Technical staff after which I will be in touch with you and would hope that we may meet with you to discuss your interesting letter in more detail".

A third company representative telephoned on 19 December 1968. He said that, like other firms, they had been working on an alkaline system of sizing papers. He stated that if there was a demand of consequence they could supply acid free papers. He stated, however, that it was impossible to conduct alkaline and acid paper making systems in the same plant. I asked why, if a market survey were conducted, the various manufacturers couldn't agree on a single plant for the purpose? Such an arrangement, he thought, was forbidden under law. He added another interesting statement to the effect that fine papers were largely produced in the country where used, and that there was little export market for such papers. He, too, offered to make available his technical people for further discussion during the Montreal Paper Manufacturers' conference in Montreal starting 27 January 1969.

A fourth company replied on 19 December 1968 "Unfortunately we do not manufacture these grades at present" and suggested several manufacturers who might do so.

Arrangements were then made to discuss the possibilities with technical representatives of the three firms. The first of these

discussions took place on 13 January 1969. I was informed that M. Antoine Roy, l'Archiviste de la Province de Québec had asked for such permanent papers in 1949; that they had offered a bond paper with a pH factor of 7 in 1964 and that they were now producing or offering on demand some 10 grades of paper "neutral sized for permanency" in a variety of weights, including library card stock. Subsequently, a listing of these papers was supplied in writing. I was also informed that the Canadian Government Specifications Board had met on the matter of specifications for an acid free library card stock in December 1968.⁶ I was a bit surprised to learn from them that acid-free paper was not materially higher in cost than the acid papers generally offered. Subsequently, this manufacturer offered to make samples of the paper available for display, and a technician to answer questions at the June 1968 meeting of the Archives Section of the Canadian Historical Association at York University.

The meeting with the technical representative of the second manufacturer took place on 29 January 1969. I was presented with a sample of that firm's "Durable-Book" paper which had been manufactured for the past four years for one Toronto law book publisher and the statement that they expected to have 4 other grades of permanent paper by the end of 1969. Apparently the Barrow tests for permanence and durability had been applied and the tests to that date showed 40% strength after 75 years of accelerated ageing. Again I was informed that the cost was not much higher than acid papers.

Canadian winter weather grounded the representative of the third manufacturer, and the planned meeting did not come off. After reading a draft of this paper he did write me on 31 March 1969 as follows: "We, as the third manufacturer, do not produce a line of 'Permanent Papers'. However, the capability is there and is strictly a matter of economics. We have made acid-free papers and are continuing with various trials. There are certain advantages to the producer but to date we have found the acid size to have a distinct cost advantage".

As of now, that adds up to a willingness on the part of paper manufacturers in Canada to supply permanent-durable papers. What would seem to be needed is broader knowledge on the part of those who produce books and permanent records of the need for such papers (and probably inks). I don't pretend to know who should take up the leadership, but certainly all the major research libraries in Canada should be interested; all the federal and provincial and municipal archivists in Canada could be expected to assist. The producers and custodians of legal documents, vital statistical records, all permanently required governmental and business and church association records would seem to have a natural interest in this matter of permanent-durable writings on paper in future.

Certainly the directors of university presses, the registrars of schools, colleges and universities, and publishers generally would be involved. And, I would think, even the manufacturers of office copying equipment might well be involved. Specifically, I'd urge that the Archives Section of the Canadian Historical Association establish a Committee to work with all who would join them in the evolution of Canadian specifications for the various papers needed, and in urging the formal adoption of such specifications. The Dominion Archivist might well have the necessary authority to take on the leadership needed under The Public Records Order P.C. 1966-1749.

For a long time to come, the book, and other writings on paper will be with us, and we'll have to face up to problems of today and the solutions available to us now if what is presently recorded is to be passed on to the next few generations.

FOOTNOTES:

1. Verner W. Clapp after reading those lines modestly wrote me: "let me tell you what I think my position is in this matter. I had a long-time concern with the problem of deteriorating paper when it suddenly became possible for me to underwrite research on the problem. Luckily there was at hand exactly the man for the job - a man who had studied the problem and had excellent ideas as to its solution, but needed financial support - namely, W. J. Barrow. I was able to provide him the support he needed; I was also able to publicize his findings. But, I do not wish to be given more credit than I deserve. The accomplishment was solely his". 10 March 1969.
2. I might add, that in my own view since 1947, I have thought that books copied on microfiche, could provide an answer to 1) preservation of books; 2) solve the growing space problems of libraries, since such microfiche could be shelved in permanent/durable envelopes on existing library shelving in probably less than 5% of the space occupied by normal bound volumes; and 3) serve reprinting or republication needs. As a matter of fact, the Library of Congress acquired a step and repeat camera for producing microfiche in that year to experiment with this idea. The mechanical deficiencies of the camera at that time defeated us.
3. President Clifford Shipton reported on the work of the Society of American Archivists'. Ad Hoc Committee on Paper Research to an SAA Council Meeting in Ottawa on 29 September 1968 and announced a grant of \$2,500 to the Committee for expenses from the American Council of Learned Societies.
4. In Verner W. Clapp's view, the 1960 "Permanent/Durable" paper

CONSERVATION OF WRITINGS

specifications prepared by W. J Barrow already need updating. There is a possibility that the Library of Congress Information Bulletin may carry supplements in future designed to serve as a clearing house for information in this area.

5. Verner W. Clapp makes the point that "permanent" papers and "permanent/durable" papers are not the same thing. " 'Permanent' paper is non acid or alkaline paper, but may be very weak - in fact is undoubtedly weak. 'Permanent/durable' paper is a paper which combines neutral or alkaline pH with good strength. The fact is that good strength is necessary for permanence, because the papers with less strength deteriorate to zero just that much faster than strong papers (see Permanence/Durability of the Book page 22 and Fig. 1)."

6. I have in my files a 2 page analysis of two Canadian and one U. S. produced catalog card stock produced at the Abbaye Saint Benoit, St.-Benoit-du-lac, Québec, entitled "Fichiprim Présente et Analyse Trois Cartes à Fiche".

AN EFFECTIVE PHOTOGRAPHIC ARCHIVES

by

Ron D'Altroy, Photographic Curator, Vancouver Public Library

While the acquisition of negatives and pictures can be exciting and quite romantic, there is a great deal of just plain slugging to put all your material into an active useful file. An investigation into various systems of filing and storing revealed a great diversity of methods, many of which are very complicated and in my opinion virtually useless. I tried many experiments and eventually came to the conclusion that a straight-forward numbering system was the most practical. As I receive a negative it receives a number, consecutive to the one before it and these negatives do not necessarily have any relationship to each other although sometimes a related group comes in together. This number identifies that negative and subsequent prints for all time. Negatives are stored in filing drawers or boxes each individually sleeved, the sleeve carrying the number of the negative and other information useful and pertinent to that negative. Negatives come in all sizes - from 20" x 24" glass plates to kits of 8 mm. movie film, so it is impractical to try to fit sizes. I use 3 sizes of envelope, each larger than the negative it holds. This allows the numbered corners to be flipped and quick isolation of a particular number is easy. Negatives should be kept reasonably dry and in the dark. One of the most harmful conditions is fluctuation in moisture content. Under humid conditions an easy and economical control is to use silica gel - available from a professional supply house. Glass plates are difficult to handle and must be treated with tender, loving care. Remember, as glass gets older, it becomes increasingly brittle. Keep finger prints off - they contain acid and can do irreparable harm. The Kodak Co. puts out Advanced Data sheets periodically and a letter to them puts you on their mailing list.

I make it a practice to standardize the size of prints regardless of negative size. The prints are 8" x 10" fused together in pairs and looseleaf bound; that is, two prints sandwiching a piece of mounting tissue and put through a hot press, cut to size and punched to fit a special looseleaf binder. This method may appear to be expensive, but when you consider the durability, safety, and the useful reference tool this album of prints becomes, the cost is secondary. I can report that this method is received with delight by everyone who has had to refer to our albums. The looseleaf albums are numbered and each contains 100 prints. Thousands of

prints may be shelved in a very small space and the uniformity makes working with the system a pleasure. All prints are put through a special Archival wash developed for the Library of Congress, and it prevents continuing chemical action that yellows or fades the print. You have all seen prints that have turned yellow or that have faded.

We now have a properly-housed group of negatives and a quantity of easy-to-read 8" x 10" prints numbered alike. As we have to be able to find any subject that may be asked for, be it "Horse-drawn vehicles" or "Types of fencing used by settlers", a special list of subject headings has been prepared based on the requirements of the area and the subject content of B.C. pictures. These headings conform to the standard sources of subject headings - Sears, Dewey, etc., with necessary improvisations and with the built-in provision for adding new ones as necessary without upsetting the main file. Each area and in fact each town will need subject headings peculiar to its own needs. The town may be a religious settlement, a ghost town, or a company town and each will have some subject content that exists for them alone.

Studying a picture, we catalogue it by subject, area, people, buildings, data, etc. One picture may have as many as 20 subject index cards - these eventually wind up in an alphabetical master file. I maintain two other files using the same type of card. The first is by date so that a time-oriented development study of the area can be made. This file also supplements the "Information File" which we will discuss in a few minutes. The second file is merely an acquisition list by negative number. The cards are 3" x 5" and each card carries the negative number, photographer if known, donor, date, and a general description of the picture. I know this sounds complicated, but in use it is simplicity itself and precludes a lot of pitfalls that open up with more complex systems. I have sample cards of all types used, which you may see at your leisure.

One of the difficulties you will be faced with is the picture about which you have no information at all. All you know is that it was taken in your town and deserves a place in your files. Identification and dating can be very difficult, but it can be done within reasonable limits and the tools for this are street maps, directories, newspapers, published chronologies, old-timers and your "Information File".

The Information File is a simple card file recording facts and you keep adding facts as you acquire them. For example - Jones Building - built 1907 - 3rd floor added 1910, burnt down 1915, replaced by Globe Theater. Or Chester St. changed to Main St. 1922. Or, Rule-of-the-Road changed Left-to-Right, Jan. 1922.

Another method I have used both for picture identification and public relations is to make 35 m.m. slides of your pictures and give a slide talk to an interested group. Copying pictures is not difficult. Some fine books and pamphlets are available to guide you. You need a 35 mm. camera, a close-up lens, light, film and an exposure meter. I use color film and copy from the prints and by using warm lights (3200 deg. Kelvin), I can achieve an overall gold tone from black and white prints that projects beautifully and gives the appearance of an old print on the screen. On one occasion I gave a talk in Richmond. I showed some old pictures that created quite a stir among the old-timers present and not only did I get pictures located and dated, but I even got the names of some of the horses and cows on various farms! It is possible to make slides for projection from negatives using a light-box of ordinary black and white film. There is also a reversal film made for making slides from pictures, but I like using color film because you can vary the effects and occasionally throw in a slide of an early painting in full colour.

As time goes by, it is surprising how much information will continue to pile up and if you have set up files, the information can always be recorded.

So far we have been dealing with negatives, but many times your acquisition is an old print. These should be handled in a manner similar to negatives, but with an additional step. Your original print should be copied and your file print or album print made from the copy negative. This original print should then be safeguarded in a file so that you have an authentic source for your copy. Your file cards should indicate that this is a copy negative and also list the "Print number". At this time, I should mention that a professional photographer can make a very good negative from a faded print.

If the print has been lent to you for copying, be sure to record the name of the lender and the fact that there is no original in your files.

Incidentally, I have found that many persons let you keep the original providing they receive a copy print of good quality.

Remember that five seconds after a picture has been taken, it becomes an historical record - so there must always be room for contemporary material.

The old pictures you are saving were fresh and topical a few years ago. I am now in the process of plotting a map of the City of Vancouver, pin-pointing certain locations, and from these locations, a series of pictures will be taken annually.

In closing, let me remind you that the camera has been around for most of B.C.'s history and it would be a great shame if we, the people of B.C. who are interested in preserving the record of our development, should neglect the pictorial record of our growth and development.

The beauty of a photographic archives is that anyone can make use of it - children, adults, professional types, etc., and each will be satisfied as he reads into a picture that which meets his requirements. You can literally satisfy all your customers.

Establishing a collection is no more than work. Not that you haven't enough to do as it is, but a little time devoted now and then and it is amazing how quickly a small collection tends to develop. However, you must keep on top of it because as material accumulates, it tends to compound itself and unless there is some order to a collection, it diminishes in value. Any museum technician can at least roughly categorize and subject index the contents of a picture. Subtle social significances, such as the number of orientals in a work gang or the length of skirts can be left to the researcher.

Keep a display of photos at all times and periodically create a large display. A by-product of our collection is a series of postcards which are saleable and spread the word that the collection exists.

Remember the charm of an old print is universal.- both young and old are reached and a very beneficial rapport can be established that will benefit the museum in all ways.

(This is the second part of an article which appeared in the October 1968 issue of Museum Round-Up, published by the B. C. Museums Assoc. Ed.)

ARCHIVAL TRAINING

The University of New Brunswick, Fredericton, will offer a post graduate seminar in Archives Administration extending over the academic year 1969-70. The syllabus will cover the history and principles of archives administration as practised in Europe and North America, including a study of individual repositories, their problems and growth; the study of records in relation to the administrative structures that created them; the principles of modern records management.

PHOTOGRAPHIC ARCHIVES

ARCHIVES IN BRITAIN AND CANADA - IMPRESSIONS OF AN IMMIGRANT

by

HUGH A. TAYLOR

As immigrants, we decided to enter Alberta by the traditional route from Europe, that is by sea and railway, and for us as for so many thousands of others, Quebec became the gateway to Canada. I think this is an important historical experience, for there is a danger that those who travel by air may feel that they are landing in some distant territory which is out of context with its surroundings, an island in a sea of land. We were conscious of Quebec as a most ancient and beautiful gateway to Canada, and we will not forget our very warm welcome on the threshold by the Immigration authorities. In our journey across Canada, we soon appreciated that there was an historical, as well as a physical distance to be covered, for after all, even English archivists are historians, at least to some extent!

For most immigrants there is always a problem of language, or at least terminology, and I soon found that I had to tread warily when using the archival terms to which I had grown accustomed. I soon found that Archives was usually descriptive of a repository of documents and not of the documents themselves. I would like to suggest that the English terminology is perhaps a little more logical in this respect, if only because we have introduced the term Record Office into general use, which enables us to reserve the word "Archives" for administrative documents of all kinds, and use the description "public", "semi-public", and "private" for the three principal sub-categories. The term "manuscript" can then be reserved for documents which are handwritten and not be forced to cover private collections as a whole. I note that Bernard Weilbrenner, in an article on the Public Archives of Canada, refers to a proposal by the Historical Commission for a Canadian Public Record Office in 1914 as an extension to the Public Archives, so you very narrowly missed the perfect solution to this thorny problem.

On reflection, this term "Record Office" perhaps lies at the heart of the difference of outlook on archives in England, and this country. Most of the public archives of England grew out of the courts of law which were also courts of record, where the evidence of public transactions, whether legal, financial, or testamentary, were filed and kept as a service to the community.

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Thus, the Public Record Office in London, which was established in 1838 was for many years mainly concerned with the preservation of the records of the medieval courts of England, and significantly enough was placed under the supervision of the Master of the Rolls who was the head of the Court of Chancery. It is important to remember that most public administration in England stems directly from the courts of law, and this is also true of local government. Parliament itself originated in the Court of the King (and here we have another interesting association with this word) and the full title of one of our most venerable institutions is the High Court of Parliament. Sometimes an office of administration turned itself into a purely legal court such as Chancery, which began as the principal executive arm of the Norman Kings.

Similarly the local record offices of England based on the counties and principal cities were set up primarily to preserve and arrange the records of the Courts of Quarter Sessions and their equivalents. All these offices had in origin one basic consideration; i.e. the preservation or keeping the public record for the service of the community.

The historical origin of his office has greatly influenced the preoccupations of archivists in England. Most of his energies have been devoted to those centuries before the nineteenth when the conduct of law and administration was not usually separately defined, and the early records were given first priority because there was this obligation to maintain their existence as public documents. I should hasten to add that soon after the creation of a local record office anywhere in England, collections of documents from private sources began to pour in and were given detailed attention according to their merits until now the bulk of private collections may surpass that from the public sector.

I would suggest that the cumulative affect of this tradition has been to make English archivists more record keepers than historians, and many would hold that this is the true role of the archivist. The records have in general been kept most faithfully in this sense, but there were times when I felt that we were a little too concerned with the minutiae of the records at the expense of their general historical implications. The interests of the users of record offices have changed radically over the years but to some extent the training and duties of archivists have not kept pace, for the historical reasons that I have suggested already. Yet I would maintain that no one can make much of the archives of England unless he is an historian. We are not just manipulators of dead medieval files.

Another factor which greatly influences the archivists' work

is that there are only four Land Registries in England covering a very small part of the area of the country. This means that much of the archivists' time and most of the records accumulated from private sources are concerned with land titles and the ancient forms of conveyancing, which are unbelievably involved. Imagine the situation in this country where all the Land Titles Offices were destroyed and the only evidence of occupation was to be found in copies of documents in the hands of the owners of property, or their attorneys. Most English record offices are bursting with the records of land titles, whose bulk is often out of all proportion to their value, besides being extremely laborious to catalogue.

The fact that land has not been registered by law has meant that much of the English archivist's skill, and because of his skill, his interest, has been directed to problems of land tenure and consumed a great amount of his time and energy. So, what with the records of the courts and the accumulation of title deeds constantly challenging him to set them in order and interpret them correctly for the public, the marvel is that so many English archivists have achieved such a richness and variety in historical scholarship and archival insight. Perhaps it is the historian in them. Again, the accounts and correspondence from the great landed estates which accompany the title deeds are rich and varied but they reflect only the hereditary, politically conservative governing body in England, throwing the total surviving evidence of society out of balance. This is not the fault of the archivist.

By contrast, Canadian archivists have, as I see it, a totally different background. The first accumulations of public records were made by the provinces in the conduct of their affairs, but the provincial archives which were subsequently formed were not set up primarily to "keep" these documents in the English tradition but to accumulate the raw material of history.

The Public Archives of Canada owes its creation to the Literary and Historical Society of Quebec and Douglas Brymner, a journalist, was appointed Archivist in 1872 with "three empty rooms and very vague instructions". You can see at once that here is a totally different point of departure which is both limiting and unfettered; limiting because the archivist of that time had no powers to restrain the destruction of many ancient series of documents by his being appointed specifically to keep them, and unfettered because his terms of reference were so broad that he could range into Europe in search of historical material relating to Canada. The great microfilm project which has resulted in the copying of so much material in the Public Record Office and Beaver House during recent years is in direct succession to the nineteenth century transcripts made in Paris and elsewhere. As

far as I know, this international concern for the sources of history is not echoed to the same extent in England, but perhaps it is because we believe all our history is made at home!

I can now see why there is an emphasis in some Canadian repositories for archivists to be primarily historians and I greatly respect this point of view, although not brought up in quite the same tradition. One of the basic assumptions of this doctrine appears to be that Canadian archivists shall seek out information on the records of their country wherever they may be, and inform the student accordingly. In England, I believe there is an over-emphasis placed on the self-contained nature of the record office and I have known many archivists with the very vaguest knowledge of the contents of record offices other than their own, even within the same city. The splendid work of the National Register of Archives in London is helping to change this but the process is a slow one. Yet the time may come when Canadian archivists will develop attitudes of mind similar to those bred in their colleagues in England as they come to receive more and more of the departmental records of government and the courts of law. An increasing amount of their time will be spent in "keeping" these records (and destroying them) and less and less of it will be occupied in the search for historical material wherever it may be, unless the staff can keep pace with the work involved. The appointment in Ontario of an Archives Liason Officer reveals an interesting development and a possible solution. This makes the Union List of Manuscripts prepared by the Public Archives of special importance at this time.

The paper which was read to our section by Professor Lewis H. Thomas five years ago, reviewed the machinery of archival legislation in Canada and some of the problems of its application. Since that date, several more statutes have been passed into law, and it is clear that most archives have now considerable responsibility for the records of government, and that their bulk and impersonal nature will mean that the researcher will have to be increasingly aware of administrative history and that the archivist will be unable to come up with information on persons and places which is more readily obtained from records in the private sector, or from the correspondence of public figures.

This shift of emphasis in holdings of records in Canadian archives may well have a profound effect on historiography in Canada, which has had its counterpart in England already. My impression is that Canadian historians are still deeply concerned with national politics, especially as it is reflected in the great series of correspondence of Prime Ministers and others in Public Archives of Canada. Local historians are at present concerned with the history of their own locality which tends to be generally biographical in nature, and this is particularly valuable

when impressions of founders of the communities are being recorded while they are still alive. But a time will come when more attention will be paid to administrative history as the point at which legislation and political policy became effective, or not, as the case may be. Much of the history of this country lies within the records of its administration, especially as this administration was quite highly developed even in the early years; I am thinking here of Western Canada in particular. The counterpart of this movement in England may be of some interest because it was during the latter part of the nineteenth century that a great deal of work on the constitutional and political history of England was accomplished, based on the publication of the Rolls Series of Public Documents and Chronicles, and the early calendars of the Public Record Office. These gave way around the period of the first World War to an intensive consideration of administrative history, both nationally and locally, which still continues partly due to the increasing sophistication of modern administration and appreciation of its problems, and partly to the fact that the records of administration are becoming more readily available in record offices.

There is, however, a danger of over-emphasizing the importance of administrative procedure, which is rather different. Professor T. F. Tout, who virtually founded these studies with his six volumes of Chapters in Medieval Administrative History has been criticized as tending in his later volumes to write a history of England through the standpoint of administration, which a critic has said "is rather like trying to command a warship from the stoke-hole". The records of administration are arranged in such a way that it is all too easy to write a history of the administration or administrative procedure, but this is not the same thing as writing a history of the administration as it affects individuals or extracting information from administrative records as raw material for other historical projects.

Because of his control over the preservation of administrative records, the archivist has immense influence on the writing of historians, especially through the suggestion of subjects for M.A. and Ph.D. theses. The tendency nowadays is for professors to inquire about suitable subjects available in the archives, rather than for students to ask initially whether there are papers relating to a subject in which they have a particular interest. We should, I think, ensure where possible, a balanced use of our collections in this way, although we all know the temptation to recommend neat, self-contained groups of papers on perhaps rather a limited subject which seems to suit everyone's convenience.

In England, the relationship between the Public Record Office in London, and local record offices, has for many years been rather difficult to assess. The Assistant Keepers of the Public Records

are the custodians of the records of central government, which far surpasses in completeness and span those accumulated locally; they are Civil Servants who become archivists through extensive in-service training but I think the difference lies more in the fact that the records of the central government differ radically in kind from those created locally, and the Public Record Office has rather different problems, or at least had until recent years. Individually, the staff have always been most kind and helpful, but in my own experience, our paths rarely crossed. I think it is worth recording that the Public Record Office has worked closely with London University on the Diploma Course for Archive Administration since about 1948, and that there has been a good deal of rivalry between the University of London and the University of Liverpool, which ran a similar course more specifically related to local records and the local archivist. Most of us who were at Liverpool, and many who were not, felt that this course was in many ways better suited to our needs. In brief, the attitude of the Public Record Office in general has been rather paternalistic towards the local offices, though this is now changing. By contrast, one of my earliest impressions on my arrival here was the close and friendly relationship between the Provincial and Public Archives. Dr. and Mrs. Lamb personally entertained me and my family during our short stay in Ottawa, and my only moments of apprehension were when my three small and boisterous daughters disappeared out of sight in the Lamb's lovely home. I feel that one of the basic reasons for this accord may lie in the fact that the older provinces antedate the federal government, and government departments were developed in a similar way at federal and provincial level. Besides this, as I indicated earlier, the Public Archives always had a more outward-looking view of its role than its English counterpart. I am sure this relationship will long continue, and will make possible the resolution of certain problems that might arise when a professional body such as the doctors or architects of Canada might decide that they would like to recommend that the Public Archives make collections of manuscripts in their respective fields. The provenance of these manuscripts may well be provincial in origin, and there would be an argument for retaining them in provincial archives, but at least the alternative could be placed clearly before any organization considering such a project. I have found this relationship with the Public Archives very helpful when it comes to considering federal records which have been passed for destruction as of no value from a federal point of view being retained in provincial archives where the provincial interest might well be greater and merit their retention. I have never so far heard of a similar approach to the Public Record Office in London on this matter by English archivists, although there has been a valuable arrangement by which the records of nationalized private industry may be retained at approved repositories locally; and Mr. Collingridge, the liaison officer of the Public

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Record Office has been appointed to deal with problems such as these, showing a distinct change of heart from attitudes of some years back.

The separatism of the Public Record Office is further emphasized by the fact that the care, arrangement and publication of manuscripts in the great private collections of national importance came within the terms of reference of the Historical Manuscripts Commission and not of the Office. The early years of the Commission's work was concerned mainly with publishing, correspondence, and other papers of a political nature, together with summaries of the contents of the Muniment Rooms of the major landed families of England, which have for so long been immersed in political life. In more recent years, the National Register Archives was set up under the Commission to gather information on the smaller collections covering every kind of archival activity. The fact that the Public Record Office was never involved in the work of searching out manuscripts in the tradition of local offices has further tended to isolate it from the main streams of archival development in England. I am very glad that the Union List of Manuscripts is being prepared within the Public Archives of Canada, thus further strengthening the links with repositories at the Provincial level. While I am on this subject, you should know that the Public Record Office in London closed daily at 4 p.m. and weekends, while the P.A.C. offers round the clock service. I know there are good reasons for this difference, but you will see how the amateur historian has been virtually excluded from the Round Room in the P.R.O. unless blessed with a private income. I would like to pay tribute to Roger Ellis, Secretary of the Historical Manuscript Commission and President of the Society of Archivists, as the man who more than any other has sought to make local and central archives an indivisible entity in terms of our profession. I am sure he will always be remembered for this.

I suppose the most obvious difference between the two countries we are considering lies in the time span of historical evidence, and you may feel this is so obvious as not worth dwelling upon. Many people have asked me how I can possibly find interesting the records of Alberta which, for the most part, date from the 1880's, which is a point at which most English archivists begin to feel that they are treading on the heels of modern records managers. The answer is that this time span is purely relative. There is just as much excitement in locating a cache of documents 80 years old in Alberta as there is of locating a box of medieval charters 800 years old in England; perhaps even more so since these charters are more common than most people imagine, and probably contain a good deal less information. But the most important difference occupationally is that the archivist of Western Canada cannot help being almost immediately involved in the problems of records management. The English archivist

enjoys an embarras de richesse, and finds it difficult to become enthusiastic about the records created during the last 80 years of an 800 year span. In Western Canada, however, the evidence of the earliest settlements still lie within the files of departments which may be lost by default if the Provincial Archivist is not active in securing them. In Alberta I am most conscious of the fact that what may seem a trivial set of records, taken individually, such as the series of chattel mortgages in court houses, may provide information on credit facilities and genealogy unavailable elsewhere, especially if the court house is in a rural area, which, by the nature of things, will not be heavily documented. One must also, I think, bear in mind that a complete run of trivial records may furnish information of value over and above the sum of their total, and that although too laborious to handle by present day methods, may be scanned and digested electronically in years to come. This is not a problem which faces the keepers of nineteenth century records in England where much more of a trivial nature can be safely destroyed.

It is stimulating and exhilarating to be forced to face squarely problems of record management and to make decisions on records disposal after considering the whole picture of documentary survival in a way which we English archivists are only beginning to do. One sees more and more clearly that the role of archivists and records managers is not simply an antiquarian, and the records manager understands that the explanation for administrative change lies always in the past, whether it is immediate or less immediate and that continuity of record should be maintained as it passes into the archives.

There is one point upon which my impressions are very hazy and that is what, in the Public Record Office, is called the Fifty Year Rule, by which documents are not generally made available to the public within 50 years of their creation. There has been a good deal of discussion about this in England and I am wondering what the rule generally applied in Canada should be. As a local archivist in England, I tended to use my own judgment and refer to the owners of the records when in doubt. Perhaps this is on the whole the best solution.

Because provincial and territorial government in Western Canada was closely associated with the early waves of European immigration, and settlement, the archivist is soon confronted with the importance and the problem of government publications. It would be interesting to know to what extent settlers relied on this kind of literature, but in any case, much of it forms a distillation of policy and statistics not easily located elsewhere. For the most part, government departments have not kept file copies of their publications and most sets in legislative libraries I suspect are defective in many ways. There is, therefore,

an important task before us to locate copies of this material and Alberta has a splendid example to follow in the case of Saskatchewan, where a most exhaustive hand-list has already been produced. While recognizing the value of printed annual reports, I do not think that English archivists pay the same kind of attention to the more ephemeral productions which may be a serious omission in the future since a lot of these brochures are produced to meet a specific demand and a specific problem.

I suppose one of the great glories of Canadian archives lies in their splendid and massive photographic collections. Very few repositories in Britain have accumulations of this magnitude despite the larger number of photographers. Perhaps it is that there was a genuine wide-spread urge to record the pioneer period since this was clearly one of the great epochs in North American history, and could be seen to be so at the time. One of the problems about history in England is its gradualness. Everything changes yet seems to remain the same, and it is gone before we realize it. It may be that these photographic collections will become the most prized and sought after resources in the archives of Canada.

The foundations laid by these great collections must be built upon, and I have the impression that most archives are busy doing this, but there is a further aspect to the problem of topographical record. Until quite recent times, there has been a strong tradition of topographical painting by artists, some of whom are extremely good - others of only fair ability, but who were producing works which were of great interest historically for what they contained. I believe that the artist can make as valid a statement about the buildings or people he sees as anyone setting down the description in words, and that this statement will in many cases enhance a purely photographic record. This is hard to define, but I am convinced that the artist can express a certain attitude of mind toward the subject he paints in the manner in which he paints it, which it is important to know. The tendency nowadays is for a great many art galleries to be pre-occupied with abstraction at the expense of much that is intrinsically interesting, if not of great artistic worth. I shall not quarrel with this point of view, but would like to emphasize that it may well be the role of the archives to continue this long tradition of topographical painting, and I am finding myself that I cannot ignore this field. I am well aware that many institutions, such as the Glenbow Foundation have done good work, but I am not sure how fully the new trends in the art galleries are appreciated by archives generally. This is a problem which has to be faced in England as well.

Finally, I would like to say a word or two about the Indian population who leave very little that can be classed strictly as

manuscripts apart from a few faded photographs and the remarkable Winter Counts which have in some cases been written up in Syllabics. For all the artifacts and ceremonial material that still survives, much of the Indian way of life may be permanently lost if the background and explanation to these objects is not recorded in time. I know that I am treading perilously near the edge of anthropology at this point, but with so few anthropologists available I feel that the archivist must urge and undertake some of this recording. In Britain we would dearly like to know the songs, religious ceremonial and the chronicles such as they were remembered by the Iron Age folk who inhabited Britain during the Roman occupation. I had the fortunate experience of being able to assist at a recording of a medicine pipe bundle transferral last year on the Blackfoot Reserve, and it is an experience that I shall not forget. With so much record of Indian affairs being generated by church and government, it is vital that the world of the Indian as it is buried in song and ceremony be preserved, for within a generation it may well become extinguished forever. I feel that the archivist has a responsibility to ensure that a proper balance is struck between the earlier settlement of the Indian and the later settlement of the European, if justice is to be done to the true history of Canada.

In conclusion, I believe that the role of the archivist, in both our countries, is likely to undergo a profound change which will iron out the differences between us. The electronic scanning of written records perhaps a generation away, will enable the archivist to control the personal side of government accumulations by the construction of detailed indexes to persons and places, which at present is impossibly laborious. This will redress the balance toward the personal aspect of modern records which is so far lost to view.

A time may come when there will be no more documents produced in the form we know them today, and even in Canada it will be hard to call a "manuscript" the magnetic tape generated by a private individual. More and more the hard record will come to be kept on tape and the paper print-out will be used mainly for answering questions. I am omitting consideration here of printed books and letter press produces by computer, which is not primarily our concern. May I conclude with an example of the way in which the new, gleaming electronic world is inching its way into at least one provincial repository?

The Attorney General's Department of Alberta has set up a Central Registry containing electronic microfilming equipment designed to handle more than 4,000 documents a month by Miracode, which stands for Microfilm Information Retrieval Access Code. The system will handle chattel mortgages, lien notes, and similar documents produced in vast quantities, but at the same time, the

earlier records in the Court House in Edmonton are being filmed and their retrieval built into this modern records process. Information can be exchanged on a telex network and copies of documents produces very rapidly as required. I believe one can see in this the beginning of the end of original paper documents, although it is extremely important to make sure that a proper sample is retained. A Provincial Statute was obtained to enable microfilm copy to be produced in courts of law as evidence, and this destroys one of the principal and ancient reasons for keeping legal records. I realize that none of these techniques are new, but the increase in automation and speed at which answers to questions may be obtained is a matter that we should ponder well. I can almost (but not quite) foresee a time when records and manuscripts which have survived in the form we know them today will have been electronically drained of their information to become mere artifacts of interest for their texture, form and colour. They may provide a valuable visual experience, but will no longer contain any new facts for the historian. **The problem of storage space will disappear** as the information distilled from a hundred years of administration is packed within the confines of one filing cabinet. Binary bits can now be etched on to tape by laser beam within a fraction of the space occupied by the magnetic method! **I expect** that several such bits would sit on the point of a needle but these latter day angels have the power to banish into limbo the steel shelf, the cardboard box, the files, bundles and packages, and even ourselves as a profession, unless we encourage our successors to master this new technology and continue to "keep the record" as we have always done.

May I turn from this Orwellian nightmare to glance at my favorite keeper of records - William Prynne (1600 - 1669), very much an archivist, although he flourished three hundred years before the word was coined, and a man who would be quite at home in our company. I introduce him as a witness to the antiquity of our profession since we have been so busy renewing ourselves of late that we have almost forgotten those predecessors who have been thinking archivally for centuries and fighting in the same kind of battles as ourselves.

William Prynne spent the greater part of his working life as a politician and was one of the most successful writers of pamphlets and tracts in his day. If he was alive now we would probably call him a journalist and I would like to remind you that the first Dominion Archivist of Canada practiced the same profession. As an indication of his success between 1634 and 1636, the Establishment marked its disapproval by fining him \$15,000, cropping his ears in the pillory and branding him with the letters S L (for seditious libeller) on both cheeks. We can only assume that he was somewhat mellowed by age since he was appointed Keeper of the Records in the Tower of London shortly

after the restoration of the monarchy in 1660. John Aubrey tells us that, "his manner of study was this: he wore a long quilt cap which came two or three inches at least over his eyes which served him as an umbrella to defend his eyes from the light; about every three hours his man was to bring him a roll and a pot of ale to refocillate his wasted spirits; so he studied and drank and munched some bread; this maintained him till night and then he made a good supper."

After a while, like all good archivists, he submitted his report on the state of the records which he says "through negligence, nescience and sloathfulness had for many years then past layen buried together in one confused chaos under corroding putrifying cobwebs, dust and filth in the darkest corners of Caesar's Chapel in the White Tower...I employed some soldiers and women to remove and cleanse them from their filthiness; who soon growing weary of this noisome work left them almost as foul as they found them. Whereupon I and my clerks spent many whole days in cleansing and sorting them into distinct confused heaps in order to their future reducement into method, the old clerks of the office being unwilling to touch them for fear of endangering their eyesights and healths by the cankerous dust and evil scent." You can see that he was a man of unquenchable spirit and enthusiasm who had not lost his gift for the telling phrase at a time when the career of archivist was not as respectable as it is today. We may not have to cope with London grime of the seventeenth century but those "distinct confused heaps" are very familiar.¹

FIREHAZARD

"Motion pictures made before the days of 'safety film' deteriorate at varying rates and can prove extremely hazardous to persons and property.

"Suspect motion pictures, film strips, etc., are those on 16 mm. film developed before 1927 and some Russian-produced 16 mm. films produced through 1930. Also suspect are those motion picture films developed on 35 mm. film through 1953."

- From a McGill University inter-departmental memorandum by John Andreassen.

¹ This paper was read before the Archives Section, Canadian Historical Association, meeting at Carleton University in 1967.

WHAT IS THE SECRET OF THE RECORDS MANAGEMENT

CONSULTANT'S EFFECTIVENESS?

by

William J. Gray, founder of the Records Management Company of Canada

(Transcript of a tape recorded address)

It is difficult for some people who have not worked with a professional records management consultant to understand how they can come into a strange organization and tell its staff anything it doesn't already know.

His contribution, however, is derived from his capacious knowledge of, and ability to apply effectively, principles of good records management to any organization.

During the year 1948, Emmett J. Leahy, the granddaddy of records management, installed one of the first know records retention programs in private industry. Backed by 23 years of experience solving paperwork problems for the American Federal Government, he was well on his way to becoming North America's first professional Records Management consultant.

I emphasize "well on his way" because an isolated installation doesn't make anyone a professional Records Management consultant any more than a single raindrop makes a thunderstorm.

Neither does ten or more years of experience installing records retention programs make a person a Records Management consultant any more than ten years of cataloguing children's books make a person a professional librarian.

Mind you, the experience may contribute towards making him an expert in his field, but it is still a far cry from the broad experience required of the truly professional Records Management consultant.

Records Management, as we practice it, is a far reaching subject, the breadth of which is only measured by the assignment, or the need.

In essence, our brand of records management begins with the ovum at one end of the information spectrum, and only ends years later with the incubation of an idea in the mind of the historian.

MANAGEMENT CONSULTANT

In any event, between you and me, there is a real need for both experts and professionals in the records management field.

The distinctive qualities of a truly professional Records Management consultant, just like the character of an individual, is determined by what he does, and not just by what he says. Quite obviously, what he does depends on the limits of his resources.

In this particular case, the resources of a professional Records Management consultant include a sound education at a senior level, a broad experience not restricted to the field in which he is now working, and the ability to help his clients identify, define and solve their problems.

Problem recognition is an art. And, as with every other form of art, success is measured by time and practice.

The professional consultant is adept at defining the causes of paperwork and information retrieval problems, and at suggesting practical ways to overcome them. **He is not sidetracked by symptoms.**

In effect, he doesn't solve symptoms any more than a doctor treats a sore throat. He arrives at the true nature of the problem by the same road travelled by the doctor when he ascertains the true nature of the disease before treating it.

By way of example, a recent survey revealed that a consultant gave the most satisfaction when the problem was well-defined either by him or the organization before work on the assignment was started.

Another important factor contributing to his effectiveness is his deep concern and awareness of the human aspects in the problem as opposed to the "hardware" and technical considerations.

He favors the teacher type role on assignments rather than the imperative approach. He spends a great deal of effort transferring significant knowledge and problem solving ability to his client's personnel, and in obtaining their willing participation.

Of equal importance is the consultant's receptiveness to new ideas and information furnished by his client and staff. As a matter of fact, we at Records Management Company enjoy nothing better than to develop new ideas in unison with our client.

Accordingly, to increase his effectiveness, he dedicates a large portion of his working year, and his Sundays too, learning how to use new techniques and devices.

MANAGEMENT CONSULTANT

He never stops learning. It is a well-known fact, that as a group, consultants have been applying the principle of continuing education for a very long time.

He prefers the long-term approach to "putting out brush fires". He seeks help from everyone he can while on a job without disturbing their work. He explains the reasons behind the real problem, and offers helpful suggestions for minor corrections whenever possible as he goes along.

He works to a design. He collects both quantitative data as well as qualitative information. He sells the end result as he toils.

He is very cost conscious, and always equates cost with efficiency. He uses mathematical models and modules in his work.

He maintains his integrity, objectivity, judgment, temper, and ability to communicate coherently under the most trying circumstances.

And finally, there is one other quality worth mentioning. It is endurance. The mortality rate among near consultants is one of the highest in the professions. Unless he has something concrete to offer, his end is not too far off.

John and I have been around a long time. John was consultant to the State of Louisiana, 1956 - 1958. I have been helping people solve their paperwork and information retrieval problems professionally since 1954.

Over the years, we have developed certain standards and short-cuts which have been useful in meeting recurring situations. Some of them are unique; others are adaptations.

For instance, John Andreassen has developed a workable pattern for the inventory and transfer under agreement, to the Dominion Archives, of archival material belonging to proprietary crown companies. He has done the same thing for 3-dimensional objects of an educational and historical character. This should help to make the work of the historian much easier.

On the other hand, I have developed standards for the processing of both current and non-current records. One of these is quite unique. I developed it while installing Canadian National Railways' 400,000 square foot Records Servicentre.

It is a very simple, inexpensive manually operated document retrieval system which quickly pinpoints any document in an inactive records centre. It requires only 10 to 15 minutes of instruction, and once learned, is never forgotten.

MANAGEMENT CONSULTANT

For instance, Hydro-Quebec prides itself on less than a minute and a half information or document recall regardless of whether the document in question is on the first or third floor of their modern and efficient 35,000 square foot records centre.

Mr. Denis Deslongchamps, Hydro-Quebec's Records Manager would be only too happy to show you around the next time you are in Montreal. Call him.

Under normal circumstances, a consultant's study results in a report. The type of report he prepares depends on the details of his initial assignment plus any changes made to it during the study. It may be a feasibility report, an evaluation report or a procedural report complete with a step by step plan for its implementation.

Depending on the type of assignment, one of the most critical periods during the program is the implementation stage. Inertia often sets in and management freezes at the wheel of decision. A professional consultant attains his most crowning achievement and shows his effectiveness when he gets a reluctant management to install much needed improvements.

Putting recommendations into effect is a joint responsibility between the client's staff and the consultant, with the overall planning and co-ordination being done by the consultant.

During this phase of the program, the professional consultant once again proves his effectiveness by keeping the program on the right track. He does this by constantly reviewing the performance of his client's staff without encroaching on their responsibilities.

Now a word about co-operation.

There is no doubt about it, the records manager, the archivist and the historian are tied together by the chain of circumstances. We should, therefore, work together.

At the moment, in my opinion, the weakest link in the chain is co-operation. I further believe that the one area of co-operation which would benefit everyone the most is a co-ordinated program of enlightenment. The most important benefits from such a program which readily come to mind are:

1. Our image which is hazy would be sharpened.
2. Doors which are closed would be opened.
3. Profits and knowledge which are leaking away would be saved.

We could enhance our combined and individual image through a concerted and co-ordinated public relations program. **Indulging in** public relations is not unprofessional. Other professions are using it with great effect.

We could start the ball rolling with a simple inexpensive program for the mailing of appropriate reprints and newsletters to a selected group of businessmen and government officials. We might even get their Public Relations group to put one of two of them in their lobbies for visitors to read. I have still to see a copy of the Records Management Quarterly, the Canadian Archivist or the Business History Review in a client's lobby.

These items would help remove the cloak of mystery our professions wear and would show the recipient how he would benefit from knowing us better.

For example, the records manager is only now living down his reputation as a destroyer of records, and taking his rightful place as a builder of more efficient and useful systems.

Co-operation could extend to the university, and to seminars and conferences such as this one. In my opinion, university courses, seminars and conferences should always provide for reciprocal speakers.

To ensure a high degree of proficiency, a speakers bureau including speakers from each of the three professions should be set up geographically.

A concerted effort by everyone might even needle more universities into expanding their curriculum to our mutual benefit.

Furthermore, a concerted effort is certain to help you get more for your services and open new opportunities for employment for each of you.

We at the Records Management Company are already doing our part as best we can, but we are only a single voice in the wilderness. How about climbing aboard? I am sure you can think of other useful areas of co-operation.

(This address was made available to those who attended the session on "The Canadian Archivist" at C.H.A., Calgary. Ed.)

ARCHIVAL TRAINING IN CANADA

by

WILFRED I. SMITH

The concern of this group in archival training is at least three fold:

- 1) to ensure that professional training facilities are available for potential archivists and that educational qualifications and training standards, in the calibre of instruction, the content of courses and practical work requirements, are sufficiently high to elevate the professional status of archivists to a level that will not be inferior to any other profession.
- 2) to provide adequate training for all persons engaged in work of an archival nature to ensure the proper care of archival materials wherever they may be.
- 3) to ensure as far as possible throughout Canada standard archival terminology, techniques and practices.

In view of the recent trends in archival training three subsidiary purposes may be added to these general aims:

- 1) to provide librarians with archival training suitable for their profession.
- 2) to provide graduate students in history and related subjects with a better understanding of the role of the archivist and the use of original source materials.
- 3) to provide adequate instruction in records management.

In order to view Canadian training problems and practices in perspective it is useful to consider the nature of archival training in several other countries. Of European countries where the profession of archivist is firmly established, Great Britain can be taken as an example.

Great Britain

In National repositories, particularly the Public Record Office,

ARCHIVAL TRAINING

archivists are recruited by competitions held by the Civil Service Commission . The basic qualification is a first or second class degree in history, classics, English or law. Training is done within the office and there is a probationary period of two years.

Post graduate courses in archives administration are provided by three universities - London, Liverpool and Wales. The Diploma Course in the School of Librarianship and Archives, University College, London, can be taken as an example. The entrance requirement is a first or second class honours degree in Arts from an approved university. It is a one-year post-graduate course and a diploma is awarded after passing the examinations (11 papers) and at least one year of practical experience. The professional staff of county and municipal records offices is recruited chiefly from graduates of the university courses.

Although there are many persons who have collections of manuscripts and records in their care but are not professional archivists, there is no continuous provision for instruction. Summer courses have been given but not regularly.

United States

Archival training in the United States is of particular interest since it reflects conditions that are very similar to those in Canada. A concise review of training in the United States is given in response to a questionnaire of the International Council on Archives prepared by Dr. Schellenberg as Chairman of the Committee on Training of the Society of American Archivists. He reported that there were no specialized schools for the training of archivists and no required courses for post-graduate professional training. He indicated that university archival institutes were of three kinds: 1) three-week summer institutes given annually by the American University, Washington, D.C. and the University of Denver; 2) summer institutes given irregularly by library schools of various universities (these have been given by Dr. Schellenberg himself); 3) courses given during the academic year by Wayne State University, Detroit, the University of North Carolina and the University of Wisconsin. He added that specialized courses, particularly in records management, were given in various places.

To complete the American picture it should be pointed out that professional archivists for the National Archives and most state archives are recruited by civil service competition, that the basic requirement is a university degree in history or related subjects and that normal training takes place within the repository. The summer institutes provide introductory courses covering the whole field of archives administration and are attended by

professional archivists from smaller repositories, librarians, museum curators and other persons whose employment requires a knowledge of archival techniques. A certificate is given upon completion of the course. University courses are usually given in connection with history departments and credit is given towards a degree. In some cases university courses can be audited or taken without credit but a certificate of completion is given.

Canada

The situation in Canada in regard to archival training is similar to the United States except that the number of persons involved is considerably less.

The chief employer of professional archivists is the Public Archives of Canada which has on its staff approximately fifty archivists and employs each year an average of ten or twelve new archivists. Recruitment is by competition through the Public Service Commission. Minimum educational requirements are an honors degree in history or related subjects with a good knowledge of Canadian history. Training is within the archives and is predominantly practical experience. There is a one-year probationary period.

Several archivists each year are employed by the various provincial archives. The qualifications vary somewhat but the minimum educational requirement is a B.A. with emphasis on a knowledge of Canadian history. There is at present a growing demand for university archivists and universities collectively may eventually replace provincial archives as the second largest employer of archivists. With the increasing involvement of provincial archives with records schedules and selection and the requirements of the university archivist there is a growing need for instruction in records management.

A considerable number of persons in Canada have duties which involve the acquisition and custody of archival materials and require a knowledge of archives administration including arrangement, description, reference, repair and photoduplication. They include librarians, church and business archivists, employees of museums and historical societies. Qualifications vary with the type of employment and the one thing which members of this group have in common is a requirement for some type of archival training.

Finally, mention should be made of the large number of persons who are responsible for the care of current records, both at the different levels of government and in the private sector. Archivists are concerned with the entire life span of records but it is not within the scope of this report to suggest the amount

of training in records management that archivists should receive or the amount of interest which records managers may have in archival training.

The report of Dr. Schellenberg on archival training in the United States would apply equally to Canada. There are no specialized schools for the training of archivists, such as the famous Ecole des chartes, and there are no required courses for post-graduate professional training such as the diploma course at University College, London.

About twenty years ago Canadians began to attend the summer institute on archives management given by the American University, Washington, D.C. In 1959, a similar course was given by Carleton University, Ottawa, in cooperation with the Public Archives of Canada and the Archives Section of the Canadian Historical Association. It was felt that there should be an enrollment of at least ten persons to justify giving the course. This course was repeated in 1964 and on that occasion it was felt that the class should not include more than thirty persons. The maximum number enrolled. Since then considerable interest has been shown in this course and suggestions have been received that it be given on a more regular basis.

At present two university courses in archives administration are given in Canada, at McGill and Laval. Actually two courses are given at McGill. One is a post-graduate course. Given by the Graduate School of Library Science, it counts for a full credit in the two-year programme for the M.L.S. degree and admittance is confined to librarians. Lecturers are Alan Ridge, University Archivist, John Archer, Director of University Libraries, and Douglas Wurtele, who was director of the last Carleton summer course. The second McGill course is an extension course in records management and archives administration given by Alan Ridge, assisted by John Archer and John Andreassen.

The course at Laval is included in the post-graduate courses leading to a license degree which is equivalent to an M.A. in history. The course has been given by M. Lecour, a graduate of L'Ecole des chartes and chief archivist of the Departement de la Rhône. He was assisted by Bernard Weilbrenner, Provincial Archivist of Quebec, and the facilities of the Quebec Archives were used for practical work. In addition to providing training for potential archivists, the course provides experience in the use of original materials for persons engaged in historical research and in this respect resembles the archives courses given at American universities. It is possible that a similar course in French may be given at the University of Ottawa.

Another type of training should be mentioned. It is described

by the Public Record Office as "instructional visits" from overseas archivists, particularly from emergent nations, which includes on-the-job training at the Public Record Office often supplemented by visits to county records offices. In addition the Public Records Office receives repairers from other record offices for instruction in the Conservation Section. Similar demands are made on the Public Archives of Canada and probably on other archival repositories. Recent "instructional visits" sponsored by External Aid, have been from Trinidad, Guyana, British Honduras, Iran, Burma, and American trusteeship territories in the Pacific. Evidence of the need in Canada for short courses or practical training is the number of requests each year for permission to participate in the annual course provided by the Public Archives for its own professional staff and to obtain information concerning conservation methods.

Finally, courses in records management are given at two levels - the regular university extension course at McGill and the annual course provided for federal records officers by the Records Management Branch of the Public Archives.

To summarize the state of archival training in Canada it can be said that most archivists receive professional training at the repository which employs them, that courses in archives administration are given as part of post-graduate programmes at two universities - one in a two-year course for a M.L.S. degree, the other in a one-year course for a license in history, that there is inadequate provision for training in records management and that there is a demand for periodic short courses in archives administration for persons whose employment requires a knowledge of archival techniques and some practical experience in handling archival materials.

The following recommendations are not entirely original since they are based to some extent on similar recommendations to the Society of American Archivists and on suggestions from several members of this group. They are submitted for the consideration of the Archives Section:

1. Whereas all archival training in Canada is the proper concern of this Section, this committee recommends that a standing committee of the Section be appointed to sponsor training courses, to prepare or assist in the preparation of syllabi, to cooperate with institutions which may provide courses, to suggest minimum standards and to submit an annual report to the Section.
2. Whereas it is desirable that all persons who are engaged in employment which involves the management of archival material should receive adequate instruction, this

Committee recommends that arrangements be made with Carleton University to provide a summer course in archives administration in 1968 and thereafter on alternate years if the expected enrollment seems to warrant it.

3. Whereas university courses in archives and records management, such as those provided by McGill University and Laval University, serve a useful purpose by integrating professional archival training with higher academic education, this Committee recommends that this Section explore the possibility of similar courses being provided by a limited number of universities in other regions but that minimum standards be suggested with respect to the qualifications of instructors, syllabi, access to archival material and conservation facilities, uniformity of terminology and techniques.
4. Whereas there is a requirement for practical experience which can best be obtained by inservice training or "instructional visits", this Committee recommends that encouragement be given to cooperation between archival repositories which have adequate facilities in order to establish a regular program for that purpose.
5. Whereas the need for adequate instruction in records management is increasing, encouragement should be given to the provision of courses such as that at McGill in other regions and a regular short course corresponding to that in archives administration in Ottawa.

This paper was given by Dr. Smith as Chairman of the Archives Section Committee on Training at the Canadian Historical Association Conference, 1967.

Canadian Historical Association, Archives Section, Executive Committee 1968 - 1969.

Chairman: Wilfred I. Smith; Vice Chairman: John A. Bovey; Secretary: Francois Beaudin; Treasurer: George Brandak; Immediate Past Chairman: Hugh A. Taylor; Members: Alan D. Ridge and Sheilaigh S. Jameson.

REPORT ON ARCHIVAL TRAINING, 1968

The resolutions of training that were adopted by the Archives Section in June, 1966, included provision for an annual report by the Executive. This year the task is comparatively easy. The most important event was the summer course at Carleton University. It is described fully in the following report by Professor Douglas Wurtele director of the course:

Dear Dr. Smith:

The following is a report on the course in Archival Principles and Administration given this past summer at Carleton University in response to a request by the Archives Section of the C.H.A.

A total of 33 students registered for the course, which ran from 2 July to 2 August; of these 31 attended, and 29 passed the examination and are being sent certificates. The geographical and professional breakdown of the 31 is as follows:

Newfoundland	1	Archival Institutions	
Nova Scotia	2	including university	16
Prince Edward Island	0	archives	
New Brunswick	2		
Quebec	6	Libraries proper	11
Ontario	12		
Manitoba	3	other	4
Saskatchewan	1		
Alberta	3		
British Columbia	1		
Yukon and N.W.T.	0		
	<u>31</u>		<u>31</u>

In addition, perhaps twice as many more inquiries, including several late applications, were received that did not lead to registration.

Publicity for the course was disseminated with somewhat wider scope than for the previous courses, and if the local historical bodies and their various media had also been circularized extensively the number of registrants would no doubt have been even greater. As it was

the optimum number was probably attained.

The course, running a week longer than hertofore, was designed to achieve a suitable parity between lectures, workshops, practical assignments, and demonstrations. While the results seem to have been an improvement over those attained before, there is still room for much improvement. The more extensive pool of expert personnel now available at the Public Archives, combined with the new technologies recently developed, undoubtedly supplied the main reason for the improvement in the quality of this course over the previous ones. In the way of further improvements, further use of the workshop method and the round-table discussion might be made and less use of formal lectures. In some cases, duplicated lecture outlines might be helpful. One question that always arises is the extent of Records Management, with concomitant Records Centre desmonstration, to be offered. This time, for the first occasion, the students were given optional further work at the Records Centre, following an initial compulsory instruction for all the class, with the choice of some other specialized branch. Most elected the other specialties, and some found even the relatively small amount of compulsory instruction in this area excessive. Perhaps consideration should be given on future occasions to making this option even more flexible.

The main reason for the success of the course was the superb cooperation extended at all levels by the Public Archives staff. Every division and section involved in the course -- and most of them were -- brought to it the highest possible degree of enthusiasm and expert knowledge. All the students expressed their gratitude and admiration in this regard. Without making invidious distinctions, let me merely add here that the contribution of Mr. Gordon and his staff was exceptionally commendable.

In every other respect, I am glad to say that my work as director of the course was greatly facilitated by the willing and efficient cooperation of the many other branches that become involved in an operation of this sort. The chiefs and staffs of the PAC library and the University library gave much help; the General Services side of the University administration provided the best possible facilities for classroom and transportation needs; the University book store also played its part with efficiency and cooperation.

If the Archives Section requires any further data from me about the course, I will be only too happy to do what I can.

Yours faithfully,

(signed) Douglas Wurtele
Assistant Professor

The Archives Section has good reason to be grateful to Prof. Wurtele for the capable manner in which he arranged and conducted the course. Glowing reports from the participants attest to his professional competence and inspiring leadership. The course compares favorably in quality and content with similar courses given anywhere.

Another of the resolutions adopted in 1966 provided that the summer course at Carleton University should be given in alternate years if the demand seemed to warrant it. Professor Wurtele has expressed his willingness to conduct a course in 1970 and the Department of History approves in principle but it will be feasible only if assurance can be given that at least 30 persons will register for it. Professor Wurtele and the Carleton Administration would have to know definitely by September of this year. All persons who are interested in participating in a course in Archival Principles and Administration in the summer of 1970 are urged to notify Prof. Wurtele as soon as possible.

It is recognized that archival training is a field in which Canada can make a significant contribution to other countries. In November, 1968, under the auspices of the Pan-American Institute of Geography and History, the Public Archives of Canada conducted a two-week seminar on archival principles and administration. It was attended by senior officials from 15 Latin American countries. As a direct result of the seminar an Archives Section of PAIGH was formed and it has been designated as a regional branch of the International Council on Archives. The number of archivists from developing countries who come to Canada for training in archival administration and records management continues to increase. Assistance is provided usually by the Canadian International Development Agency. In the last year the Public Archives of Canada has provided training for periods up to three months for archivists from Ghana, Tanzania, the Philippines, Trinidad and Tobago. In the last year the Records Management Branch of the Public Archives conducted two courses for senior records managers.

A great deal of attention has been given to training in other countries in the last year. Charles Kecskemeti, Secretary of the

International Council on Archives, circulated to 53 institutions in twenty-one countries a questionnaire on professional courses. The results were incorporated in a report entitled La Formation Professionnelle des Archivistes. Courses at universities and special archives schools range from one year (the post-graduate course at the University of London, for example) to seven years (at l'Ecole des Chartes in Paris). The report implied that archival training in the United States, consisting of short courses such as summer institutes and single courses at universities, is inadequate. It deplored admission to the archival career without prior professional training.

Yet a listing which is being prepared by the Committee on Education and Training of the Society of American Archivists (of which your Chairman is a member) includes nearly 200 courses of various kinds provided by 150 institutions. Most of them come under the heading of records management and business procedure, but many are full time courses in archival administration which are given for credit by universities at the graduate or undergraduate level. In addition, several universities have internship programmes. Yet the present state of archival training in the United States is regarded as unsatisfactory by the Society of American Archivists. An entire issue of the American Archivist (April, 1968) was devoted to a discussion of the problem. The large attendance at a panel discussion on training at the annual meeting in Ottawa indicated the extent of the realization of the need to improve professional training.

The Kecskeméti report and the surveys and discussions in the United States lead one to the inevitable conclusion that training in archival administration and records management in Canada is inadequate. Training in the form of the summer institute at Carleton and the internship programmes at the Public Archives and some provincial archives are good as far as they go. But do they provide a satisfactory basis for the development of a distinct profession? Should Canadian universities play a more active role in archival training? Obviously there must be a direct relationship between demand and supply and it is possible that the limited number of positions for professional archivists in this country does not warrant the establishment of university courses or training schools. At present the only university course is that given at Laval University. Yet the subject is of such great importance to archivists that it demands the attention of the Archives Section, which is dedicated to the promotion of the archival profession in Canada. It is hoped that an increase in membership to include most of those who are engaged in archival work and a survey of the state of the profession will indicate what can and should be done to ensure that archival training receives the attention it deserves. The need was expressed in a recent letter from Professor John Archer, a member of the 1965-66 committee:

ARCHIVAL TRAINING 1968

"We are slowly moving towards a Canadian archival methodology. We need a teaching base where we can inculcate professional techniques and a professional attitude. This would at once strengthen the archives section and immeasurably strengthen the archival profession in Canada".

- Wilfred I. Smith

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were scheduled at the same hour. Which one to chose? The ideal solution is for each institution to send a four-man (or woman) delegation, but few Canadian archives can afford that solution. Yet again, paradoxically, the staff of the small, unspecialized archives, simply have to be concerned about a wide variety of specialized subjects, such as church records, business records, government records, preservation techniques, automation, oral history and photography. Staff members of larger institutions with specialized departments perhaps do not feel the same compulsion to try and take in something of everything. When a conference like that of the S.A.A. concludes one is left hoping that the bulk of the three out of four papers one did not hear may soon be published someplace by someone.

Personally I found the papers on "special subject collections" particularly interesting, and indeed frequently entertaining. Particularly so was John A. Popplestone, Director of the Archives of the History of American Psychology at Akron, Ohio, who described himself as "the attic keeper of America's mind" (!) if I remember accurately, and opened an interesting exchange on acquisitions policy and methods. The other three speakers, Howard Applegate of Syracuse University on "Industrial Design Collection", Tino Balio of the University of Wisconsin on "Theatre Research Collection", and Rudolph J. Vecoli on the "Immigration Studies Collection" at the University of Minnesota also gave illuminating accounts of their activities and plans. The only pity, from the Canadian point of view, was that "fellow Canadians" who could have most benefited from exposure to these talks were not attending the conference, e.g., psychologists, designers, the Canadian Manufacturers Association, representatives of the theatrical world and the ethnic societies.

The workshop on Preservation Methods was well presented and I found Robert Wagner's paper on the "Preservation and Restoration of the American Film Heritage", which aptly included a film on the dangers of old nitrate stock, the new machinery for the restoration of damaged film, and the production of safety film copies, particularly informative. In the aftermath of this presentation it is encouraging to hear that the Public Archives has begun to build up a

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ARCHIVAL TRAINING 1968

CONFERENCE COVERAGE: CANADIAN HISTORICAL ASSOCIATION:

Archives Section

University of Alberta, Calgary, June, 1968

"ORAL HISTORY RESEARCH IN CANADA"

Speakers: W. C. Mattie (Glenbow Foundation) and
Professor Victor Hoar (University of Western Ontario)

Wes Mattie spoke first, and explained that although he was now with the Glenbow Foundation, his brief was to deal with projects undertaken by the Provincial Archives of Alberta in Edmonton while he was on the staff there as the person mainly responsible for oral history. He sketched the progress of the government's interest in the programme since its early days in 1957 when the first recordings were made by a Cabinet Minister, the Honorable Russell Patrick. His work was continued by the staff of the Tourist Bureau who interviewed a sample of homesteaders from the various regions of the Province. Little attempt was made to control the interview apart from establishing reasons for settlement and other basic information. It was found that motives for decision were often unexpected, and not only in the field of homesteading. For example, the dinosaurs at Calgary Zoo were not inspired by their neighbouring graveyard in the Drumheller badlands, but by a horror movie seen by the sculptor in the 1930's, in which these monsters became masters of the world! An old Vaudeville actor made a fine subject for interview, and gave an oldtime performance as well.

There were disappointments, of course, notably the daughter of the famous Indian guide and interpreter, Peter Erasmus. To quote Mr. Mattie, "She was almost totally deaf, she spoke Cree much better than English, and she had never lived with her famous father". In 1967, the speaker rode with a party of Kinsmen along the old Edson-Grande Prairie Trail, a thirteen-day ride over 260 miles of route which had not been used since 1916 and still remained largely unmapped. On this occasion, the oral research was carried out after the ride, with the interviewer well equipped with experience and the right kind of questions, besides several early photographs of the trail which he used as "primers", to start his subjects talking. An emergency programme which required the cataloguing of 7,000 photographs in the Pollard collection was undertaken through an extended series of interviews with Harry Pollard, the photographer, who was at that time in poor health.

CONFERENCE COVERAGE C.H.A.

Use was also made of questionnaires prepared by the Saskatchewan Archives for the interviewing of old-timers, and an outsider, not on the staff of the Provincial Archives, was employed to talk to friends and acquaintances within her own social milieu. An experienced journalist and broadcaster and the daughter of a well-known Edmonton newspaper publisher, she had been close to prominent people and events in Edmonton for most of her life.

On the matter of technique, Mr. Mattie stressed that no interviewer can be over-prepared, and the rapport between him and the subject is of the utmost importance. **Above all, it is essential** that all those taking part in an interview should be relaxed and comfortable and not feel bothered by the apparatus.

He concluded with some remarks on programmes which he would have followed up had he not moved to Calgary. He would like to have continued his interviews with bush pilots which he made over a period of a day and a half on the occasion of a cairn unveiling ceremony, when he flew up to Whitehorse with the pilots and talked to them long into the night, with some remarkably candid results. He again rode on another trail with the Kinsmen, this time to the Athabasca Landing, and there was follow-up to be done there too. He would liked to have made an oral survey of all those politicians connected with the famous 1935 provincial election in Alberta when the Social Credit government was first returned to power.

Professor Victor Hoar prefaced his talk with a quotation from James Russell Lowell: "Blessed are they that have nothing to say and resist the temptation to say it", and suggested it as a slogan for those in the field. He then outlined Philip Crowell's categories of oral history as follows:

1. Reminiscences by a person about his life or an episode in it.
2. The biography of a person contributed by several people.
3. Significant episodes described by participants.

Professor Hoar himself added a fourth category in which he is particularly interested: a record of the contemporary, continuing process of events.

Professor Hoar indicated that in the U.S.A. there were over one hundred major programmes in progress at the present time, and that the oldest agency engaged in this work, namely that on the campus of Columbia University, produced a catalogue in 1965 which contained 1,345 entries of recorded "memoirs", containing from 20 to over 1,000 pages each. It is estimated that one taped hour of interview transcribes to 23 to 24 double-spaced typed pages.

Certain guidelines should be followed by all those engaged in the work. There should be a deposit agreement drawn up by a legal officer; Professor Hoar uses an adaptation of that in use at Columbia. The offer of this kind of legal protection may result in a more candid account, but the interviewer should be wary of the laws of libel. Questions and comment should be free from jargon as much as possible since this may confuse later research, and will certainly be difficult for the transcriber and typist. Once the tape has been transcribed, the transcript should be "tidied" but no more, and a copy of this transcript returned to the interviewee for his editing. Massive rewriting should, however, be discouraged. What is required is clarity with supplementary comment, if necessary. Whether or not the recording is kept will depend partly on the importance of the person being interviewed and partly on the financial situation. A number of programmes re-use all their tapes, but it is probably advisable to keep the originals as long as possible. Professor Hoar emphasized that his university was the custodian and trustee of the tapes in his possession, and that once the corrected transcript was returned by the interviewee, then a corrected copy would be retained by the interviewee who could copyright it if he wished. In any case, the account remained the property of the person being interviewed.

The costs of an oral history programme can be rather alarming and an average across the States at present runs around \$7 a page transcript in its final form. This includes overheads of all kinds, binding, and traveling expenses, and the payment of interviewers. Columbia hires all interviewers at between \$18 and \$27 per taped hour. Typists receive \$18 per taped hour, but it must be remembered that their work demands a very meticulous approach. Of Columbia's five typists, four are M.A.s and the fifth is a Ph.D. The budget for the Columbia University office is \$45,000 for a staff of two to three. Over the past ten years, the output of this office has averaged around 570 taped hours a year.

Western's programme is not quite a year old and during last winter, 17 interviews were completed. The principal programmes which involve the speaker at present include the Dieppe operation of the Second World War; the Great Depression; Canadian authors; the history of Western University. An oral history and "character study" of the Toronto Press is also being undertaken, subsidized by the Canada Council.

Professor Hoar recommended that a workshop should be set up to examine standards and explore the complexities of copyright, technique, etc.; and that there should be a consortium of those engaged in oral history in Canada to exchange materials, and so avoid duplication. Members might also be able to carry out

assignments for other members within their own areas. Among national programmes which might be undertaken, there could well be the life and times of Pearson and Diefenbaker, a history of the C.C.F., and a study of the production of one of the plays at Stratford as part of the contemporary record. Speaking conversationally, Professor Hoar concluded with these words which sum up the problems and fascinations of the medium;

"There is something unique about interviewing veterans of any kind of historical experience, because what often results is a very moving account. I have interviewed Canadian volunteers in the Spanish Civil War who had not been approached by anyone in the thirty odd years since they'd come back from Spain. For some of them it was a very powerful, almost overwhelming emotional experience to be interviewed. Mac Reynolds, the man who started it for the C.B.C., and I were quite often ourselves deeply touched by what we were being told, and of course by the men themselves, who were often under great strain. But how else would we have gotten the material?

"I have used a tape recorder to interview men who took part on the 'On to Ottawa Trek' for a book I want to begin next year; and there too, how else would you have gotten the material? I interviewed two men who were on the delegation of trekkers that met with R. B. Bennett in Ottawa. One of them said that when the eight of them were ushered into the room, their leader was dressed in overalls, his badge of honor, and there was iron-heeled Bennett standing by his desk with all of his ministers lined up behind him, who never said a word; there were drapes from the ceiling to the floor around the room and from the bottom of the drapes, you could see the boots of R.C.M.P. officers sticking out. Well, this is a wonderful story. But is it true? I don't know. When I come to work on that particular episode, I will have to try to find a description someplace of the office, the chambers in which these men were received, and see if there were drapes hanging from the floor to the ceiling. I don't know if there were R.C.M.P. officers or not but perhaps there were.

"Some of you may know that that particular trek ended in a violent riot in Regina in which a policeman was killed. The policeman's assailant was never caught. I was interviewing a little man in a hotel room in Vancouver last year and we were talking about the killing and I said, 'Did you see it', and he said, 'Oh, yes'.

And I said, 'Do you know who did it', and he said, 'Yes'; and we stopped the tape recorder, and we thought silently, and we said, 'Well, we'd better leave that alone'. I didn't know what would happen if he gave me a name or what the statutes are about that. I was a little bit scared there for a moment, so was he.

"There are problems, again, with the memory in interviewing this sort of man. You can interview a man about his adventures in Spain, let's say for two hours solid, and know at the end that you've got maybe one line of information out of the whole interview because he's so vague and has forgotten so much. Sometimes, you can get some men who seem remarkably precise in their recollection, and then you start checking things and find out that they have made up the story, and persuaded themselves that this is what happened, and thirty years later now they believe it. **This is a common feeling that probably all of us have from time to time.** I can tell some great war stories myself without ever having lived them.

"I find an occasional fellow, a very honest and sincere man who wants to help me, so I will say, 'Do you remember this thing that happened', and he will say, 'Oh, yes', and he will tell me a story; and I've gotten so used to talking with this sort of person that I know that he is not giving me an eyewitness account. He may have been there, but he doesn't remember anything about it. He is shaping a story which he knows is reasonably true from books he has read, from accounts from other men, but it's not his own account. **He created the story** himself and offers it to me, and I can usually tell by the way he's telling it that he can't remember, and he's a bit embarrassed, and he's trying to help me. **He wants** to help me so he's making up a thing that is quite "accurate" except that it's not what he actually saw. It's what he thought he saw or what he thinks I want him to have thought that he saw.

"This is an intriguing business. For some reason, people who engage in oral history are zealots, they are as passionate in their devotion as Southern Baptists are and, at times, as glassy-eyed. I don't want to bamboozle any archivist or any historian into thinking that it is the Second Coming, as someone once said. It isn't. **It is a reasonably new technique** because of the use of the tape recorder of course, but I think it can be a very helpful one; and while it seems to be an expensive technique, I believe the \$7.00 a page figure that I

cited can be greatly reduced. I do nearly all the interviewing myself, although in the Toronto Press project, I hope to be able to engage a freelance interviewer or perhaps a graduate student, someone who is good at interviewing, personable, and knows his stuff, and who can take on some of that work for me. I would pay that person of course. I think that we would all want to hire interviewers from time to time for special projects to get the experts who have access to the respondent and perhaps know him and know something about the subject already, so that they can go right in to the work in a much better fashion than an archivist who would have to prepare himself."

NOTE: Attention is drawn to A Bibliography on Oral History by D. J. Schippers and A. Tusler, 1967, being Miscellaneous Publications Number 1 of the Oral History Association.

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Canadian Film Archives under the supervision of Mr. Bill Gallaway. A good many Canadian archives have extensive picture collections, but few, to my knowledge, have yet begun to collect moving film in sizeable quantities.

Despite the interest in the general workshops the sessions on purely Canadian subjects seemed to be the liveliest and most bracing of the whole conference. (Or is this parochialism or chauvanism or whatever?) They included "French Canada - The Archival Situation" and "Developments in Canadian Business Archives".

Quebec boasts the motto "Je me souviens", but the panelists and the audience all sadly agreed, without dissent, that the archival situation in Quebec, if not all French Canada, is generally deplorable. Those present at the workshop were also treated to an exposition of M. Laurier Lapierre's somewhat novel archival theories.

The panel on Canadian Business Archives chaired by Mr. James C. Bonar opened one of the first general public discussions of this significant and hitherto untilled field. It was unfortunate that Willard Ireland, Provincial Archivist of British Columbia, was unable to be present to deliver his scheduled paper. However, John Archer of Queen's University ably adapted his remarks to survey the situation as a whole, and stimulated what became the liveliest discussion I heard during the conference; a discussion which may indeed be

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CONFERENCE COVERAGE C.H.A.

CONFERENCE COVERAGE: THE CANADIAN HISTORICAL ASSOCIATION:

Archives Section

University of Alberta, Calgary, June, 1968

"THE CANADIAN ARCHIVIST: A SYMPOSIUM OF ATTITUDES"

Speakers: W.I. Smith, Assistant Dominion Archivist
A.R. Turner, Provincial Archivist of Saskatchewan
W.W. Bilsland, Public Archives of Canada, Records
Management Branch.

Mr. Wilfred Smith introduced the session with an account of the operation of the Public Archives of Canada in which the keynote was its specialization and diversity. Out of 300 employees, between fifty and sixty could be regarded as being engaged in archival duties. Some were in reference work, others arranged and described documents, others were map and picture curators, and there were programmes for audio-visual records and publication. The question is, how many of these are archivists? The Federal Public Service recognized only the Dominion Archivist and the Assistant Dominion Archivist; the remainder are in the historical research group which includes the editor-historian. The Public Archives has also developed the concept of the professional support group, and this again raises a question whether it is possible, feasible, or desirable to draw the line in the definition of an archivist. Mr. Smith believes that this line should definitely be drawn by an examination of the professional content of the work (of particular importance for personnel administrators involved in classification and job description). The test is the use made of professional judgment and knowledge based on an academic background.

Mr. William Bilsland followed and reinforced much of what the previous speaker had said. He himself had been an archivist and a librarian at both the provincial and federal level. He had moved into records management and records scheduling, and he still considered himself an archivist, along with several of his colleagues.

It is, however, important to recognize that many others besides archivists make important decisions on the preservation of documents; and in the Federal Service, it is only necessary to cite the departmental classifier, who is the person who decides on the contents of the files and their relative importance (policy, operational, etc.). He may have only a grade 10 to 11 education, but he has a thorough

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knowledge of the organization, which an archivist often lacks. Of course, the archivist makes the final decision on preservation, but he cannot examine every file. He must rely on the classifier not to burden him with a greater bulk of records than is necessary.

Mr Allan Turner wished to have us consider the archivist as historian, to ponder his role in records management, and to review his relationship with agencies other than those which are purely archival, in which the archivist often becomes involved nowadays.

The archivist must be a graduate and have engaged in post-graduate work, but he may emerge from other backgrounds; and if he does, then he must master historical process and show competence in this. We should draw on graduates from other disciplines, and encourage them to become archivists so that they may bring their own special insights to the records in our care, and help us to realize that often a statistical analysis of the records as a whole may be more valuable than the sampling technique which was usual in the past. Failing this, we can of course consult specialists from time to time as we reassess the value and resources of our records.

The archivist may also be the resident provincial historian by virtue of the fact that he is the most available professional who, with his staff, is able to assist the general public in their special interests and is likely to be resorted to on all and every matter historical.

With regard to government records, the provincial role of the archivist is similar to that of the federal. He should have the ultimate authority on what should be preserved, but the person directly responsible for modern records should be the records officer unless the records centre is concerned with making available the older records of government for research and is involved in the assessment of records for preservation. In this case, the provincial archivist should be directly in charge, and this side of the work carried out by archivists. At the provincial level, we have not yet worked on the professional support group concept and, as a result, our classifications may be too rigid.

There is, today, a growing demand for composite historical resources and agencies, and the archivist often finds himself working in association with historic sites, museums, and libraries. This raises several questions as to the status of the archivist in relation to these branches and to what extent he should become involved in this kind of work. It would be impossible for an archivist to identify himself and his interests with all these professional groups.

At this juncture, the chairman drew attention to the paper by Mr. William Gray, founder of the Records Management Company of Canada, which had been distributed to those taking part in the session, and stressed several points from that paper (published elsewhere in this issue).

During the discussion which followed, Mr. Bilsland suggested that archivists might well arrange a joint session with the local executive of records management groups, such as ARMA, etc. Much time was spent by the session in assessing the value or otherwise of routine documents and whether the information contained in them could be obtained elsewhere. It was agreed that only a small percentage of this kind of material could or should be kept; and that sampling should be carried out on the basis of a thorough knowledge, but with the proviso that because certain automated techniques depend in many cases on a vast aggregate of individually trivial pieces of information to establish trends and patterns, retention periods should be reviewed from time to time with this in mind. This, of course, does not apply to the bulk of automated accounts, which can be safely destroyed, but rather to case work data or complex statistics with a great many variables. Mr. Bilsland produced the awesome figures that 300,000 cubic feet of records were generated by the Federal Government each year, and that, if preserved, this footage would fill 40,000 four-drawer filing cabinets at a cost of \$20 million for equipment plus an additional \$1 million for floor space and 100 extra staff, making a probable total of about \$25 million a year. **The Department of National Defense alone** generated 3,000 cubic feet of travel claims and supplies accounts each year, and this type of document accounts for 95% of all government records.

It was recognized that there would have to be archivists who were skilled in the complexities of computers and programming so that an accurate and professional assessment can be made of the material stored within magnetic tapes. Mr. Smith gave an example where on learning that a tape was to be destroyed, Public Archives called for the preservation of the files used in preparing the tape. This may well be an intermediate stage until it becomes acceptable to preserve the tape itself.

Mr. John Bovey, Provincial Archivist of Manitoba, would like to have heard more about the archivist as keeper of private papers, and to what extent there should be legislation for the preservation of private records. Mr. Smith spoke briefly of the programme in the Public Archives by which certain people were listed as the probable possessors of valuable papers and were systematically contacted about this. However, whether or not these papers were preserved or deposited was entirely a matter for the owners themselves.

NEWS IN BRIEF

ALBERTA

Provincial Archives: Mr. P. J. E. Cole was appointed Archivist I with special responsibilities for maps and manuscripts. This appointment brought the complement of 4 archivists, 2 secretary-clerks and 2 technicians up to full strength.

An Archivist I attended the course on Archives Administration at Carleton University. The Provincial Archivist gave two lectures and held a practical class during the Carleton course; he also spoke to the Edmonton Regional Social Studies Council, to the Jasper-Yellowhead Historical Society, to the School of Library Science at the University of Alberta and to the Edmonton Branch of the Historical Society of Alberta. Other members of the staff have addressed school groups and the School of Tourism.

The Provincial Archivist attended the annual meeting of the Society of American Archivists in Ottawa in October, 1968 of whose Resolution and Programme Committees he was a member. He is now a member of the Society's State and Local Records Committee. G. Brandak, Archivist I, has been Treasurer of the Archives Section of the Canadian Historical Association since June, 1968. Four archivists attended the Conference on Prairie History held in Calgary in February, 1969. At the present time, discussions are under way between archivists considering an informal meeting of Prairie archivists to be held in the Fall of 1969.

Accessions to the Archives collection through private donations or purchase or transfer from Government Departments totalled 338 deposits, which is an increase over 1967. Among non-government deposits, the following are of special interest:

Records of the Edmonton YMCA and YWCA;
Architectural drawings by Dr. C. S. Burgess, c. 1890 - 1940;
Personal papers of Mrs. Cornelia Wood and Mr. L.C. Halmrast,
former members of the Legislative Assembly.

The Public Documents Committee has been very active during the year. Thirty-four recommendations for the disposition of records of eleven departments were made, including sixteen recommendations for transfer. Of special interest are:

Provincial Treasurer's records, c. 1905 - 1923;
Chattel mortgages, 1883-1906 and Lien Notes 1890-1910 from the
Court House, Fort Macleod.

The most significant collection acquired during the year was the Ernest Brown Photograph Collection, the oldest and most comprehensive of its kind in Alberta, whose custody was transferred from the Department of Industry and Tourism. A programme has been instituted for indexing, printing and arranging by subject sets of prints from the Brown and other photograph collections.

During the year the staff prepared twenty-eight inventories; in the second half of 1968, the number of searchers climbed to an average of fifty per month.

Glenbow Foundation Archives: The regular staff total of Glenbow archives has continued to number seven, however a university student was hired to assist with the work load during the summer. In addition, Mrs. May Harben, Calgary, who had commenced a special project, the History of Alberta Law Society, some years ago but had had to leave the work for family reasons, was re-engaged to complete the assignment. This, a detailed definitive work, will be finished shortly. Also, our representative in Britain is continuing his work on a part time basis.

Mrs. Georgeen Barrass successfully completed the Course in Archival Principles and Administration offered in Ottawa, July 2nd to August 8th, 1968. At the beginning of 1969, she was named assistant archivist and Mrs. Sue Baptie takes the senior archival assistant position.

Archives staff members gave a number of historical addresses or lectures during the year, and participated actively in the educational extension program conducted by the Glenbow-Alberta Institute. In the 1969 spring series of four lectures on Personalities of the West, three will be handled by archives staff. In addition Miss Sheilagh Jameson, archivist, presented a paper on ranching at the Local History session of the Canadian Historical Association's conference held in Calgary, June 1968.

The Archives Series publication program, commenced during the winter of 1968, proved very successful. In addition to the inventory of the Western Stock Growers' Association Papers, it has included series number two and three, namely, How To Prepare A Local History by Hugh A. Dempsey and The Lomen Brothers' Photographic Collection, 1900-1935. These have been very well received, in fact the demand for the Local History booklet has been so great that the printing of a second 200 copies has become necessary. Plans are underway for producing the inventory of the George Coote papers. These booklets are distributed without cost by the Archives, Glenbow Foundation, 902-11th Avenue S.W., Calgary 3.

Material of interest continued to come into the archives at a

gratifying rate. Interviews were conducted with Amos Leather, an elderly Blackfoot Indian, regarding the fast dying lore of his people. Plans are underway to obtain more of this type of material. A special effort was made to increase holdings of microfilms of newspapers and pertinent theses.

Some of the most significant acquisitions which might be mentioned are: a group of papers and photographs originating with Long Lance, a Cherokee Indian, who became a writer, lecturer and actor noted across the continent, in the 1920's and 1930's, which include files of manuscripts, scripts of interviews conducted with Blackfoot and Blook Indian personalities in the 1920's, data relating to the Indian life film "Silent Enemy," etc.; a collection of manuscript, photographic and film material relating to early oil development in Alberta; personal papers of Rev. George and Rev. John McDougall; a further group of W.C.T.U. papers, earlier than those in our files; further notebooks, letters and other primary items related to western ranches.

Archives staff members attended the first annual workshop of the Archaeological Association of the University of Calgary, in January, and the annual meeting of the Historical Society of Alberta held in February. Mrs. Georgeen Barrass was elected secretary of the last mentioned organization. At the time of writing this report, the forthcoming Conference of the History of the Canadian Prairies sponsored by the University of Calgary, to be held February 28th to March 1st, 1969, is anticipated with interest.

MANITOBA

For the Provincial Archives one of the most notable events of the year 1968 was the move into new accommodations in the Legislative Building. Since 1952, when the first full time archivist was employed, the Archives had been located in part of the Legislative Library.

The Manitoba Historical Society had shared this office space with the Provincial Archives since 1955. However during the month of May the Society moved out of the Legislative Building and into the Manitoba Museum of Man and Nature. While the Archives and the Society no longer work in immediate proximity the Archives continues to answer all the Society's research correspondence. It is hoped that the close cooperation which has long continued between the Archives and the Society will be maintained undiminished despite the physical distance between the two offices.

The Archives staff has noted a considerable increase in the number of academic researchers during the past year; 244 visits were

NEWS: MANITOBA

made by professors or university students. Much of this increase may be attributed to the establishment and expansion of the University of Winnipeg (formerly United College) in downtown Winnipeg, close to the Legislative Building.

In 1968 we have begun work on a project which we hope will do something to satisfy the growing demand for pictures of Manitoba in former days. By 1970 we hope to be able to publish a brief picture history of the Province which the general public will be able to purchase at a reasonable price.

The Architectural Survey of Manitoba, which is doing much to enhance the value of our photograph collection, again operated out of the Provincial Archives during the summer of 1968. This project, sponsored by the Manitoba Association of Architects, the Faculty of Architecture of the University of Manitoba, the Historic Sites Advisory Board, and the Manitoba Historical Society, employed two architectural students who surveyed the south-eastern region of the province and despite adverse weather conditions completed the task assigned to them. Approximately 2200 photographs will be accessioned as a result of the 1968 survey; 1100 colour slides and 1100 black and white prints with an equal number of negatives. Only metropolitan Winnipeg now remains to be examined before the survey can present a complete photographic account of architecture in the Province of Manitoba.

Other activities worthy of note included the attendance of Miss E.A. Blight, assistant archivist, at the Conference of Canadian Map Librarians held at Edmonton, Alberta, in May. Miss Blight is primarily responsible for the reorganization of the Archives map collection, which is currently in progress.

In June the Provincial Archivist attended the Annual Meeting of the Canadian Historical Association held at Calgary and was elected at that time vice-chairman of the Archives Section of the Association. He spent July in Ottawa attending the course in Archival Administration given every four years under the joint sponsorship of the Canadian Historical Association and Carleton University. In October he attended the annual meetings of the Society of American Archivists held at Ottawa; one of the rare occasions on which the Society has met outside the United States.

Microfilming of the unprinted Sessional Papers of the Legislative Assembly was commenced, thanks to the generous permission of the Speaker, the Hon. James H. Bilton.

During the year 9387 catalogue cards were added to the index to our manuscript collections, which now contains a total of 75,003 card entries. Also 1239 cross reference cards were added to the

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picture collection index, making a grand total of 27,451 cross reference entries.

Under the terms of the amendment to the Legislative Library Act (Statutes of Manitoba, 1967, Chapter 31) the Provincial Archivist is chairman of the Documents Committee, which met six times during 1968 to consider records disposal schedules. At present too many departmental records of historic importance remain in departmental storage rooms. Some of them, in fact, have remained in storage since 1870.

Acquisitions include: the records of the old Board of Trade, extending from 1879 to 1946 which also, surprisingly, document the origins of such institutions as the Winnipeg Art Gallery and the Manitoba Museum; the records of the Manitoba Women's Christian Temperance Union; additional files of the Hon. W. Sanford Evans.

The Hon. Duff Roblin has agreed to present his political papers, 1954 - 1967, to the Archives. He is the first premier of Manitoba ever to do so at the conclusion of his ministry, and the papers, which will remain under restricted access until 2000 A.D., will comprise the largest political collection ever deposited in the Manitoba Archives.

From Mrs. George Coutts, widow of one of the principal engineers responsible for the construction of the Port of Churchill, we have purchased three reels of unique moving film made during the years 1931-32-33. They illustrate the erection of grain elevators, railway operations in winter, the arrival and departure of the first commercial vessels to visit the port and such an unusual event as that of the flight of Charles and Ann Lindberg.

1669 still photographs and 466 negatives were accessioned during the year bringing the picture collection to an aggregate of 40,020 items. This figure does not include the 2200 architectural survey photographs mentioned previously.

NEW BRUNSWICK

The Provincial Archives, together with an exhibition of the photographs of George Taylor, was officially opened as a branch of the Historical Resources Administration on May 29th, 1968 by Dr. Wilfred Smith, the Assistant Dominion Archivist. Since that time, 5,000 of the available 17,000 linear feet of shelving has been filled with records for which preliminary inventories have been prepared. The principal groups transferred include: Executive Council, 1784-1912; Legislative Assembly, 1784-1840; Education, including sixty-

eight school boards, 1847-1966; Justice, including Supreme Court, 1785-1920; Municipal Affairs, including all County Council records, 1785-1965; Natural Resources, including Crown Land Office, 1785-1950; Public Works, 1854-1940; Provincial Secretary, 1785-1944. Manuscript accessions include the Beaverbrook Photographic Collection (3,000 negatives) and the Fredericton and Moncton city records.

There are 10,000 linear feet of records in the Records Centre which are destroyed at a rate of about 200 to 300 feet a month. The Microfilm Service has filmed and processed 850 reels of records during the past year.

NEWFOUNDLAND

The Newfoundland Archives, which is housed in the Colonial Building, added very substantially to its holdings in 1968. During the year, 916 documents, photographs, films and other records were acquired, most of them in the form of gifts by generous donors. The Photographic Section of the Archives was greatly enriched by a gift from the Honourable J. R. Smallwood, Premier of Newfoundland, comprising more than 300 glass negatives of Newfoundland scenes, buildings and historical events. The most outstanding documentary acquisition consisted of photostats of 26 manuscripts relating to Newfoundland from the papers of Admiral Sir John Thomas Duckworth, Governor of Newfoundland, which were donated by the National Maritime Museum, Greenwich. Another major addition was a collection of records of the Royal Newfoundland Regiment in the First World War. As a result of a transfer from the Newfoundland Department of Mines, a valuable collection of Company records from the former Dosco office, Bell Island, was added to the Business and Organization Section of the Archives.

The Newfoundland Archives was able to catalogue more than 700 volumes of Official Correspondence for the period 1907-1936, at present held in Government House. These records, which have been released for archival purposes by a recent British Foreign Office directive, will be deposited in the Newfoundland Archives as soon as the necessary additional space becomes available there.

An important part of the work of the Archives throughout 1968 was devoted to the compilation and preparation of the Newfoundland Book of Remembrance which, when completed, will be placed alongside the Canadian Books of Remembrance in the Peace Tower, Parliament Buildings, Ottawa.

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NOVA SCOTIA

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

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

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

ONTARIO

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

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

Manuscript Division

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

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

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

entries.

Picture Division

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

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

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

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

Map Division

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

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

Records Management Branch

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

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

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

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

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

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

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

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

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

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

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

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

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Victoria University: Archives of the United Church of Canada:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

QUEBEC

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

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Au chapitre des publications, les Archives du Québec ont publié leur rapport annuel et l'Etat général des archives publiques et privées du Québec. Ce volume s'avère un instrument de travail très utile aux chercheurs.

Les efforts déployés par les archivistes cette année ont permis la récupération de nombreux fonds. Parmi les plus intéressants, il y a les papiers des seigneuries de Lotbinière et de Beaurivage (1835-1920), les livres des comptes et les cahiers de prônes d'une vieille paroisse de la banlieue de Québec (1691-1878), les procès-verbaux des délibérations de la Société Saint-Jean-Baptiste de Québec (1840-1930), les papiers de syndicats, provenant de maisons de commerce en faillite et un fonds très riche sur le mouvement sentinelliste franco-américain des années 1920.

Plusieurs bureaux d'archives des ministères du gouvernement ont aussi versé une partie de leur fonds ancien. Le ministère du Revenu a versé environ 80 registres de perception de la taxe de vente; celui de la justice plus d'un million de pages de documents antérieurs à 1800; le service du Cadastre et le ministère de la Santé ont aussi versé plusieurs caisses de documents.

Association des Archivistes du Québec: Le Conseil d'administration s'est réuni quatre fois au cours de l'année et a organisé trois réunions générales. Au cours de ces réunions, des conférenciers ont traité de divers aspects de l'archivistique au Québec.

Entre autre, M. Jean Hamelin, professeur à l'institut d'histoire à l'Université Laval, a donné un aperçu général de la situation des Archives au Québec et des besoins des historiens en ce qui concerne la recherche historique.

M. Jean-Claude Drolet, responsable de l'enseignement de l'histoire au Centre de Formation des Maîtres à Chicoutimi, a fait part de son expérience dans la récupération, la classification et l'utilisation des documents d'archives dans la région du Saguenay.

M. l'abbé François Beaudin, vice-président de l'association, a aussi fait un exposé sur les instruments de travail en archivistique.

L'association s'est efforcée de joindre tous les types d'archivistes au Québec. A cette fin, elle a tenu une réunion générale où l'on a abordé l'étude des archives par secteurs: **éducatif, publique, économique, religieux et régional**. Ces réunions furent tenues aussi bien à Québec, Trois-Rivières, que Montréal.

Un bulletin de liaison a aussi permis à tous les membres de suivre de près les activités de l'association.

Le Conseil a aussi présenté un projet de constitution destiné à préciser le fonctionnement et la structure de l'association.

McGill University Archives: Alan D. Ridge, McGill's first University Archivist became Provincial Archivist of Alberta on 1 February 1968. The University Archives located on the 6th floor of the completely renovated Administration Building was kept open and service was maintained by the Secretary, Miss Hazel Williamson, until the appointment of John Andreassen, University Archivist, effective 1 August 1968. Assistant Archivist of Jamaica, Miss Anne Caiger, reported for duty as Assistant Archivist, McGill University Archives on 22 July 1968.

Publications produced before Mr. Ridge left which serve as guides to portions of the University Archives included: Class 35 Archives of the Faculty of Engineering; Class 38 Archives of the Faculty of Medicine; Class 39 Archives of the Faculty and Conservatorium of Music.

These three publications are available on loan but the editions are too small to make copies generally available.

Mention should also be made of the published description of "The McGill University Archives", prepared by Mr. Alan D. Ridge, and published in Archives, vol. VIII, no. 37, April 1967, pp. 16-23.

John Andreassen attended the Sixth International Congress on Archives, Madrid, September 3 to 6, 1968. He served on the Local Arrangements Committee and as Acting Chairman of the Public Relations Committee for the Ottawa meeting of the Society of American Archivists, September 30 - October 3, 1968.

Major activities of the new staff have involved 1) working off the backlog of accessions obtained in routine since Mr. Ridge's departure; 2) location of rather substantial collections of hazardous nitrate film in motion picture and X-ray form; 3) near-completion of a study on the availability of permanent-durable papers of Canadian origin for archival and other purposes and 4) accessioning of the non-current records of the Physics Department.

Archives de la Chancellerie, Archevêché de Montréal:

Instruments de recherche: On trouvera ci-après un état du travail réalisé en ce domaine après cinq ans et demi d'organisation.

On parle habituellement de cinq types d'instruments de recherche, soit du général au particulier: a) le guide; b) l'inventaire provisoire; c) le répertoire numérique; d) l'inventaire sommaire; et, enfin, e) l'inventaire analytique.

Dans notre dépôt, les secteurs des dossiers et des registres ouverts aux chercheurs sont répartis en quatre périodes chronologiques: 1648-1760, 1760-1835, 1836-1876, et 1877-1896.

Voici ce qui a été fait et ce qui reste à faire dans ces divers secteurs, selon les types d'instruments de recherche mentionnés à la page précédente:

a) Guide: Cette catégorie est entièrement terminée.

b) Inventaires provisoires: Les inventaires provisoires (registres et dossiers) des trois premières périodes sont terminés. L'inventaire provisoire des dossiers de la période 1877-1896 a été commencé au début de novembre. On passera ensuite à l'inventaire provisoire des registres de cette période.

c) Répertoire numérique: Dans les dossiers, le répertoire numérique de la période 1648-1760 a été terminé le 1er décembre. Le répertoire numérique de la période 1760-1835 a été terminé pour Noël. Le répertoire de la période 1836-1876 est commencé depuis.

Pour ce qui est des registres, le répertoire numérique des trois premières périodes est fait. Il reste celui de la période 1877-1896.

d) Inventaires sommaires: Dans le secteur des dossiers, l'inventaire sommaire des documents de la période 1648-1760 a été réalisé. Ceci fut terminé le 1er décembre.

L'inventaire sommaire des documents de la période 1760-1835 a été commencé par l'Archiviste, le 22 février. Il s'agit d'un inventaire de 5,500 documents. Il sera certainement terminé à la fin de janvier. Il paraîtra dans le Rapport de l'Archiviste du Québec pour 1969.

L'inventaire sommaire des périodes 1836-1876 et 1877-1896 n'est pas fait. Le premier sera probablement commencé au cours de la prochaine année.

Pour ce qui est des registres, l'inventaire sommaire des dix Registres de Lettres de Mgr Fabre a été fait durant l'automne. Il fut terminé au début de décembre.

Quant aux Registres de Lettres de Mgr Lartigue et de Mgr Bourget, étant donné que les inventaires analytiques complets du premier (1819-1840) et des années 1837-1850 du second ont été faits et publiés (les deux dernières années de Mgr Bourget le seront sous peu), et étant donné qu'un inventaire analytique est plus complet qu'un inventaire sommaire, nous n'aurons pas à revenir là-dessus.

Cependant, pour le reste de la correspondance de Mgr Bourget, soit de 1851 à 1876, on va procéder à la création non plus d'inventaires analytiques mais d'inventaires sommaires, ce qui sera plus rapide et nous permettra de fournir aux chercheurs cet important instrument pour faciliter l'accès à sa correspondance. On a donc commencé l'inventaire sommaire de la correspondance de Mgr Bourget pour 1851 et les années suivantes. On fera paraître probablement l'inventaire sommaire de cinq années à la fois dans les cinq prochains Rapports de l'Archiviste du Québec.

e) Inventaires analytiques: Dans le secteur des dossiers, l'inventaire analytique de la période 1648-1760 est terminé et publié. L'inventaire analytique de la période 1760-1835 est complété pour environ 30%. Celui des périodes 1836-1876 et 1877-1896 n'est pas fait.

Dans le secteur des registres, pour les Registres de Lettres et de la Chancellerie de Mgr Lartigue, l'inventaire analytique est terminé et publié. Celui de Mgr Bourget, pour les années 1837-1850, est terminé et publié. Le travail dans ce secteur pour les années 1849-1850 a été terminé cette année et paraîtra sous peu dans le Rapport des Archives du Québec pour 1968.

Edition: Le département des Archives a publié en 1968 les articles suivants:

1. L'Inventaire analytique de la correspondance de Mgr Ignace Bourget pour l'année 1848, dans le Rapport de l'Archiviste du Québec pour 1967. -T. 45.
2. Prêtres de Montréal en mission aux Etats-Unis (1836-1876), dans le numéro de mars de la Revue d'Histoire de l'Amérique française.
3. Lettre de Lacordaire, à l'abbé J.-C. Prince, dans le numéro de juin de la même revue.
4. Deux sermons de M. J.-J. Lartigue, p.s.s., lors de la guerre de 1812, dans le numéro de septembre de la même revue.
5. Archives religieuses au Québec, dans le numéro de septembre de l'Eglise Canadienne.
6. Le curé de St. Charles en 1837 se dispulpe de trahison, dans le numéro de décembre de la Revue d'Histoire de l'Amérique française.

Université de Montréal:

Personnel: Le Service des Archives de l'Université de Montréal se compose actuellement de six personnes ce qui représente une augmentation appréciable de ses effectifs depuis la date de sa création, le 14 juillet 1966.

L'Archiviste, M. Luc-André Biron est responsable de la gestion globale du dépôt d'archives de même que chargé de la garde du Livre d'Or et du sceau de l'Université sous l'autorité du Secrétaire général de qui relève administrativement la Division des Archives. Diplômé en bibliothéconomie de l'Université de Montréal, stagiaire aux Archives Nationales de France, à Paris, Monsieur Biron est aussi détenteur de 3 certificats des Archives Nationales de Washington et d'un certificat de gestion d'archives modernes de l'Université McGill.

L'adjointe à l'Archiviste, mademoiselle Thérèse Bélanger assure le dépouillement exhaustif des délibérations des quatre grands corps administratifs de l'Université. Tous les aspects de chaque délibération sont enregistrés et compilés sur fiches spéciales de couleur, lesquelles sont conservés dans un bac de classement MCB (Card Graphic) monté sur pieds à roulettes où on peut les consulter. En outre, Mlle Bélanger reçoit, analyse et classe les dossiers inactifs de professeurs (ou qui deviennent inactifs); elle en dresse une liste constamment tenue à jour sur un répertoire à bandelettes munie de cavaliers de couleurs. La tenue d'un échéancier des mandats confiés à des personnes occupant divers postes administratifs à l'Université relève aussi de la compétence de Mlle Bélanger.

Les travaux de documentation, de classification et d'analyse sont exécutés respectivement par mesdemoiselles Hélène Solyak, documentaliste attitrée; Madeleine Roy, préposée plus spécialement au microfilmage et au classement des documents et par Agathe Lafortune, laquelle a été appelée au poste d'analyste-recherchiste à la fin de l'année 1968. Le personnel des Archives peut compter également sur les services d'une secrétaire en la personne de mademoiselle Thérèse Ishak qui est de plus préposée au catalogue des archives et de la bibliothèque.

Dépôt des Archives (édifice): Le soin de mettre sur pied un Service des Archives et d'organiser les cadres fut confié le 14 juillet 1966 à M. Luc-André Biron. **Dès lors, une utilisation plus rationnelle et plus efficace** des informations, spécialement celles qui constituent le dépôt d'archives courantes devenait possible au Secrétariat général de l'Université de Montréal.

En septembre 1967, le Service déménageait au rez-de-chaussée de l'Edifice de l'Administration où il occupe maintenant une

superficie de 1640 pieds carrés. Cet espace se répartit comme suit:

- outre le dépôt des archives proprement dites, une salle fermée fait office de bibliothèque administrative et sert en même temps de lieu de lecture pour les chercheurs.
- une pièce spécialement aménagée en atelier est destinée aux appareils Xérox 2400 de même qu'à l'équipement nécessaire à la photo-micrographie.
- enfin on trouvera le bureau de l'Archiviste, celui de la secrétaire et celui de l'adjointe à l'archiviste.

Le Service des Archives possède aussi les appareils auxiliaires suivant, à savoir:

- bac à fiches, machine à déchiqueter de marque "Intimus simplex", classeurs isolés de résistance au feu muni d'une serrure à combinaison de type "Chubb-Mosler-Taylor" et un purificateur d'air de marque Herzon. L'équipement de l'atelier de microfilmage se compose essentiellement d'un appareil "Recordak", modèle MRD-2 et d'une liseuse-imprimeuse "Recordak Magnaprint", modèle PE-IA. Cet atelier a été mis en opération en Août 1968.

Pour parer à toute éventualité de contestation étudiante, un vaste programme de microfilmage de sécurité a été entrepris. Dans cette même optique, les fenêtres entourant le dépôt furent munies de barreaux protecteurs.

Activités Professionnelles: Chacun des membres du personnel des Archives contribue au rayonnement de son service de la façon qu'il lui convient.

De son côté M. Biron répond avec plaisir aux invitations qui lui sont faites de la part de milieux particulièrement intéressés à l'histoire et à la gestion des archives. C'est ainsi qu'il adressa dernièrement la parole à une réunion de la Société de Généalogie Canadienne-française. Il prononça également des conférences devant l'Assemblée générale de l'Association des Archivistes du Québec et au Congrès annuel de l'Association des archivistes médicales.

Afin de parfaire leur formation professionnelle, trois des employées du Service des Archives se sont inscrites aux cours du soir, en vue de l'obtention du diplôme de bibliothécaire.

Publications: Un document mal classifié est un document perdu. La cotation est donc une tâche à laquelle il faut apporter beaucoup de soin et elle s'effectue en connexion constante avec un plan de classification des archives lequel est publié sur un répertoire à

bandelettes et sur fiches de format international DIN-A6 (148 mm x 105mm).

Pour mettre au service de ses employés et pour en faire bénéficier aussi les visiteurs comme les chercheurs, un guide des Archives de l'Université de Montréal sera publié sous peu. De même, un Manuel général d'organisation des Archives, encore en préparation, a été conçu dans le but d'informer les lectures intéressés. Un Rapport statistique des Archives est fait chaque année afin de renseigner les autorités sur l'état des travaux déjà effectués de même que sur ceux qui sont en cours.

Formé en septembre 1966, le Comité de Coordination de la Documentation dont fait partie l'Archiviste de l'Université de Montréal, publiait en 1967 puis en 1968 un Index des projets de recherche en cours dans les six universités du Québec. Une troisième livraison de ce répertoire jugé indispensable par les données et comparaisons qu'il établies sur l'état de la recherche est actuellement en voie de réalisation.

Collections et acquisitions: Quelques statistiques nous aideront à mieux connaître le contenu des collections conservées aux Archives à titre de documents administratifs ou historiques.

L'essentiel du fonds d'archives est constitué de 2075 dossiers catalogués et répertoriés sur 14000 fiches devenues objets courants de référence pour les administrateurs. 700 autres dossiers ne sont encore que sommairement catalogués mais ils sont disposés dans un ordre chronologique, ce qui permet de les rendre accessibles.

Grâce au procédé de photo-micrographie, tous les dossiers du personnel enseignant sont enregistrés sur bobines 16mm. 7 autres bobines contiennent les procès-verbaux des grands corps universitaires depuis 1920 jusqu'à nos jours. Certaines questions faisant l'objet de dossiers d'une particulière importance sont conservés sur bandes magnétoscopiques. En outre, un long métrage en 16mm. rappelle l'histoire de l'Université de Montréal.

Le dépôt renferme nombre d'autres souvenirs des temps passés: 40 photos officielles des distingués personnages qui se sont illustrés dans le domaine de l'éducation universitaire montréalaise et 11 photos anciennes des différents campus de l'Université de Montréal.

Un don de 13 bobines de microfilm 35mm. de l'Association des Anciens du Collège de Montréal s'ajoute aux divers documents manuscrits qui ont été versés par Mgr Georges Deniger, 2e vice-recteur de l'Université de Montréal (1944-1961) et par M. Léon Lortie, 4e secrétaire général (1961-67) et historien de l'Université de Montréal.

parmi nos collections figurent aussi les plans de l'ancien immeuble de l'Université de Montréal situé rue Saint-Denis et qui nous ont été donnés par M. Maurice Labelle, architecte.

La Bibliothèque des Archives figure de centre de documentation réunissant ouvrages et périodiques qui traitent d'administration et en général, d'éducation. Mentionnons: 801 périodiques administratifs (unités physiques), 853 annuaires d'université en provenance de tous les coins du globe, 165 publications gouvernementales (unités physiques), 461 rapports administratifs et autres dont Mémoires et Commissions royales d'enquête.

Nous disposons enfin de quelque 62 livres d'une précieuse collection comprenant 169 pièces au total constituée notamment par un recueil des chartes octroyées à l'Université Laval de Québec et à sa succursale de Montréal, par des Mémoires, correspondance, circulaires relatifs aux questions universitaires et émanant des Archevêchés ou des délégués en mission à Rome depuis 1852 jusqu'à 1921.

Généralités: Afin de répondre plus adéquatement aux exigences sans cesse croissantes des normes de l'efficacité, les responsables du Service des Archives de l'Université de Montréal ont fait des projets de déménagement qu'ils espèrent voir se réaliser en 1970.

Parallèlement, un effort systématique de centralisation des archives de toutes les Facultés, Ecoles, Instituts et Départements faisant partie de l'Université sera entrepris. On compte aussi assurer, grâce à une politique de réaménagement, une protection encore plus adéquate des archives vitales de l'Université de Montréal.

ARMA, Montreal:

The following was reported in EN VILLE, The Business Family Paper for March 3, 1969:

"Dr. Wilfred I. Smith, Acting Dominion Archivist, struck another blow against the "Paperwork Monster" when he welcomed the inauguration of a Montreal Chapter of the American Records Management Association [on January 14, 1969].

"It was an historical occasion in more than one respect. For instance, this was Canada's first chapter and it made ARMA an international association. Incidentally, Toronto's organization meeting was held January 28 and Australia's first chapter is ready in the wings.

"ARMA, International is now composed of 23 chapters comprised of over 1300 professional members. This represents a fantastic growth for such a young association

This growth was assisted by the extreme need to find answers to your paperwork problems.

"The list of member companies and government agencies reads like a "Who's Who" directory.

"In the last few years ARMA has produced seven research studies in the field of Records and Information management. It publishes the Records Management Quarterly, and manages a records management correspondence course.

"Miss Eunice Thompson, winner of the 1968 Records Manager Award for outstanding work in the field, standing in for John Culton, President, who had to attend a last minute company director's meeting dedicated and presented the Charter to the Montreal Chapter co-chairmen, Denis Deslongchamps and William J. Gray.

"Denis Deslongchamp is Records Manager at Hydro-Quebec and William J. Gray is a Records Management Consultant, Records Management Company of Canada.

"One highlight of the Inaugural Dinner Meeting was the reception received when the film 'One Moment Please' was shown. This film depicted many time and cost-saving uses of microfilm in every-day applications.

"Richard C. Grimes, Vice-president, Region 1 described the merits of a records management program and the advantages of being a member of ARMA.

"He pointed out that ARMA has now reached the stage where it is ready to set aside a membership class for certified records managers.

"He then presented the individual membership certificates to each of the charter members of the new Montreal Chapter.

"In summation, the purpose of ARMA and its chapters is to group together people with a common interest in the creation, processing and disposition of records and information, to provide a forum for the exchange of ideas, and a climate for the development of new ideas, methods and equipment, and to provide a continuing program for the improvement of its members.

"Anyone wishing to participate in the chapter's meetings and workshops for the improvement of paperwork

systems or in becoming a member, should contact George Lawson, Comptroller, Quebec Hospital Services Association, 550 Sherbrooke Street West, Montreal, P. Q."

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continued across the country for some little time to come. May Business Archives yet prove to be the Pandora's Box of the Canadian corporate, or archival, worlds?

The recent addition of public relations personnel to the Public Archives of Canada became quickly apparent at the S.A.A. meeting. Has Ottawa, or any other Canadian city, ever been so aware of an archival conference in its midst? The facade of the Chateau Laurier was decorated with a "Welcome American Archivists" banner, and the local papers, thanks to the leg-work of Mr. Bob Roswarn, carried stories and pictures every day. Perhaps the Canadian archivists should try to maintain a similar degree of exposure whenever they meet in future.

Social events, planned and spontaneous, are never the least significant feature of any conference, and so it was at Ottawa. The planning committee did an excellent job of arranging band concerts, movie films, tours of the national capital district and the new Public Archives Building, the Gatineau Hills (for ladies only) and a post-conference expedition to Upper Canada Village.

However, at least for the Canadian delegates, the social event of greatest significance was the October 1st luncheon addressed by the Dominion Archivist. Dr. Lamb was introduced by the Secretary of State, the Hon. Gerard Pelletier, who in the course of his remarks announced with regret that Dr. Lamb would soon be retiring. Thus the luncheon speech became unexpectedly a valedictory by the Dominion Archivist, although fortunately not the last time archivists can hope to hear Dr. Lamb speak. The reception that same evening before the presidential dinner became an animated but slightly sad au revoir party for both Dr. and Mrs. Lamb. None the less these two events made an important Canadian occasion out of the 1968 Annual Meeting of the Society of American Archivists, and they alone would have made the journey to Ottawa worthwhile for all the Canadian delegates.

- John Bovey
Provincial Archivist of Manitoba

NEWS: QUÉBEC

SASKATCHEWAN

Saskatchewan Archives Board, Regina and Saskatoon: There were no staff changes during the year. Provincial Archivist, Allan Turner, was appointed Chairman of the Historic Sites and Monuments Board of Canada for the period 1968-1972.

The Board approved a revised classification of archival positions, retroactive to July 1, 1968. Four grades of archival assistant replace the two former classifications, with salary ranges as follows:

Archival Assistant I	5520 - 5760 - 6000 - 6240 - 6480 - 6720
Archival Assistant II	6900 - 7140 - 7380 - 7620 - 7860 - 8100
Archival Assistant III	7800 - 8160 - 8520 - 8880 - 9240 - 9600
Archival Assistant IV	9000 - 9360 - 9720 - 10080 - 10440 - 10800

Important acquisitions during the past year included the Saskatoon office records of the Canadian Centre for Community Studies; records of the village and school district of Hague, the village of Edam, the Rosemont Mennonite Church, the Saskatchewan Co-operative Women's Guild, the Saskatchewan Feeder Show and the Southern Co-operative Stock Yards, Moose Jaw, the Saskatchewan Provincial W.C.T.U., the Saskatchewan Health Officials Association, tax rolls of the City of Regina for 1946, minutes of the Saskatchewan Land Utilization Board, 1936-1963, records of the Saskatchewan Water Resources Commission, 1895 - 1966. Among photographic accessions were some 400 negatives from West's Studios, Regina. Newspapers microfilmed included Der Bote, 1904-1947, the Prairie Messenger, Muenster, 1922-1942, Stoughton Times, 1905-1945, Rosthern Enterprise, 1918-1920, Davidson Leader, 1904-1912, and the Hanley Herald, 1936-1945.

The Board published its Thirteenth Report, for the period 1966-68, early in 1969.

During the Western History Conference at the University of Calgary on March 1, Messrs. Alan Ridge, John Bovey, Allan Turner, Miss Sheilagh Jameson, and staff members of the Alberta Archives and the Glenbow Foundation met informally at luncheon to discuss questions of mutual concern. It was agreed to hold a meeting of prairie regional archivists late in the fall, probably at Edmonton. Possible topics for discussion were suggested, and Mr. Ridge agreed to act as convener of arrangements.

For further Canadian news, see American Archivist "News Notes-Canada"