CHAIRMAN'S MESSAGE

As my last official duty as Chairman of the Archives Section for 1973-1974, it is my pleasure to prepare this brief message for the members of the Section. The past year has been a reasonably good one for the Archives Section, and I think we can be pleased with the progress that has been made. The Section carried on its usual activities through the year with a number of committees working hard on tasks which were assigned to them, two training courses being held in Ottawa, a very full and interesting programme being presented at the annual meeting in Toronto and, perhaps most significant of all, the work which was carried on by the Committee of the Future. This Committee did a great deal of work and has paved the way for the formation of a separate association during the coming year. In addition, many members of the Section participated in preparations for the annual meeting of the Society of American Archivists, held in Toronto in October.

One of the sessions of the S.A.A. meeting in Toronto was of particular interest to me, and I have considered it to be significant enough to make it the principal subject of this message. The session in question dealt with the development of a strategy for documenting a national culture. The principal Canadian speaker on the panel, Hugh Taylor, presented an excellent paper on the development of archives in Canada which I hope many members of the Section will have an opportunity to read. We should be proud in Canada of the progress which we have made in developing an archival strategy and, for that reason, I think it is important that members of the profession, particularly the younger members, have an opportunity to read the paper which Hugh Taylor presented at that session.

My concern at the present time, however, is with the capacity of our present system to meet new challenges and to define other strategies for more systematic preservation of and access to archival materials. As a Provincial Archivist in Canada, this matter has become one of very great concern to me. I am particularly concerned about the nature and variety of research demands which are being placed on archives in this country, and about our ability to meet these demands. Our archival strategy in Canada has been very closely associated with

traditional patterns of historical research, but there are strong indications that this pattern is changing very rapidly. In this connection, I would like to refer to a statement made by Mr. Taylor in his paper. At one point, he referred to "the decline of national and truly political history, written with a centralist perspective, in favour of regional, urban and local studies".

Anyone who is familiar with the tenor of historical research, and indeed social science research, in Canada today is aware of this phenomenon. More and more, the social scientists, and in particular the historians, are turning away from the broad national subjects of research and are concentrating on in-depth local studies. This is true not only of students at the graduate level but also at the level of some of our more senior and respected historians. Very often these studies are of a quantitative kind, and even when they are not, they almost always rely on sources which are available only at the local level.

These sources include, among others, such things as assessment records, poll lists, tax records of various kinds, hospital and health care records, all varieties of social welfare records, land registration and land use records, bills of sale and chattel mortgages, and on and on the examples can be cited. As almost anyone who is at all familiar with public administration in Canada is aware, virtually all of these records fall outside the Federal jurisdiction. They are almost exclusively records which fall under the purview of provincial and municipal administrations.

No one can deny the marvellous job which has been done by the Public Archives of Canada during the past century in developing an archival strategy within its sphere of operation. A great tragedy of the present situation is that the provinces and municipalities have not developed at an equal pace. Given the fact that research in the social sciences will undoubtedly continue to develop in this area in the future, it is indeed sad to consider that only two of Canada's provinces have conducted an adequate records management program for any length of time in the past.

Lest I sound too pessimistic, I should hasten to admit that progress is being made in developing records management techniques and programs in the provinces and major cities of Canada. The Province of Alberta has made a good beginning in this direction, Saskatchewan and Ontario have been operating effective programs for some time, the Province of Quebec is beginning to make progress in this area, and the framework has been established for an adequate program in the Province of New Brunswick. There are other jurisdictions, however, where very little has been done.

As far as municipal records are concerned, the picture is not so bright. The fact of the matter is that fewer than half a dozen cities in this country have been operating anything approaching an adequate records management program. The cities of Toronto, Vancouver, Montreal and Quebec are operating programs, and possibly one or two others. As far as the vast majority of municipal records in this country are concerned, however, very little is being done in any systematic way to preserve the large bulk of records that relate so closely to activities of people in their day-to-day lives.

In spite of the commendable job which has been done at the national level in developing an archival strategy in Canada, I am very much afraid that the academic community in this country is soon going to become very disenchanted with the archival profession unless something is done soon to preserve the type and the quantity of records at the local level which researchers are beginning to demand.

In making these comments, it is certainly not my intention to negate in any way the good progress which has been made. The development of the Diffusion Program by the Public Archives of Canada in cooperation with provincial archives is indeed a step in the right direction and an attempt to find a solution to the problem of making records of national importance accessible in all parts of the country. The point I wish to emphasize here is that there are vast quantities of records at the provincial and municipal levels in this country which have not been cared for in the past and which are not being cared for in the present. As I see it, this is the great challenge that faces the archival profession in Canada today. There is no doubt that members of the profession have the knowledge and expertise to solve this problem, and I am optimistic enough to think that the necessary financial resources can be found. What we seem to lack at the present time is the will to attack the problem.

I do not feel that this is the proper forum to discuss the details of how this problem might be solved. It is probably sufficient to say that, through the agency of the new archival association which is being established, with the help of regional groups in various parts of the country and, hopefully, with the assistance of the expertise that has been developed at the Public Archives of Canada, the archival profession must make some effort to identify the problem and to develop a strategy for preserving and making accessible provincial and municipal records in this country. Pressure must be brought to bear on the jurisdictions which have failed in their obligation to preserve their records systematically and, distasteful as it may appear to be, the members of the archival profession must take the lead in this kind of

activity.

If we do not rise to meet this challenge, we can be assured that other people in other professions will come along to fill the gap. If archivists do not attack and attempt to solve this records management problem, it is almost certain that the systems people and management analysts will step in to do it for us. If this should happen, I feel that it would be to the great detriment of historical research in this country and that it would be a serious blow to the growth and development of the archival profession.

We have here an opportunity to demonstrate that archivists are not keepers of records merely in the passive sense that we will preserve only what is given to us. On the contrary, I feel that we are keepers of records in the sense that we have an obligation to go out and identify what must be preserved for the benefit of historical research. If archivists in Canada do not demonstrate that ability as it relates to the preservation of provincial and municipal records, I feel that we will have missed a golden opportunity and that we will have done so to our own great detriment as a profession.

Michael Swift
Chairman of the Archives Section
1973-74

THE COLONIAL OFFICE GROUP OF THE PUBLIC RECORD OFFICE, LONDON WITH PARTICULAR REFERENCE TO ATLANTIC CANADA

BY

PETER JOHN BOWER

PUBLIC ARCHIVES OF CANADA

The importance of the Colonial Office[1] records housed in the Public Record Office, London, to an understanding of the Canadian experience has long been recognized by our archivists and scholars. In the past one hundred years, the Public Archives of Canada has acquired contemporary manuscript duplicates of documents no longer wanted or needed at Chancery Lane, but more importantly has utilized probably every copying technique known to improve its collection. Painfully slow and tedious hand-transcription was the dominant technique until roughly the time of the Second World War, supplemented periodically by typescript and various photoduplication methods. The introduction of microfilming, which Dominion Archivist W. Kaye Lamb viewed as ushering in a new era of service to Canadian scholars[2], and the installation of a P.A.C. directed camera crew in the P.R.O. initiated a duplication programme which in the next decade and a half dwarfed the entire production of copies prepared in the preceding seventy years. It is probably true that no other former British possession or colony has undertaken so concerted an effort to collect copies of these records which touch upon almost every aspect of colonial history.

While the significance of the British records for

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1 For the sake of convenience, the term "Colonial Office" will be used rather loosely from time to time to include which might more properly be described as precursors of the department. Further, the reader should be cautioned that some of the statements and conclusions presented in this paper are tentative in character, primarily because of limited appropriate secondary sources available in Canada.

2 Report of the Public Archives for the year 1949 (Ottawa: King's Printer, 1950), pp.ix-x.

Canadian domestic research certainly declines after Confederation, there is no doubt that the P.R.O. houses material of great research value for the period after 1867. Indeed, the P.A.C. has acquired copies of documents from the P.R.O. which are dated up to World War II, notwithstanding the fact that the responsible archives section is called "Pre-Confederation".

This paper on British records must of necessity be restricted to but a portion of the P.A.C. collection from the P.R.O. While the focus will be the Colonial Office records it should be recognized that the P.A.C. also houses substantial, though less complete, selections from Public Record Office groups such as the Admiralty, War Office, Foreign Office, Treasury, and Audit Offices, as well as composite collections from the State Papers, Board of Trade, Treasury Solicitor, Privy Council, Home Office and so forth. Many of these collections exhibit techniques of arrangement and classification similar to those applied to the Colonial Office papers; however, they also reflect the unique nature of their own genesis and survival,and the particular responsibilities of their offices, effectively eliminating the possibility of a general discussion here of P.R.O. holdings other than those deriving from the Colonial Office. A proper understanding of the Colonial Office group requires some appreciation of the evolution and official concern for the papers. Notwithstanding the inherent inaccuracies of an extremely compressed statement of an historical process which took place over centuries, this paper will present an abbreviated context for the records, then concentrate on the arrangement of some of the classes, and finally discuss some typical problems which researchers will encounter at the P.A.C. when using our collections from the P.R.O.

The public records[3] of Great Britain began with the earliest enlistment of literacy in the service of the

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3 There is occasionally some confusion about the name of Britain's national archives. Sir Edmund Coke (1552-1634), the great judge and legal writer, defined a record as "a memorial or remembrance in rolls of parchment of the proceedings and acts of a court of justice...." However, this sense which might reasonably be applied to the earliest records accumulated in Britain was gradually modified and extended as the administrative papers, the so-called State Papers and Departmental Records, accumulated in association with the evolving system of government. The term "records" increasingly acquired the broad connotations suggested by Sir Hilary Jenkinson, Deputy Keeper of the Records, 1948-1953, who more or less equated "records" and "archives" as "Documents drawn up for the purpose of, or used during, the conduct of Affairs of any kind, of which they themselves formed a part, and subsequently preserved by the persons responsible for the transactions in

Crown during the so-called "Dark Ages" and developed through the Middle Ages as a system of "departments" emerged, partly in response to the increasing complexity and burden of the King's business. The earliest records which were preserved were largely of a legal nature, maintained primarily to protect certain rights and privileges. A select committee struck to investigate the state and condition of the public record noted in 1800 that even in the 14th century it had long been understood that the "Public Records are considered to be the People's evidence and it is ordained that they shall be accessible to all the King's Subjects."[4]

A theme basic to the history of Great Britain is the increasing central control fostered initially by the sovereign and gradually assumed and extended by Parliament. Attendant on this development was the proliferation of government "departments" to provide the means of exercising central control. A schematic example might clarify an aspect of this evolution: the King's chaplain became the Chancellor as the volume of administrative and executive business expanded, most probably because he was a man of at least some learning at a time when the nobles and even the King might not be literate. In time, the Chancery "went out of court" to become a proto-department in fact, though not in theory. This, as beneficiaries of the British civil service system might suspect, may have been the lighting of the fuse of the administrative and bureaucratic explosion with which we are all too familiar. These prototype departments gradually appropriated the ever increasing management of Crown business as the sovereign became more and more restricted in political authority and as government came to be controlled by elected members of Parliament with short and uncertain tenure. By about 1540, the administrative machinery had evolved to the point whereby the link between the Crown and Council with the various departments of state was provided by two principal secretaries of state, who between them handled most of the King's public business. It is from these beginnings that

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3 continued from previous page

question, or their successors, in their own custody for their own reference." The meaning of the word "Public" in association with "Records" has also been modified from its early sense of "open for all to see", to mean "documents accumulated by the central government, irrespective of whether there is any general right of access to them." [Hilary Jenkinson], Guide to the Public Records, part I, introductory (London: H.M.S.O., 1949) p. 2; S.F. Thomas, Hand-Book to the Public Records (London: Eyre and Spottiswoode, 1853) p.2.

4 Report from the Select Committee, appointed to inquire into the State of the Public Records of the Kingdom...., reported by Charles Abbot 4 July 1800, Hansard 1st Series, volume XV.

the modern civil service emerged, providing some of the underpinning and continuity required in the Parliamentary system. With these developments came administrative baggage: records, not strictly legal in type any longer, but which are of the greatest interest and importance to Canadian history.

In theory there was only one secretariat, including two secretaries who were mutually interchangeable. After the Restoration, the practice of dividing responsibility in foreign affairs became slightly more institutionalized in 1674 when the Northern Department, responsible for the Netherlands, Germany, Denmark, Sweden, Poland and Russia, was distinguished from the Southern Department, responsible for the Barbary States, Turkey, France, Switzerland, Italy, Spain and Portugal. The secretary for the Southern Department was normally the senior of the two officials, but the feature of interchangeability continued. The more senior secretary also carried the chief responsibility for home affairs, Irish and colonial matters.

Even as the secretariat was emerging into new prominence, Britain had begun her colonial adventure in America. The history of England's attempts to develop a mechanism to deal with its growing interests in an economic empire is a complex study which we need penetrate here only deeply enough to appreciate in broad terms the evolution of the Colonial Office, which in turn will assist an understanding of the organization and content of the records.

For the greater part of the 17th century, colonial affairs were entrusted to committees of the Privy Council or to various commissions and councils. By the end of the century, dissatisfaction of the mercantile interests with the conduct of trade and colonies contributed to the constitution of a special council charged with promoting and extending the trade of the kingdom. This council, the Lords Commissioners for Trade and Plantations, commonly known as the Board of Trade, was charged with gathering information and providing advice. The actual executive function, however, remained with the secretary of state for the Southern Department. The activity and authority of the Board fluctuated over the years, at times subsiding into discreditable lethargy, at others virtually replacing the secretary of state as the leading authority for colonial affairs. By 1752, the Board reached the zenith of its official authority when it was granted the right to nominate all colonial officials, outside the jurisdiction of the Admiralty and Treasury, for the acceptance of the Privy Council, and also to be the sole channel in civil matters for correspondence with colonial officials and governors, instead of being the additional source and recipient in conjunction with the secretary of state as before. By the middle of the Seven Years' War, new orientations in colonial and trade management and revived interest in these matters by the executive departments began

the final decline and eclipse of the Board of Trade. In 1761 and 1766, the Board lost the privileges which it had received in 1752. A third secretary of state was created in 1768, responsible primarily for the colonies. The success of the American revolution spurred further administrative reorganizations, and both the Board of Trade in its colonial function and the office of the third secretary were abolished. The secretary of state for the Northern Department took over the direction of foreign affairs while his colleague assumed responsibility for home matters, war, Ireland and the colonies. In 1794, the office of the third secretary was revived, and seven years later was transformed into the secretary for War and Colonies. In 1854, following the Crimean War, and amidst major reforms in the civil service, the two functions were separated and a distinct secretary of state for the colonies was created.

While these offices appeared and disappeared, merged and reappeared, one constant factor at least increasingly demanded attention: records were accumulating in enormous quantities creating problems of storage, control and retrieval. As early as the 16th century, interest and concern had been expressed for the old papers. While the origin of the State Paper Office is obscure, it is certain that by the early years of the 17th century this office had been formally constituted as the repository for the official papers of the two principal secretaries of state.[5] Beginning in 1703, a series of inquiries into the condition of the records was initiated, culminating in 1800 with the relatively comprehensive report of the Select Committee appointed to inquire into the State of the Public Records.[6] Virtually without exception, the various investigating committees reported that the records were scandalously neglected, miserably housed and in a deplorable state of deterioration and decay.

There does not appear to have been any systematic attempt to arrange or to calendar the State Papers until about 1610 when Sir Thomas Wilson and one Levinus Munck were appointed joint "Keepers and Regesters" of the papers. Wilson appears to have been a spy in Europe before his

5 [Hilary Jenkinson], Guide to the Public Records, part I, introductory (London: H.M.S.O., 1949) p. 9; First Report of the Royal Commission on Public Records...., I, part 1 (London: H.M.S.O., 1912) pp. 9-11. The date 1578 which is frequently offered as the beginning of the State Paper Office appears to be based on a misinterpretation of a phrase in Sir Thomas Wilson's account of the antiquity of his office. Guide to the Contents of the Public Record Office, II (London: H.M.S.O., 1963) p. 1.

6 Report from the Select Committee, appointed to inquire into the State of the Public Records of the Kingdom ...., reported by Charles Abbot, 4 July 1800, Hansard 1st Series, volume XV.

appointment, which might explain his interest other than pecuniary in ferreting for information difficult to obtain. The need for some system was obvious, and the inchoate collection was divided into papers "Domestical" and Foreign. Although not all his suggestions were implemented, a chronological arrangement was established and no fundamental change, save for the addition of the "Colonial" category, was made until the reorganization of the secretariat in 1782. From this point, the "Domestical" papers evolved into the Home Office papers; State Papers Foreign into Foreign Office Papers; and State Papers Colonial mutated to Colonial Office Papers. Despite Wilson's contributions, A Royal Commission on Public Records appointed in 1910 noted that Keepers, with rare exceptions, from Wilson onward "were chiefly interested in the recognition of their official position in respect of salary, fees, and the transmission of secretarial papers into their custody." Meritorious as the last interest might have been, the Commission reported that the jurisdiction of the Keepers appeared to have been restricted to the papers of the secretaries of state, excluding the records of other departments such as the Admiralty and Treasury. Further, though the proprietary right of the Crown in all State Papers was asserted and sometimes even sustained by vigorous action, "in default of penal enactments this elementary rule was frequently evaded, to the detriment of later historical studies."[7]

The Public Record Office today houses essentially three kinds of records: legal, departmental and the State Papers. The historical expansion of the administrative system not only increased the extent of the records, but also tended to scatter official papers to departmental offices and in some cases even to the private dwellings of clerks. From this point, it was but a simple step to a later official system whereby the custodians virtually relied for their livelihood upon the various fees extracted for searches, particularly in the legal documents. The practice of some secretaries of state of treating public documents as private possessions by taking away the official papers led the Crown to establish the State Paper Office to accommodate these records. Warrants were usually issued when secretaries left office to ensure that their papers remained in official custody. Despite these warrants and the exertions of some Keepers, substantial portions of State Papers were alienated from the national custody. The Public Record Office Act of 1838 and the establishment of the Office provided yet another refinement to protect the public record. However, the Act appertained solely to the "custody" of the "legal" records,

7 Report from the Select Committee of 1800, XV, pp. 4-10; [Jenkinson], Guide, 1, pp. 9-16; First Report of the Royal Commission on Public Records...., I, part 1 (London: H.M.S.O., 1912) pp. 6-11; Guide to the Contents of the P.R.O. II, pp. 1-2.

though it had been argued that the framers of the legislation intended that provision would be made for the records of the departments, the organic offshoots of the early "Courts" which had conducted not only the legal but also the administrative business of the central government. Within seven years of the passage of the Act, adjustments were made to allow departmental papers to be taken into the "charge and superintendence" of the Master of the Rolls, who directed the Deputy Keeper. It was not until 120 years after the Act of 1838 that its full provisions could be applied without question to the departmental records.[8]

The State Papers comprise a rather artificial category somewhere between "legal" and "departmental" records. State Papers today include the "Home" and "Foreign" documents from the office of the secretaries of state to the date 1782. After this date, even if once held in the State Paper Office, the documents are joined to the appropriate departmental records. The "Colonial" records once housed by the State Paper Office are classed as "departmental", partly because they do not originate wholly from the activities of the secretaries of state. It is within these nice distinctions that one may observe some of the mechanisms of the evolution of the term "Public Records". The early "legal" records might have been considered open to the public, but the accretion of the Public Record Office to include departmental/administrative records complicated the initial principle because general public access to these latter documents without special access controls was deemed undesirable.[9]

The Report of the Select Committee of 1800 led to a series of commissions, which in general were severely criticised for having spent enormous sums on publication and general expenses (about £400,000), while so little was expended on arrangement (approximately £1,500) which had been the prime objective of the commissions. Not until the middle of the 19th century, some time after France had nationalized and reconstructed its archives giving a very clear lead in the field, was the foundation stone of the Public Record Office laid, finally realizing the 1838 Act for safely keeping the Public Records. In 1854, the State Paper Office became simply a branch office of the P.R.O. Eight years later it was abolished and its records were transferred to the main repository.[10]

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8 Guide to the Contents of the Public Record Office, II (London: H.M.S.O., 1963) pp. 1-2; First Report of the Royal Commission on Public Records...., I, part 1 (London: H.M.S.O., 1912) pp. 6-10; [Jenkinson], Guide, I, pp.13-16; The British Public Record Office, Special Reports 25, 26, 27 and 28 of the Virginia Colonial Records Project (Virginia: State Library, 1960) pp. 19-22.

9 Committee on Departmental Records Report (London: H.M.S.O., 1954) pp. 8-12; [Jenkinson], Guide, I, pp. 12-16.

10 Ibid.

The early years of the P.R.O. were marked by a number of misguided attempts to organize the records. The sudden transfer of vast quantities of documents to quarters that soon proved to be too small led to subsequent relocations of portions of relatively coherent collections. Such moves adversely affected the condition of the records and frequently contributed to the blurring of the fonds. Nevertheless, there was an unmistakable tendency toward the type of organization which the material exhibits today. During the first half of the 19th century, major reforms were initiated in the Colonial Office record keeping system. The office was divided into four geographical sections or departments: the West Indian, North American, Mediterranean and African, and the Australasian. A senior clerk was usually responsible for the records within each section. All subsidiary documents and enclosures were filed with the incoming letter. After a few years of more or less efficient operation, the system began to disintegrate until "Mr. Mother-country", Sir James Stephen, Permanent Undersecretary, 1936-47, revived the operation. With some refinements, this system continued through the 19th century. The "usual course of the business" in the Colonial Office by the middle of the century was described by a committee of investigation of 1849:

> When the letters of the day have been registered, they are delivered to the Senior Clerk of the Department to which they respectively belong, who minutes them with those prominent points which his experience and constant reference to the general correspondence suggest, and proposes, in ordinary cases, the form of the answer, or the practical course of dealing with the subject; and when the correspondence having been prolonged or complicated, requires an explanation or analysis, he forwards with the papers such a statement of facts, prepared either by himself or under his supervision, as may assist the practical consideration of the question. The papers are then sent either to the Assistant Under Secretary, or to the permanent Under Secretary, according to the nature of the subjects, each of whom passes them to the parliamentary Under Secretary with his observations upon them, and from him they reach the Secretary of State, who records his decision upon them, after he has considered all that has been submitted to him, and called for such further information as he may require. After that, the papers are returned through the same channel to the Senior Clerk, and it then becomes his duty to examine carefully the minutes and drafts, in order to see whether any point in the instructions may be at variance with facts, regulations, or pre-

> cedents not known to the Secretary of State or Under Secretaries; and to execute all the final instructions he may receive, by preparing the drafts, or causing them to be prepared by his assistants, and superintending the copying and despatch of the letters to be written from them. The usual practice is for the senior to pass on to his assistant those papers which require ordinary drafts, or drafts closely following the minutes, reserving to himself such as involve any question of doubt, or on which no very precise instructions have been given. Drafts are also frequently prepared by the permanent Under Secretary and Assistant Under Secretary, in cases which they consider to require it. All drafts finally receive the sanction of the parliamentary Under Secretary and of the Secretary of State.[11]

Before turning to the modern organization of the Colonial Office, a brief digression might at once suggest the atmosphere of the reform impulse which was influencing record keeping in the 19th century, as well as strike a responsive chord among penurious archivists of today who might regret some of the changes. The Select Committee of 1800 reported that many of the finding aids, i.e. calendars and indexes, were regarded by Keepers as their personal property to be sold to successors. The Committee recommended that all such indexes be purchased by the Crown and be appropriated to the record office for future use. This recommendation was executed, terminating a tradition which today might have proved to be quite lucrative. On the other hand, most modern archivists do not have to endure quite the same working conditions as did some of the clerks of the Colonial Office. The report of a committee of inquiry into the Colonial Office noted in 1854 that the buildings housing the department remained in the same condition as had been described by a Parliamentary committee in 1839; "inadequate to the present extent of public business, in parts unsafe, and generally in such a state of dilapidation as to render it inexpedient to expend any large sum on their substantial repair." The Surveyor of Works and Buildings suggested that if the office continued to keep its papers in the basement, a practice already adopted to reduce strain on the structures, the buildings might survive another two or three decades. They lasted nearly forty years, to the relief, no doubt, of the Duke of Newcastle who in 1860 while Colonial Secretary was praying that "the building will fall (for fall I believe it will) at night". The working

11 Reports of Committees of Inquiry into Public Offices, Colonial Office, XXVII, (London: House of Commons, 1854) pp. 79-80.

conditions of the office employees almost beggar description: quarters so cramped that clerks had to work in unheated attics, in filthy cellars which had to be pumped clear of water periodically, without adequate supplies and equipment, besieged by draughts, nauseating gases, vermin and rodents. The 1854 report on the Colonial Office stated: "The means of arranging and preserving the records of the Colonial Office are especially deficient; and while much of the accommodation is most inconvenient and unsuitable, the copyists and their Superintendent carry on their occupation in cellars the dampness, closeness, and darkness of which must be very injurious to their health."[12] While the dreadful conditions perhaps should not be overemphasized, for there were redeeming features and mitigating circumstances, a brief description of the situation does thrust the statement in 1858 of the young Parliamentary Under Secretary, Lord Carnarvon, into bold prominence:

> We are really in a destitute and deplorable condition. We have no maps that are fit to be consulted -- none of the mechanical apparatus for carrying on the Government of fifty Colonies in various stages of civilization and in different parts of the world. We have no furniture -- carpets, chairs, tables are all decrepit. We have no room I believe for the storing of papers and official records.[13]

In 1853, Sir Charles Trevelyan and Sir Stafford Northcote brought down a report resulting from an investigation of the civil service. The report, "The Organization of the Permanent Civil Service", is usually recognized as the functional beginning of the modern civil service. Concluding that the poor state of the civil service derived in considerable measure from the system of patronage and lack of competent and well-trained staff, the report recommended the use of competitive examinations and promotion on the basis of merit as means of improving the standard of the personnel. However, revision and reform were often slow to take effect, and there were many means of frustrating and

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12 Report from the Select Committee of 1800, XV, p. 11; Reports of Committees of Inquiry into Public Offices, XXVII, p. 92; E. Trevor Williams, "The Colonial Office in the Thirties", Historical Studies: Australia and New Zealand, volume II, no. 7 (Mary, 1943) pp. 141-142; John W. Cell, "The Colonial Office in the 1850's", Historical studies: Australia and New Zealand, volume XII, no. 45 (October,1965) pp. 43-44.

13 Cell, "Colonial Office in the 1850's", H.S., p. 44.

and resisting change. For example, Sir William Hayter, financial secretary of the Treasury, kept a record of dull individuals known as Hayter's idiots who would be placed in competition against a friend he wished appointed.[14] Charles Dickens, in a speech delivered to the Administrative Reform Association in 1855, deplored the inertia of custom:

> Ages ago, a savage mode of keeping accounts on notched sticks was introduced into the Court of Exchequer; the accounts were kept, much as Robinson Crusoe kept his calendar on his desert island. In the course of considerable revolutions of time, the celebrated Mr. Crocker was born and died; Mr. Walkinghame, of the Tutor's assistant, and a terrible hand at figures, was born and died; a multitude of accountants, book-keepers, actuaries, and mathematicians, were born, and died; and still official routine clung to the notched sticks, as if they were pillars of the constitution, and still the Exchequer accounts continued to be kept on splints of elm wood, called 'tallies'. Late in the reign of George III, some restless and revolutionary spirit originated the suggestion, whether, in a land where there were pens, ink, and paper, slates and pencils, and systems of accounts, this rigid adherence to a barbarous usage might not possibly border on the ridiculous? All the red tape in the public offices turned redder at the bare mention of this bold and original conception, and it took till 1826 to get the sticks abolished.[15]

Notwithstanding these conditions and factors, it appears that by the middle of the 19th century, the Colonial Office had already developed fairly efficient systems of communication and record keeping because of procedures developed and maintained by men such as Stephen. The department's papers were well kept compared with the poorly minuted and arranged records of, for example, the Treasury and Foreign Offices. Consequently, the impact of the mid-century reforms on these internal matters was relatively slight for the Colonial Office. Of greater importance to the office's channels of communications and record keeping were technological changes, such as the use of steam and telegraphy, and

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14 Ibid., pp. 51-55; Ray Jones, The nineteenth-century Foreign Office; an administrative history (London: London School of Economics and Political Science, 1971) p. 50.

15 E.W. Cohen, The Growth of the British Civil Service, 1780-1939, (London: Frank Cass & Col. Ltd., 1965) pp. 50-51.

the increase in work, records and staff necessitated by a growing empire with many extremely remote parts. Despite irregular but not insubstantial transfers of older records to the P.R.O., by 1880 the Colonial Office was confronted by that most modern of archival problems when the Treasury brought attention to the provisions of the Public Record Act of 1877 dealing with the disposal of "valueless" documents. Up to this point in time, the Colonial Office had kept all its records without distinction. This could not have continued much longer especially in view of the rapidly growing bulk of papers relating to colonial affairs. Nor would the overall problem have been alleviated by wholesale transfers to the P.R.O., which in any case had long been seeking the authority to effect the destruction of useless documents to control the burden of an unlimited accumulation of worthless records.[16]

The Treasury action was most disturbing to many members of the Colonial Office where very serious doubts were entertained about the advisability of any records destruction. The head of the general department in the office, Ernest Edward Blake, who entered the service of the office through competitive examination in 1863, voiced an opinion which subsequent generations might have cause to echo with gratitude: he would "be inclined to keep most of the correspondence with the Governors, as supplying materials for the histories of the Colonies."[17]

The full extent and nature of the debate over "weeding" of "valueless" documents is not evident from sources readily available in Canada, but the apparent sense of Blake's comment and the inherent perils of scheduling records for disposal and destruction suggest that we are fortunate indeed that the process of "weeding" was not extended to those papers which had been bound up to the date 1873. In fact, staff shortages and events such as the South African War forced the postponement of a systematic paring of the post-1873 records until 1902, when the intolerable problems of space shortages

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16 Cell "Colonial Office in the 1850's", H.S., pp.53-55; R.C. Snelling and T.J. Barron, "The Colonial Office and its permanent officials", Studies in the growth of nineteenth-century government, Gillian Sutherland, editor (London: Routledge & Kegan Paul, 1972) pp. 152-153, 164-165; First Report of the Royal Commission on Public Records...., I, part 2, pp. 15, 16, 121-127; R.B. Pugh, The Records of the Colonial and Dominions Offices (London: H.M.S.O., 1964) p. 44; Committee on Departmental Records Report (London: H.M.S.O., 1954) pp. 15-16.

17 R.B. Pugh, The Records of the Colonial and Dominions Offices (London: H.M.S.O., 1964) p. 44; The Colonial Office List for 1905 (London: Waterlow & Sons Limited, 1905) p. 478.

finally launched the Colonial Office on a programme of scheduling and selective retention. Consequently, the body of Colonial Office records is essentially complete to 1873. Following this year the papers have been subjected to "weeding".[18] However, experience does show that not all documents noted in Colonial Office registers as "Destroyed Under Statute" have been eliminated in fact, though their survival admittedly has been relatively rare.

In 1908-10, a major reorganization of the Colonial Office records in the P.R.O. was undertaken to simplify access. A new structure, which has been called "scientifically more perfect, but without historical significance,"[19] was devised and imposed upon the records. As we have seen, many different bodies from time to time had been responsible in one form or another for colonial affairs since the early 17th century. No official records of the advisory bodies on colonial matters of a date earlier than 1660 appear to have survived. After this date, the Lords of Trade kept regular records including a journal of their meetings. Most of these records were incorporated into the Board of Trade papers after 1696. The Board's records were organized into geographic groupings, with some special subjects, resembling the modern Colonial Office records in considerable measure. The history of these papers is obscure, but it appears that between 1782 and 1786 they were scattered to a number of different repositories, including the Privy Council Office and the Home Office, while some remained in the custody of a former member of the old Board. In 1842 they were transferred to the State Paper Office, and finally were moved to the P.R.O. in 1862.[20]

The reorganization of 1908-10 eliminated the old series and groups such as Colonial Papers, Colonial Entry Books, America and West Indies, Board of Trade Papers, Board of Trade: Commercial Series, Colonial Office Correspondence Miscellany and so forth. This systematic change in the records further obscured the administrative evolution of the papers, particularly for the material up to 1782, a process already well-advanced by the various reforms and changes which had taken place in the 19th century. Unfortunately, little or no account was taken of the old system, and no tables of equivalence were prepared to preserve or to enable a simple and expeditious reconstruction of the evidential value of the records.

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18 Pugh, Colonial and Dominions Records, pp. 43-45.

19 C.M. Andrews, Guide to the Materials for American History, to 1783, in the Public Record Office of Great Britain, I (Washington: Carnegie Institution, 1912) p.78.

20 Pugh, Colonial and Dominions Records, pp. 17-18; Andrews, Guide, I, pp. 103-112; First Report of the Royal Commission on Public Records...., I, part 1, p. 10.

However, the historian C.M. Andrews identified the problem while conducting research into the holdings of the P.R.O. for the publication of his classic, though dated, Guide to the Materials for American History...in the Public Record Office, which appeared in 1912.[21] Andrews included a partial key to the Colonial Office papers as an appendix to volume I of his Guide.[22] Notwithstanding these and other attempts, including efforts at the P.A.C. as required, no complete conversion list exists.

The difficulties presented by this feature of the organization in terms of the evidential value of the records need not be elaborated here beyond noting that it further complicates the use of material transcribed for the P.A.C. under the system of the first Dominion Archivist, Douglas Brymner, which largely ignored the principles of provenance and respect des fonds.[23] Nevertheless, the system implemented in 1908-10 for the P.R.O. records has many advantages for the researcher and archivist who understand the principles which underlie the present organization and arrangement of the documents.

The Colonial Office papers were divided into topographic groupings so far as was possible,[24] reflecting to some degree the organization used by the Colonial Office in the early 19th century, and by the Board of Trade in the 18th. However, the modern organization broke up a number of the old record groups and redistributed or consolidated many of the old series. In some instances, for example the Board of Trade series, old groupings were dismembered because the collection included many different types of documents such as journals, sessional papers, acts, prints, original correspondence, in a form which did not fit the new system of incorporating the Board of Trade material directly in the Colonial Office series and including a division of material by type. In other cases, such as C.O. 391, BOARD OF TRADE, MINUTES, the order was not disturbed for the records were merely placed in an appropriate class in the new system. However, the provenance of perhaps the bulk of the Colonial Office records which concern Canadians has been lost, or at best remains difficult to reconstruct. Many classes, for example C.O.

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21 Both C.M. Andrews and the Canadian Dominion Archivist, Douglas Brymner, gave evidence to the Royal Commission see First Report of the Royal Commission on Public Records ...., I, part 3, pp. 108-110. Other efforts have supplemented Andrews' work, for example: C.S. Higham, The Colonial Entry-Books (London: Society for Promoting Christian Knowledge, 1921); A Guide to manuscripts relating to American in Great Britain and Ireland, B.R. Crick and M. Alman (Oxford: University Press, 1961).

22 Andrews, Guide, I, pp. 279 et seq.

23 See below, pp. 14-15.

24 Pugh, Colonial and Dominions Records, p. 46.

194, NEWFOUNDLAND, ORIGINAL CORRESPONDENCE, contain papers of the Board of Trade and perhaps some of the early agencies concerned with colonies, as well as the records of the secretary of state for the Southern Department, the secretary of state for America, the Home Office, the secretary of state for War and Colonies, and the secretary of state for the Colonies. Another peculiarity of note is that when the War and Colonial Offices were separated in 1854, the records were divided insofar as this was possible, but a substantial quantity of military papers were left in the Colonial Office records. For example, much of the secretary of state for War and Colonies material concerning the war of 1812 remained in the Colonial Office Papers, now located in C.O. 42, CANADA, ORIGINAL CORRESPONDENCE.

At first glance, the organization and arrangement of the Colonial Office papers might seem to be rather obscure. However, the system is really quite simple, ingenious and utilitarian. The greatest difficulty, once the basic principles have been grasped, lies in the idiosyncracies which have accumulated for various reasons, including clerical error, administrative misunderstanding, and the intrinsic problem of devising a system which could accommodate every item in a logical manner.

The topographically defined classes are the fundamental groupings for any colony, and are known as the "colony" or "natural" classes. Material which did not fit easily or logically into these classes required the adoption of various other types of classes which we might call "artificial", "register", "subject" and "private papers" classes. Most thorough searches for information will probably require some knowledge of the potentialities of these additional classes. Once the records had been divided topographically, they were subdivided internally, predominantly by the type of record, but including that apparently unavoidable category "miscellanea". Following is the basic subdivision common to all topographically defined Colonial Office classes:

1. ORIGINAL CORRESPONDENCE, (in-letters) which normally includes the despatches from governors or other senior officials responsible for administering a government, as well as interdepartmental and private communications.

2. ENTRY BOOKS, (out-letters) which usually consist of copies of letters, representations, official instructions, warrants, commissions, reports, interdepartmental communications, abstracts of letters received and drafts of out-letters to offices, colonial officials, individuals and companies having business with the Colonial Office.

3. ACTS, under which general title is encompassed governors' ordinances and proclamations as well as acts of the colonial legislatures;

4. SESSIONAL PAPERS, which is comprised of the journals and minutes of colonial assemblies and councils;

5. GOVERNMENT GAZETTS, which include the official gazettes published in the colonies;

6. MISCELLANEA, which vary widely in content from colony to colony, but generally include material such as the blue books of statistics, shipping returns, colonial newspapers, accounts, reports and memoranda of various types.

The first two categories, ORIGINAL CORRESPONDENCE and ENTRY BOOKS follow basically a common internal arrangement. While the terminology of the internal titles vary, the fundamental division within these two categories is usually apparent in one form or another, although the earliest volumes in most classes tend to be peculiar. The three fundamental sections common to ORIGINAL CORRESPONDENCE and ENTRY BOOKS are:

i. DESPATCHES, which most often includes only the correspondence of the senior colonial official administering a colonial government with the Colonial Office. The contents by volume are normally arranged under the name of the governor, and chronologically by date of receipt within this division;

ii. OFFICES, contains interdepartmental communications and is often arranged under the title of the originating office in alphabetic order, such as: Admiralty, Council, Foreign, Treasury, War, etc. The documents are normally arranged by date of receipt for the in-letters and chronologically by date of despatch for the out-letters. The heading OFFICES varies, sometimes being replaced with PUBLIC OFFICES, which then usually includes only those offices deemed of major status. On occasion the titles MISCELLANEOUS OFFICES will be encountered, usually including lesser government offices, agents general, and companies or corporations such as the Hudson's Bay Company;

iii. INDIVIDUALS or MISCELLANEOUS, which generally provide correspondence with individuals, public and private, sometimes lesser companies and associations, arranged alphabetically (but often only by the first letter of the name) and usually by order of receipt for the in-letters

and by date of despatch for the out-letters. The OFFICES and INDIVIDUALS or MISCELLANEOUS categories are quite frequently bound together and entitled OFFICES AND INDIVIDUALS or some variations thereon.

Use of the remaining classes, ACTS, SESSIONAL PAPERS, GOVERNMENT GAZETTES and MISCELLANEA, is generally not complicated because most of the material is arranged by date. Note that ACTS may be found in either manuscript or printed form; that SESSIONAL PAPERS may frequently include reports of the administration; that MISCELLANEA varies in content so greatly between colonies that really only special knowledge of each unique colony class will ensure the maximum utility of the material. MISCELLANEA not infrequently provides copies of very early colonial newspapers. Although it was not until the Colonial Regulations of 1837 were issued that the governors were urged to send to London two copies of the colonial newspapers,[25] a number of earlier specimens were accumulated. In some instances these may be the only surviving copies of the early newspapers. The published P.R.O. Lists and Indexes[26] are frequently extremely useful in identifying the contents of each class, but they are not always reliable or detailed enough for many of our requirements as archivists and researchers.

Once these six basic divisions within a colony class had been made, class numbers were assigned to each category, with an attempt to keep the numbers in consecutive order. Thus, taking Newfoundland as an example, we see that its basic records may be found in C.O. 194, ORIGINAL CORRESPONDENCE; C.O. 195, ENTRY BOOKS; C.O.196, ACTS; C.O. 197, SESSIONAL PAPERS; C.O. 198, GOVERNMENT GAZETTES; C.O. 199, MISCELLANEA. Although it is not true for the basic records of the Atlantic Provinces, the six classes do not always run consecutively. For example, the fundamental Vancouver Island class numbers, in order, are: C.O. 305, C.O. 410, C.O. 306, C.O. 307, C.O. 308, C.O. 478.

If these rules are understood, the problems of locating material will be very substantially reduced even without the assistance of detailed finding aids; however, there are a great many anomalies and exceptions, which at times seem numberless, particularly to the archivist with an anxious researcher breathing down his neck. Thorough research may require study of material in

25 Ibid., p.41.

26 His Majesty's Stationery Office published in 1911 a List of Colonial Office Records Preserved in the Public Record Office. This has been superceded by a "Comprehensive List of Colonial Office Records" bound for the P.R.O. Round Room in 1950.

the records of other colonies and of special classes which embrace supplementary correspondence, confidential prints, registers and some classes which concern more than one colony or no colony in particular. After looking at some of the more important idiosyncrasies, we shall turn briefly to a few of the lesser problems and exceptions which illustrate the need for a knowledgeable and resourceful approach in the search process.

Colonial Office 537, AMERICA, BRITISH NORTH, ORIGINAL CORRESPONDENCE, SUPPLEMENTARY, is an example of the need to create an artificial class in the Public Record Office for documents which never formed part of the regularly organized groupings within the Colonial Office itself, or which were delayed for one reason or another from being transferred to the P.R.O. with its related material. This class, replete with idiosyncracies, also incorporates some formerly secret papers which have been declassified. The class encompasses documentation relating to each of the Atlantic provinces, but Newfoundland is the most heavily represented of these former colonies.

The class which houses confidential prints presents its own particular problems, contigent partly upon a recent change in the class number as the P.R.O. continues to refine its systems. Material began to be printed for Parliament in the 19th century, and it seems likely that correspondence and other papers initially were printed primarily for the confidential use of the Cabinet. It appears that such printed documents soon began to be utilized more widely by other components of Parliament and by the Colonial Office itself. The Public Archives of Canada transcribed or microfilmed substantial portions of the prints relating to Canada when the class number was C.O. 807. The proper class and number is now C.O. 880, leaving the P.A.C. in a bit of a quandary, for the targets and running heads on the microfilm apply to the former class.

Another important source for researchers is the COLONIES, GENERAL classes, which broadly speaking are the groupings of material which concern more than one colony, or none in particular. These classes include: C.O. 323, ORIGINAL CORRESPONDENCE; C.O. 324, ENTRY BOOKS SERIES I; C.O. 381, ENTRY BOOKS SERIES II; C.O. 325, MISCELLANEA. The P.A.C. has selectively copied portions of these classes which contain for example, correspondence, reports, memoranda received and sent by the Colonial Office concerning matters of general policy, Indian affairs, defence, patronage, emigration, appointments, financial matters, land grants and so forth. The selections from C.O. 381 held in Ottawa are principally copies of commissions, instructions, warrants, orders-in-council, charters and petitions.

Examples of special subject classes are provided by C.O. 384, EMIGRATION, ORIGINAL CORRESPONDENCE and C.O. 385, EMIGRATION, ENTRY BOOKS. These classes are organized upon the same basic principles as described above, but are rife with peculiarities too numerous to elaborate here. However, a few details might usefully be mentioned. Prior to 1874, there is no DESPATCHES category relating to emigration, nor is there an INDIVIDUALS subdivision before 1827. The INDIVIDUALS category was more or less replaced by a SETTLERS division which includes correspondence from persons seeking information and assistance in emigrating. Petitions from groups are usually found at the end of the category. After 1827, both the SETTLERS and INDIVIDUALS categories appear from time to time until 1837 when the SETTLERS category was dropped permanently. The SETTLERS category was used for material relating to persons who were actually considering emigrating or were evidently very active in emigration, while the INDIVIDUALS division tended to be the location for material from or dealing with persons or groups with a less direct or immediate interest in emigration, such as agents, philanthropists, shipowners, etc. In general, the classes provide lists of settlers and deal with applications for assisted emigration, interpretations of the Passenger Acts, and so forth. C.O. 384 was closed between 1857 and 1874, and some of the material one might expect to locate in this class or C.O. 385 may on occasion be found in C.O. 6, BRITISH NORTH AMERICA, ORIGINAL CORRESPONDENCE, vols. 24-28, 30. After 1874, the classes concerning emigration were broadened in scope to include governors' despatches relating to emigration.

Three other classes, each with its own peculiarities, should be mentioned to suggest the wisdom of researchers ranging beyond the limits of the basic colony classes when doing research. C.O. 1, COLONIAL PAPERS, GENERAL SERIES, incorporates papers relating to the early British colonial period in North America up to about 1688. A number of extensive and extremely detailed calendars has been published for this series, beginning with the Calendar of State Papers, Colonial Series, 1574-1660, ed. W. Noel Sainsbury (London: Longman, Green, Longman & Roberts, 1860). Material post-dating about 1688, of a nature similar to that which is found in C.O. 1, will often be located in C.O. 5, AMERICA AND WEST INDIES, ORIGINAL CORRESPONDENCE. This artificial class, which amounts to being the State Papers of the Colonial period for the thirteen colonies, follows a similar internal arrangement as described above, but all six basic classes for each colony are included within this single class of C.O. 5. There are published calendars for C.O. 5 up to 1738 similar to those mentioned above for C.O. 1. Work at the P.R.O. is still in progress on additional calendars. Each of these two classes contain a great deal of information relating to the Atlantic provinces before the American Revolution. C.O. 6,

BRITISH NORTH AMERICA, ORIGINAL CORRESPONDENCE was originally planned as a subject class of records. Between the years 1816 and 1850, the contents concern predominantly British North America - United States boundary disputes, North West and Arctic exploration. From 1850 to 1857, the class was in abeyance save for the year 1854, when a small quantity of Foreign Office correspondence was attached to the collection. The class was revived in 1857, but its character was transformed to include more than special subjects. It received documents which, though relating generally to North America, could not sensibly be placed in any of the topographically defined classes.

While the P.R.O. does not as a rule solicit records or manuscripts outside the products of public administration, it does house in special groups some additions through gift, deposit and even purchase. To some extent, the British Museum might be regarded as the national repository for these other collections of state interest which are not housed by the P.R.O. Indeed, the Museum houses material which one might expect to be located at the P.R.O., including many state papers which left official custody for one reason or another. Even if these papers returned to the P.R.O., they would not be integrated with the series to which they might naturally belong. This policy is connected with the doctrine of constant custody obtaining in the Law Courts and promoted by Sir Hilary Jenkinson. The principle is that public records which have never been out of officially recognized government custody have a weight as evidence denied to other documents which are not "of record" and have to be "proved" by the testimony of experts.[27] Generally, speaking, though not without exception, the P.R.O. collections of an additional character are restricted to ministers' papers, such as the Chatham Papers (P.R.O. 30/8), from which the P.A.C. has copied selections which have been placed rather anomalously in Manuscript Groups 23 A 2.

The last special groups of material which can be mentioned in this paper are the register classes. Unfortunately, they are of such diverse and complex character that a detailed discussion can not be attempted. However, they are very important finding aids and a large proportion of the classes of interest to Canadian researchers includes at least some of these contemporary registers. They are usually assigned a class number themselves and an Index Room Number: e.g. C.O. 359, volumes 1-16 provide registers of correspondence for Newfoundland in-letters for the period roughly 1850 to 1922. The Index Room

27 W.H. Galbraith, An Introduction to the Use of the Public Records (Oxford: University Press reprint, 1952) p. 12.

is simply the search room identification number at the P.R.O. Note that many of the Colonial Office records include indexes, either at the beginning or end of each bound group of documents. These volume indexes which begin to appear reasonably consistently after about 1820, reflecting the various changes and reforms in the Colonial Office, generally provide a brief subject statement, names of the principals, date, and sometimes the page reference and despatch number.

This paper cannot deal with all the characteristics and peculiarities of the Colonial Office records, but it should provide some conceptions of the nature of this extraordinarily rich collection. It remains now to look briefly at some of the problems researchers might expect to encounter when using the Colonial Office records copies for the P.A.C.

Within a decade of the opening of the new Canadian national archives, Douglas Brymner embarked upon an ambitious programme of transcription from the Colonial Office papers. There was no doubt in his mind about the importance of such records to Canadian scholars. The significance of the records was underlined by the very title used for the papers copied and acquired by the Public Archives: i.e. State Papers, a term no longer in fashion, and which, strictly speaking, probably derived from the British title for papers from the State Paper Office. Though Brymner was not an academic by training, he was quite aware of the fact that few archival collections rival the wealth of detail and degree of completeness of the Colonial Office records.

In 1883, Brymner made one of a number of visits to England to inspect the records of the British government relating to Canada. After some negotiation he secured permission to inspect the Foreign Office records to the year 1842, but despite being treated as an "exceptional case" he was informed that it "must be clearly understood that Mr. Brymner is not at liberty to copy any departmental minutes which he may find on the letters and despatches in question."[28] A similar restriction applied to the Colonial Office records. During the next two years, Brymner was confronted with another related difficulty. He received a memorandum from one of the London copyists protesting that the transcribers had been prohibited from copying certain portions of documents which reflected badly on British administration in America. The specific items concerned the deliberate spreading of smallpox among the Indians to "extirpate this execrable race", a proposal possibly made by General Jeffrey Amherst

28 R.G. 37, Public Archives of Canada, Letters Received vol. 106, Foreign Office to Colonial Office, 21 September 1883; R.G. 25, Department of External Affairs, A-1, vol. 32, Foreign Office to Colonial Office, 21 September 1883.

in 1763. In a letter to the Deputy Keeper of the P.R.O., Brymner astutely quoted the very lines in dispute, but copied from duplicates housed in the British Museum, pointing out the "hopelessness of trying to conceal any matters of this kind that are purely historical...." Strongly objecting to this policy which had even prohibited editorial notes in the transcribed volumes indicating the fact that something had been withheld, Brymner finally prevailed and the restriction was lifted.[29] However, the prohibition against the copying of marginalia proved to be more troublesome.

Although we can identify in the transcripts at which point in any given series the restriction against the copying of marginalia was lifted, it is difficult to pinpoint the precise date when the general prohibition was removed. Indirect evidence suggests that the restriction was waived at about the turn of the century. A letter from H.P. Biggar at the P.A.C. London Office suggests that while this restriction was certainly removed officially some time before 1905, the copyists themselves either were not adequately informed or were misled by some lesser officials at the P.R.O. about the change in policy.[30] Consequently, the transcripts are deficient in some respects at least up to the early decades of the 19th century. This should not be taken to suggest that the transcripts are discreditable. Indeed, the overwhelming majority of these copies are excellent and accurate sources, and have been the reputable foundation of much historical research in Canada. Furthermore, these problems have been largely eliminated by the acquisition of microfilm copies of many of the records already held in transcript form at the P.A.C.

The transcripts, which are still remarkably popular with researchers, pose other problems. Apart from the fact that many of the pages are disintegrating, many suffer from the early system of arrangement devised by Brymner and his staff.[31] Partly to simplify the use of the records by researchers, Brymner, in his own words, "arranged the whole on a strictly chronological system, no matter in what series the document might be found. The papers will thus follow each other in consecutive order, so that there will seldom be occasion to refer to the page for any document of which the date is known."

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29 R.G. 37, P.A.C., Letters Received, vol. 111, n.p., E.W.A. Dixon to C.C. Chipman, 2 September 1886; Letters Sent, pp. 154-155, Douglas Brymner to Sir William Hardy, 5 April 1884; pp. 252-253, Brymner to Chipman, 22 September 1886; p. 252, Brymner to High Commissioner in London, 22 September 1886.

30 R.G. 37, P.A.C. 50-11-1, vol. 1, H.P.Biggar to Arthur Doughty, 15 June 1905.

31 See above, pp. 15-16.

He believed that this system would eliminate unnecessary and expensive transcription of duplicate material.[32] Fortunately, he instructed[33] the copyists to include the reference of the original item for "those who may desire to consult the original documents...."[34] When the P.R.O. changed its own classification system in 1908-10, all the old references provided according to Brymner's instructions were altered, leaving the P.A.C. one step further removed from an easy conversion to the new system. After the change at the P.R.O., the P.A.C. followed suit, abandoning Brymner's chronological arrangement by adopting the P.R.O. organization and arrangement in full.

The early P.A.C. transcripts continue to be problematic for researchers, despite the existence of various tables of equivalence at the P.A.C., partly because series such as Manuscript Group 11, Nova Scotia "A", for example, include not only transcripts from the Colonial Office records, but also from Lambeth Palace, the British Museum, the Dartmouth Papers, and a variety of other collections. With apologies to Fowler, at times one suspects that the Canadian research community might be divided into (1) those who neither know nor care what Nova Scotia "A" is; (2) those who do not know, but care very much; (3) those who know and condemn; (4) those who do know and approve; and (5) those who know and attempt to distinguish. There is no single, simple rule which may be applied to avoid confusion with these transcripts. Care and caution seem to provide the only satisfactory approach.

One final point should be made, which in certain respects summarizes many of the problems researchers will encounter with both the P.A.C. and P.R.O. collections. This paper has stressed the idea that thorough research will often demand that researchers go beyond the basic colony classes of records. An outstanding example of this requirement is that a very substantial proportion of the Colonial Office records relating to the Atlantic colonies is located, not in the appropriate colony classes, but rather in the Canada class for Entry Books; C.O. 43, volumes 49-141 (1810-1867). A complication

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32 Douglas Brymner, Report on Canadian Archives for 1894 (Ottawa: Queen's Printer, 1895) p. vi.

33 An example of the type of instructions issued to copyists may be found in R.G. 37, P.A.C., vol. 185, pp. 239-244, memorandum by Brymner, 16 September 1895.

34 Brymner, Report on Canadian Archives for 1894, p. vi.

at the P.A.C. in this area is presented by the well-known "Q" series of transcripts which includes copies, predominantly from C.O. 42, for the period 1760-1841. A conversion list has been prepared for this series of transcripts, but it does not take into account the fact that "Q" also includes copies of what became C.O. 43, CANADA, ENTRY BOOKS. Further, the "Q" series in its entirety does not include marginalia.

What of the future for collecting copies from the Colonial Office records at the P.R.O.? All fiscal and logistical limitations aside, it seems obvious that each former colony should hold an entire set of all the relevant records from the P.R.O., particularly from the C.O. group, for they amount to the state papers of these colonies. At this time, Canadian repositories appear to hold a respectable proportion of some of the P.R.O. records which might appropriately be collected for Canadian research. Nevertheless, there are a great many records which still need to be acquired and an enormous amount of work remains to be done to identify material which should be gathered. It will be some time before a proposal for a systematic acquisition programme may be authoritatively advanced. Furthermore, traditional acquisition policies will have to be reviewed to establish, for example, how much contextual material should be collected along with the specifically Canadian documentation. C.O. 616, DOMINIONS (WAR OF 1914-1918) contains a great deal of information relating to the participation of Canada in the First World War. It has been estimated that only 25 to 30% of the material is of specifically Canadian content. Nevertheless, the records relating to Canada would be only marginally intelligible and could not be properly appreciated or analyzed without looking at the other 70% of the records which are of general concern or of specific interest to other Dominions such as Australia and New Zealand. The implications of this problem are perhaps too obvious to belabour, but it may be mentioned that the P.A.C. has made contact with the P.R.O. on a consortium collecting procedure. This proposal, which the P.R.O. welcomes, basically entails the cooperation of interested repositories which might order records of mutual interest on microfilm at a rather substantial financial saving. This is one means whereby the high cost of copying may be reduced while increasing the speed at which material might be acquired from the P.R.O. and incidentally improving the quality of our collections by being more inclusive and less rigidly selective.

THE QUEST FOR PROFESSIONAL STATUS

EXAMPLES AND INFERENCES

BY

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That the longest section in the "Bibliography of Bibliographies" prepared for the Archives Training Course is entitled "The Profession" is an indication of the emphasis on, and concern by, archivists for professional status in their work. An examination of the bibliography proved interesting; the writings on "The Profession", British, American, and Canadian, covered the period from the 1930's to the 1970's, showing the concern to be consistent or recurring. Or does it suggest that professional status is not yet achieved, to the distress of the archivists? Secondly, while the articles cover archival education, training programmes, relations with the public in general and historians in particular, there is only one article whose title addresses itself to deciding what is a profession and that is one by a medical doctor published in the British Columbia Library Quarterly.[1]

If we conclude, then that the unavailing concern about the emergence of a profession has been directed introspectively, why not turn to examining what, in current terms, constitutes a profession and how other professions have sought and achieved (or not) that status. To do so, writings of sociologists as analysts of social structure will be used, especially those referring to the efforts of librarians in striving for professional status. This does not imply an equation of librarian and archivist, but there are enough similarities at least to draw comparisons. Robert Woadden accuses archivists of using library profession as both yardstick and crutch.[2]

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1 Alan A. Klass, "The Spirit of a Profession," British Columbia Library Quarterly, 26 (April 1963), p.2

2 Robert Woadden, "The Moral Fibre to Get Down to It," American Archivist (A.A.), 28 (1965), p.494.

This article was originally prepared as a term paper for the 1973 Archives Course.

In using the librarian as "yardstick," the premise is that librarians have not achieved full professional status. Sociologists William Goode[3], Wilfred Moore[4], Bernard Barber[5] and Harold Wilensky[6] maintain this painful conclusion, and Amitai Etzioni lumps librarianship with nursing and social work in his collected essays, Semi-Professions and Their Organization[7]. Librarians themselves are touchy on this subject, apt to be as vociferous as uncertain. We shall look at North American examples, concentrating where possible on Canada.

Dr. Alan Klass in his article "The Spirit of a Profession"[8], finds three essential attributes. The first is "conception and birth within a University," for he believes the idea and ideals of scholarship and research of a university are essential to the existence of a profession. The second basic ingredient of a profession he sees as legal status, defined as a public grant to a profession of monopolies and self-governing privileges, including determination of fee structure and regulation of entrance and conduct. The third aspect is "motivation of service to society which makes voluntary effort the hallmark of the profession." These attributes are paralleled and extended in the writing of Ernest Greenwood[9], a major contributor to the sociology of professions. He sees the necessary characteristics as a systematic body of theory, authority (over training, etc.), community sanction, ethical codes and a professional culture sustained by a formal professional association. Neither he nor Wilfred Moore[10] see a gulf between professions and occupations; for Greenwood the occupations in society are distributed along a continuum toward professional status and for Moore professionalism is a scale rather than a cluster of attributes. Another

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3 William Goode, "The Librarian: From Occupation to Profession?" Library Quarterly, 31 #4 (October 1961).

4 Wilfred Moore, The Professions: Roles and Rules (New York, Russell Sage, 1970), p.176.

5 Bernard Barber, "The Sociology of Professions," Daedalus, 92 #4 (Fall 1963), p.672.

6 H.L. Wilensky, "The Professionalization of Everyone?" American Journal of Sociology, 70 #2 (September 1964).

7 Amitai Etzioni, ed., The Semi Professions and Their Organization (New York, Free Press, 1969).

8 British Columbia Library Quarterly, 26 (April 1963), p.2.

9 Ernest Greenwood, "Attributes of a Profession", in Professionalization, eds. H.M. Volmer and D.L. Mills (New Jersey, Prentice Hall, 1966), p.10.

10 Moore, p.5.

sociologist, William Goode, in an article written for librarians, succinctly reduces the attributes of a profession to two: "Prolonged specialized training in a body of abstract knowledge," and a "collectivity or service orientation".[11] Goode then amplifies his ideas. He holds that the body of abstract knowledge must exist in principles, not details, and the profession must have control of what constitutes this knowledge and access to it through schools, examinations, etc. He feels the service orientation calls for priority for the needs of the client (even to sacrifice self interest of the professional) embodied in control by sanctions or a code of ethics self-imposed by the professional community.

Klass and the sociologists are looking in the same direction, but whereas Klass emphasizes the effect of association with the university, Greenwood and Goode emphasize a body of abstract knowledge distinctive to the profession. Is there a sufficient body of archival knowledge to qualify? If librarians feel the principles of classification are their sufficient prerogative, do the principles of archival arrangement so qualify? With the lack of general agreement on archival methodology and terminology, the situation is clouded. Both librarian and archivist require higher than average general education, although the archivist has the added requirement for specialization in history, now being broadened to include sociology and political science. What else is considered requisite for an archivist's education? Herman Kahn feels there is too much "how to do it" taught and not enough reference service, research advice, appraisal of record values, philosophy and history.[12] Alan Ridge, in a paper given at the Archives' Section, Canadian Historical Association in 1964,[13] drew up a curriculum of six core subjects of law, administration, physical care of documents, administrative history, records management and paleography, and five electives of advanced paleography, bibliographical studies, detailed

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11 Goode, "The Librarian: From Occupation to Profession?" Library Quarterly, 31 #4 (October 1961),p.308. See also: "Community Within a Community,"American Sociological Review, 22 (April 1957); "Encroachment, Charlatanism and the Emerging Profession: Psychology, Sociology and Medicine," American Sociological Review, 25 (1960); "Theoretical Limits of a Profession"in The Semi-Professions..., ed. A. Etzioni(New York, Free Press, 1969).

12. Herman Kahn, "Some Comments on the Archival Vocation," A.A., 34 #1(January 1971), p. 4,8.

13. Alan Ridge, "What Training Do Archivists Need?" Canadian Archivist, 1 #3 (1965).

methods in correspondence (especially registry), administration of records centre and preservation and use of "modern records". Given that a 1974 list might be different, are these subjects sufficiently rigorous and distinctive to be professional curriculum? One criterion is whether they would be considered graduate school level at a major university.

A more pragmatic approach to measuring attainment of professional status is that of Harold Wilensky in his article, "The Professionalization of Everyone?"[14] He examines a group of professions, comparing the characteristics of the established professions with those of the striving or emerging ones. He tabulates his findings and gives the following description:

> It should be noted that in four of the six established professions in Table 1 [accounting, architecture, civil engineering, dentistry, law,medicine], university training schools appeared on the scene before national professional associations. In the less established professions, the reverse pattern is typical. This underscores the importance of cultivating a knowledge base and the strategic innovative role of universities and early teachers in linking knowledge to practice and creating a rationale for exclusive jurisdiction. Where professionalization has gone farthest, the occupational association does not typically set up a training school; the schools usually promote an effective professional association.[15]

If we look at librarianship, one of Wilensky's marginal professions, we see that the American Library Association was established in 1876, Dewey's first training school in 1887 and the first university school in 1897. If we look at archivists we find the same pattern: the Society of American Archivists was established in 1936 and the Columbia archival course in 1939; in Canada the Archives' Section of the Canadian Historical Association came into being in 1953, the first training course in 1959.

Before these examples are dismissed as pure coincidence, let us see some of the implications. If the occupational association has charge of education and educational standards, it is important to realize that occupations are not homogeneous groups. Goode says:

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14 American Journal of Sociology, 70#2 (September 1964).

15 Ibid., p.144.

> ...practitioners within a field are not likely to be united among themselves.... After all, any plan to raise the standards defines some practitioners as incompetent. Any talk of the new "science" on which the profession rests its claims may be met with derision by the old-timers, who believe that at best they command an art, perhaps merely a skill to be acquired through apprenticeship.[16]

It is not presumed to apply this example to Canadian archivists, but it illustrates what sociologists call segmentation within an occupation. Rue Boucher and Anselm Strauss describe this as "amalgamation of segments pursuing different objectives in different manners and more or less delicately held together under a common name ...."[17] If this is a common pattern, it is perhaps not surprising that educational programmes and professional status are discussed again and again.[18]

Whether we agree with Wilensky's theory or not, it focuses attention on the importance of association with universities. Solon Buck gave the first course in Archival Administration at Columbia in 1939, and then moved it to the American University in Washington to use the facilities of the National Archives. Since the 1950's and 1960's single courses have been given at various universities such as Wisconsin and the University of Colorado. Canadian experience parallels American. What is now known as the Public Archives and Archives' Section training course appeared in 1959, was given in 1961, 1964, 1968 and continuously since 1970,[19] first under the aegis of

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16 Goode, American Sociological Review, 25(1960),p.903.

17 Rue Boucher and Anselm Strauss, "Professions in Progress," American Journal of Sociology, 66 (1960-61), p.326.

18 Alan Ridge began in 1964 to consider seriously what training archivists needed; his article was published in the 1965 Canadian Archivist. In 1965 the Section moved to establish a subcommittee on archival training and professional status. The 1967 issue of the Canadian Archivist reported that a Committee consisting of Wilfred Smith, B. Weilbrenner and John Archer had been appointed and in the 1969 Archivist their report was given with a recommendation for the establishment of a Standing Committee which would report annually (the suggestion has been implemented). The Committee took no strong stand on accreditation in 1973.

19 Information on the incidence of the course varies. Barbara Wilson of the Public Archives took it in 1959 (personal interview); Douglas Boylan in the Atlantic Provinces Library Association Bulletin, 28 #3 (August 1964) claims that it was given in 1961 and John Archer in the Canadian Archivist, 2 #3 (1972) says it was given 1964, 1968, 1970+.

Carleton, but consistently, and now wholly, using the Public Archives' facilities. Other universities in Canada --the University of New Brunswick, McGill, Western and Toronto--have given single courses in and allied to their library school courses, Laval has given a single course toward a history license and the University of Alberta in 1973 initiated a training course. Ambitious plans in 1972 for the University of Ottawa to launch an archival course in their library school and to aim for a Master's degree in archival studies came to naught. Archivists then have merely a toehold in graduate school and rely on major archival institutions. Without entering the debate on how much practical work is necessary in professional education, it may be pointed out that the necessity to locate near and utilize adequate archival facilities is more restrictive for the location of archival training than library training, for adequate book collections are more easily located.

Judging from the history of library schools, it may be an ill omen for archivists that it is there they seek entré to the university. Since C.C. Williamson's Carnegie survey of library schools in 1923 the complaint has recurred[20] that library schools are unsatisfactory because faculty lack academic qualifications, prestige and rank. Robert Warner in his 1972 article, "Archival Training in the United States and Canada,"[21] has surveyed the qualifications of what is admittedly a very small number[22] of teachers in archival programmes. In examining fifteen programmes he found seven were part of library school curriculum, three in the history department, four cross-listed and one in continuing education. All fifteen respondent faculty members but one had history or social science degrees; all held the minimum of an M.A., mostly from major universities; six were Ph.D.'s and six were progressing toward that degree. They were experienced teachers, averaging twelve years' experience, and active in professional organizations. This is a respectable but not overly impressive record in the day of the Ph.D. union card. More encouraging was his report, again based on little data, that "virtually" all the students were at the M.A. level, with a few Ph.D.'s. Warner assessed the situation thus:

> The inescapable conclusion is that the scope of the archival profession is rela-

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20 See also J.P. Danton, Education for Librarianship (New York, Columbia, 1946) and Robert Leigh, The Public Library Inquiry (New York, Columbia, 1950).

21 A.A., 35 (July-August 1972).

22 Warner gives no indication of how, or how many, he sampled.

> tively limited. To date there is simply not so much that is unique about archival training to require more than a one man faculty. Demand for this training at present apparently does not even warrant development of specialists in various areas.[23]

On the English scene, Raymond Irwin, Director of the School of Librarianship and Archives at the University of London, when writing on "The Education of an Archivist"[24] in 1962, included the small demand and small number of qualified students as rationale for incorporating the archival course in the London library school.

Is it out of the frying pan into the fire for archival educational programmes? If archivists have been more rigorous than librarians in choosing their educators they are still constrained by demands of location and size to a tenuous hold on the university campus. With these constraints can archivists achieve the "prolonged specialized training in a body of abstract knowledge" that Goode claims to be necessary for the professional?

Goode's second criterion of a profession is related to its community or service orientation. The group or collectivity regulates its own profession, its standards and entrance requirements. The ultimate control is government licensing to standards set by the profession. Social workers are approaching this and librarians have at least discussed it. The Quebec archivists have been discussing such a move. Minimum standards of education, accreditation of courses and a code of ethics seem more attainable forms of regulation. In its present structure could the Archives Section or its Committee on Training function as a regulatory body? The Constitution states its aims:

> 1. to encourage and foster professional standards, procedures and practices among Canadian archivists;
> 2. to disseminate and distribute information relating to the archives profession;
> 3. to provide common meeting ground for all types and classes of archivists in Canada;
> 4. to provide leadership and guidance wherever needed in fields of archives' administration, education and practice;
> 5. to promote preservation of historical documents and to encourage their scholarly use and

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23 Warner, p. 354.

24 In Essays in Memory of Sir Hilary Jenkinson, ed. A.E.J. Hollaender (Sussex, Moore and Tillyer, 1962), p. 183.

> to encourage publication of historical studies and documents as circumstances may permit.[25]

No term as stringent as "regulate" or "legislate" appears in the mandate but "to encourage and foster" might be extended.

It took the American Library Association forty years from the formation of the Committee on Library Education in 1883 to the authorization in 1923 of the Temporary Library Training Board to formulate tentative standards and devise a plan for accrediting library training facilities. The Board (now the Committee on Accreditation) in 1925 set up minimum standards for four levels of library education, all calling for university affiliation. Minimum standards require continual reviewing; in 1922 qualitative standards of judgment of professional spirit, the achievements of graduates and efficiency in teaching were added to the quantitative measures of staff, facilities, quarters, etc. But it must be borne in mind that accreditation of library schools has never been compulsory or nationally enforced. Robert Downs estimated in 1968 that only about one in ten of the approximately five hundred schools in the United States and Canada were accredited.[26] Admittedly the total included undergraduate programmes, programmes for school librarians and newly established schools seeking accreditation. It would appear, however, that the American Library Association's advance on professional control has been neither speedy nor sweeping. A code of ethics within the profession binds only the professional himself and is enforced primarily by the professional community. The American Library Association has one, albeit general in terms, but no trace was found of a Canadian archivists' code.

There is a converse to the idea of the autonomy of the profession---the public must permit the profession's own standards to be high enough to protect the public from any damage that could be done by incompetent or unethical work by a professional, that is, fraud, quackery, embezzlement, etc. The public must trust the collectivity of the occupation to act (although there may be additional civil penalties). Librarians are, according to Goode,[27] not given this trust in their collectivity and hence granted autonomy because the public does not consider them to be in a position to be harmful by misuse of or with-

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25 Canadian Archivist, 1 #6 (1968).

26 Robert Downs, "Education for Librarianship in the United States and Canada" in Library Education: An International Survey, ed. L.E. Bone (Urbana, University of Illinois Press, 1968).

27 Goode, Library Quarterly, 31 #4 (October 1961), p. 318.

holding their services. Librarians are thought of only as custodians. In 1950 the Society of American Archivists was refused admission to the Learned Societies because it was a custodial occupation.[28] Yet when one considers the trust placed in the archivists' role in record management, in appreciation of evidential values, and in the safekeeping of confidential records, it does not seem their custodial role has the essential blandness of a librarian's. Is this an argument to stress latent power? Perhaps the public is not sufficiently aware of the discretion required of archivists.

Hugh Taylor, in an exuberant article in the 1972 Canadian Archivist, declared that the great age of establishment of archives is over and that "a whole new profession has emerged, still rather defensive toward librarians but on the whole subtle, pragmatic, with the confident assurance of having arrived."[29] Feeling secure as "a member of a distinct profession so hardly won,"[30] he called for the archivist to move from concerns of preservation and arrangement to gain mastery of content through information retrieval. Archival training must be broadened to include information retrieval, especially for senior archivists and, as a corollary, the courses will then be opened to more than history graduates. Librarianship too has heard the siren call of information retrieval and library schools are incorporating the term "information science" into their titles. But whether librarians and archivists can contain these specialists within their disciplines is debatable. It has been argued that an independently trained information scientist should be used in the archives rather than the archivist with a smattering of technology.[31] There are already in the United States doctoral programmes combining behavioral science, computer and information science studies; for example, the programme of the Institute of Communication Research at Stanford University. In a United States' Library Manpower Study, Rodney White and David Macklin tested occupational values by orientation to librarianship, dividing library school students into groups according to humanistic, quantitative and mixed orientation. Quantitatively oriented students responded highly to the factors of working in a constantly changing field and the tackling of challenging problems as requirements for

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28 Kahn, p.4.

29 Hugh Taylor, "Information Retrieval and the Training of the Archivist," Canadian Archivist, 2 #3 (1972), p.34.

30 Ibid.

31 M.E. Carroll's presentation on Automation, Archives Training Course, 28 September 1973.

an ideal job; those with other orientations did not.[32] This and other differences discussed by White and Macklin suggest a wide range between the interests of the two groups. Will this produce more tensions of segmentation?

It is much easier to be critical than constructive. Besides illustrating pitfalls, does the comparison with librarians contain a model that archives might copy? It might be suggested that the University of Chicago Library School which opened in 1928 because, according to some,[33] of national dissatisfaction with the level of library course content, is a model worth contemplating. The faculty was interdisciplinary, all held doctoral degrees in subject fields and were trained in research; the School was integrated in the Graduate School of the University of Chicago and demanded scholarly and research-oriented work. The School granted the first Ph.D. in library science in 1930, published a stimulating series of studies and initiated workshops for in-service training. The daring of the University of Chicago in establishing progressive interdisciplinary schools and innovative programmes has borne fruit and produced leaders in the social sciences from the 1920's and in city planning from the 1950's, as it did in librarianship. According to Louis Round Wilson, the Chicago school's famous dean for ten years, its effect was "to jar the profession out of its prolonged devotion to practical techniques."[34] It seems a worthwhile model.

In the long run comparisons are strained, if not odious. This paper does not wish to fit archival training to a Procrustean bed of librarianship. However, it seemed useful to examine archival progress toward professionalism by sociological criteria and illustrate with some library problems. If one accepts Goode's criteria for a profession--specialized training in a body of abstract knowledge and a collectivity directed toward community orientation--it is not easy to assume there is an established archival profession. It is suggested here that the best way to

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32 Rodney White, "Professionalization and Role Conflict: The Case of Librarianship", mimeo paper, September, 1970, pp.6-7. Quoted by permission of author from interim report on U.S. Department of Health, Education, and Welfare. Office of Education. Bureau of Research. Education, Careers and Professionalization in Librarianship and Information Science. October, 1970.

33 Harriet Howe, "Two Decades in Education for Librarianship," Library Quarterly, 12 (1942), p.565.

34 Louis R. Wilson, "Historical Development of Education for Librarianship in the United States" in Education for Librarianship, ed. B. Berelson (Chicago, American Library Association, 1949), p.51.

achieve specialized training in abstract knowledge is allied and interacting with a university. Herbert Finch of Cornell University writes, "I believe that archivists must see relationships between and discriminate among sources and that they must be skilled in the intellectual arts of hypothesis and definition to function professionally. Archivists need to recognize the intellectual dimension of their calling and seek to re-establish it."[35]

This is not to call for the abolition of in-service training and special courses, but to urge the necessity of a university base for the development of the profession. A profession is not encompassed by what the professionals do but must be continually developing. As Ralph Tyler of the University of Chicago said, "as the profession becomes more mature it recognises that the principles used in the profession must be viewed in an increasingly larger context. Thus the science needed by the profession must be continually extended to more basic content than restricted only to the obvious applied science."[36]

Two special constraints in archival education must be considered: the relatively small number of job openings for archivists and the advisability of teaching close to extensive archival facilities.

Is it possible to balance the requirements for professional development and the training constraints? Let us give Wilfred Smith in the Canadian Archivist of 1969 the last and not very reassuring word as chairman of the Committee on Training.

> The Kecskimeti [Secretary of the International Council on Archives] report and 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 a summer institute at Carleton and internship programmes at the Public 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 supply and demand and it is possible

35 Herbert Finch, "Administrative Relationships in a Large Manuscript Repository," A.A., 34 #1 (January 1971), p.221.

36 Ralph Tyler, "Educational Problems in Other Professions" in Education for Librarianship, ed. B. Berelson (Chicago, American Library Association, 1949), p.24.

that the limited number of positions for professional archivists in this country does not warrant the establishment of university courses or training schools.[37]

37 Wilfred Smith, "Archival Training in Canada," Canadian Archivist, 1 #7 (1969).

CONTINUING EDUCATION FOR ARCHIVISTS

BY

EDWIN WELCH

CITY OF OTTAWA ARCHIVES

A quarter of a century ago when I trained to become an archivist the year's course which I took contained no mention of machine readable archives or audio-visual records or even archival photographs. So far as I can remember we had a few words of advice on the administration of record offices which was chiefly memorable for the suggestion that women archivists should not wear nail polish. In the subsequent examination our knowledge of administrative problems was tested by being asked to write a letter to an owner of private papers seeking their deposit in our record office. Despite these deficiencies, it was still a good training course for archivists at that time. I still believe that it was the best available then because it was relevant to the type of work we were likely to enter and it told us about the archives we would encounter there.

There were other similar courses in England at that time for those who could get grants, but the only alternative training available both then, and now, was that usually described as "sitting next to Nelly". This was not an internship as we know it in North America, but a job which provided some training and a low salary. The amount of training depended on the competence of the chief archivist and the time which he or she could spare for teaching. Both the training courses and the internal training produced some very good archivists, but neither method can be considered adequate twenty-five years later. It was adequate then because computers, cameras and tape recorders were hardly thought of as possible sources of archives. Few English record offices then had archives later in date than about 1880, and I still remember the mental shock after a long apprenticeship to medieval episcopal records, of actually handling and cataloguing twentieth century documents.

If archival science has changed so much in so short a time, there are two questions which must inevitably

be asked:

(1) Has training kept pace with these changes?

(2) Can we be sure that equally great changes will not be seen before the end of the century?

I believe that the answer to the first question is that it has not done so, and to the second that we shall probably see even greater changes. So it is most important that training shall be improved at once. For various reasons, often beyond our control, training has continued to follow the patterns established in Europe and North America more than twenty-five years ago. Such changes as have occurred in the curricula have followed rather than preceded the problems which arose. Therefore the archivist has normally been in a position of weakness. He is suddenly faced with a pile of archives of unusual format and purpose which have been abandoned on his doorstep by an administrator, rather than knowing what he will receive for years ahead and being able to influence their format and value to future historians.

Most archivists are only at the beginning of changes which they often did not initiate or even anticipate. We are just realizing the implications of the new kinds of materials which began to replace paper and ink about thirty years ago. We do not yet know what results information retrieval systems may have on future archives, or whether the use of lasers will once again alter methods of communication. We can be sure that there will be increasing demands by users of archives over widening areas of information, but we have yet to see a computer printout come between a genealogist and his favourite records. We can also be sure that there will be changes in the methods of conservation and storage of archives. Lamination and mobile shelving are probably only temporary solutions to a problem which grows more acute each year.

The time which is devoted to basic training for archivists varies widely from country to country. While North America, on the whole, prefers eight weeks or less, Britain requires at least one academic year, West Germany at least two years and France four years. While the last is probably excessive even for the most senior post, the first is lamentably short for the most junior. But the great difficulty about training syllabuses is not the time span so much as the way in which they acquire subjects which have little relevance to the day to day work of an archivist. If it is given in a library school then courses such as bibliography or sources for local history are generally included. If it is given in a history department then one can expect to find too much on medieval palaeography and medieval administration. While I believe that these subjects are all of some value, it is

tragic to see that very relevant subjects have been excluded from the syllabus. The only excuse seems to be that the institution already has teachers in bibliography or palaeography, but would have to recruit others to teach the more relevant subjects.

If we are to train archivists for the future rather than the past of our profession then I suggested that we should get away from the conventional pattern of lectures in an academic environment alternating with practical work in a repository, which is the best that we can offer at the moment. Too often the lecturer is either a professor with no practical knowledge of archives or an archivist whose professional experience is confined solely to one institution. There is usually too much didacticism and too little discussion. Excellent as Schellenberg and Jenkinson are for the practising archivist, their words are not a substitute for thought to be offered to our trainees. Too often the practical training (such as it is) is at the mercy of conflicting claims on the archivist's time. As an archivist in England I never felt that I had sufficient time to explain in depth to a trainee what I was trying to do and why. Other archivists must have had the same problem and there are stories in circulation of trainees abandoned in a corner by overworked staff.

There are new techniques in higher education which we should consider when trying to reform methods of training. Some are expensive and require careful planning, but others are so simple and cheap that they could be employed widely already. In the audio-visual field there is very little available at present. The Public Archives has a good general film on its work and there are two films on conservation work in England (neither of which is now available). Yet if several repositories of different sizes and purpose produced thirty minute films about their operation, students could get a better insight into their work than they could from several lectures or the usual half-day visit. There is probably even less in the way of slides and tape recordings even though these can be produced much more cheaply than films. They have the additional merit of being much easier to replace when wear and tear or changed circumstances make it necessary. Tape recordings are used for internal staff training in the Worcestershire Record Office in England, but nowhere else to my knowledge. Training slides are only obtainable for teaching records management, and I can find none designed for young archivists. Even slides of typical documents are hard to obtain, although their use by students would save wear and tear on the original. The Bodleian Library at Oxford and the University of Durham's Department of Palaeography and Diplomacy are noteworthy exceptions to this, but their fine reproductions of medieval manuscripts have little relevance for North American archivists. Some

Archives make it difficult to use ordinary photocopies for teaching by imposing absurd copyright restrictions on the reproduction of their material.

It should be possible to build up a collection of other teaching aids at no expense at all. Archivists in many parts of the world were most generous in sending plans of their buildings, specimens of finding aids, forms and labels and details of equipment to the University of Ottawa course, but this has had to be done on the basis of personal friendships. It would be useful, for example, to have for sale a portfolio of large scale plans of recent archive buildings with a brief account from each archivist of their advantages and problems. The plans printed by Michel Duchein and Victor Gondos in their books on the subject are too small for effective criticism even if the comments were available. Their books suffer too from a certain dogmatism which, I fear, is a failing of all archivists.

These and other aids are not a substitute for teaching, but they are a means of breaking away from the formal lecture pattern. By offering students a selection of material from different sources and by inviting their comments in a seminar, it is much easier to discover if they have thought about the problem rather than reproduced in parrot fashion the lecturer's own opinions. If catalogues and finding aids are available in considerable numbers it is possible to replace that overrated exercise whereby each student is given the same box of papers and asked for his comments on it. Instead they can be given to take home a set of cards, of which each card represents an item in the record group, and asked to prepare a finding aid. In this way the techniques of arrangement and listing can be mastered separately from the physical labour of sorting records and from attendance at the nearest Archives. If it is possible to arrange access to the university computer, then students could be encouraged, after a basic training in programming, to experiment with computerized indexes and finding aids in the same way.

This kind of training assumes that each student already has some experience in an Archives before taking the course. Even a few weeks are sufficient to help the student, and probably a year is the longest period which should expire before attending a training course. Since most post-graduate training courses are normally no more than a single academic year, it is probable that no longer course would be attractive to students in North America. Thirty weeks is all too short a time to provide basic training, and even this period can be eaten into by examinations. On the whole I prefer continuous assessment and assignments to examinations. Assignments can be of a more practical nature than examinations. They can lead the students into areas which the teacher has only touched on. They can be arranged to draw on the student's

own experience, by asking him to consider a particular archival problem in a context which he already knows. It is one way of providing that basic expertise which every archivist must have whether he is dealing with political papers or municipal archives or scientific reports or audio-visual records.

If we provide this kind of basic training then it becomes much clearer that an archivist's training does not end when he leaves the university for his first permanent post. This is another serious defect in training at the present time. For the first twenty years after I qualified as an archivist I cannot remember any formal training which was offered to practising archivists. All new recruits should be offered a sound basic training. Those archivists who have had no formal training should be given the opportunity of taking extension courses. These could include correspondence courses, tape recordings and summer schools on a similar basis to the British Open University or the University of the Air. Finally there should be specialized training sessions for more experienced archivists. These would normally fall into two main categories - training for increased responsibility in administration, and the extension of expertise to the new problems facing the archivist.

Administration is a difficult subject to teach, but new problems cannot be approached through traditional methods of teaching at all. Instead I suggest that we should return to that pillar of the Victorian education system - education by mutual discussion. If it is properly organized a discussion group of twenty or thirty archivists can achieve far more than a larger group listening to a formal lecture which is followed by a question and answer session. Experienced archivists have a great potential ability for the improvement of the profession, but they are usually frustrated by the urgency of their immediate tasks. There is always another visitor to see when he should be writing his acquisitions policy. There is always another funding aid to be prepared when he should be planning a new archives building. To get archivists away from their immediate tasks and put them in a stimulating environment is very rewarding. Even in a two-day symposium the results should be excellent, but if we can also arrange for selected senior archivists to spend a sabbatical term in suitable academic surroundings they should be even better. Two brief experiments in England have convinced me of the merits of both plans.

In conclusion I would like to make three points about education for archivists. The first is non-controversial. Very few archivists would consider that formal training is unnecessary and most would readily admit that it is still inadequate on both sides of the Atlantic. My second point is more controversial. We fail most in not persuading young archivists to think about their job.

Teaching tends to be far too concerned with how and hardly interested in why. We need to know the underlying principles of what we do, rather than the standard practice in a particular Archives. Finally, education for archivists is something which should never end. Since the world of the archivist is changing, we must be ready to anticipate those changes. We need continuing education.

WORTH REMEMBERING

Letter from A.G. Doughty, Dominion Archivist to the Archives' agent in the Maritime provinces, W.C. Milner 16 May, 1917.

Confidential and non-official

> When I was in England, I heard someone who had come from Nova Scotia say that there was a fight for the papers and that you were threatened with all sorts of proceedings. I stated that I did not care anything about the proceedings so long as he gets the papers. To be prosecuted in the course of getting hold of papers so long as you get them is a matter for rejoicing and if you did advertise your triumph I am not going to blame you. You must remember the mysterious manner in which you have gathered papers has aroused a great deal of animosity, not because your opponents have any particular love or regard for the papers but simply because you have been able to do what they could not do....
>
> The only time that I have been inclined to find fault with you was for not sending the things to Ottawa quicker. Because if you once get them out of the reach of your opponents they would never get them back again without armed force.

(P.A.C., R.G. 37, vol. 18).

COPYRIGHT - LIBRARIANS, ARCHIVISTS AND OTHER THIEVES

BY

BASIL STUART-STUBBS

UNIVERSITY OF BRITISH COLUMBIA

I find myself today in very distinguished company. That my colleagues on this panel should be distinguished would be awesome enough, but it's worse, or better, than that: they're experts, both lawyers with a profound knowledge of copyright law, and by that I am truly awed, and, I must warn you, outclassed.

It would be nice to be able to say that I found the audience equally distinguished. I can't. Looking out at you now, seeing as I do a typical collection of Canadian upperbrows, it is hard to believe that I am in the company of thieves and pirates. There are so many people in here with crimes on their hands that we in the panel would be well advised to leave by any convenient exit, soon.

But perhaps I'm being too hard on you. I know of almost no one who hasn't unwittingly violated the laws of copyright, either in the letter or in the spirit. Let me describe for you briefly some of the more eminent law breakers I have encountered in recent years.

One of our most common villains is the teacher who takes a book or a journal and whips off a hundred or so copies of an article or section for distribution, or

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This paper was presented as part of a panel discussion on "Copyright Infringements - Are You Guilty?" at the annual meeting of the Archives Section, C.H.A., at the University of Toronto, June 1974.

The other panelists were Mr. A.A. Keyes of the federal Department of Consumer and Corporate Affairs and Mr. Marsh Jeanneret, Director of the University of Toronto Press, with Mr. Robert S. Gordon as chairman.

even sale, to his students. Great, he thinks. They won't be competing for the one or few copies in the Library, they'll all be reading it at the same time so the next time I lecture they'll know what I'm talking about, maybe. A lot of law professors are in this category, by the way.

Then there's the demon instructor, who wants to bring the reality of primary documents to his first- or second-year students, and wishes to do this by extracting from a collection of manuscripts a selection of letters, some written by persons still living, and copying them scores of times to produce a "kit". And the demon researcher from University X who finds a collection of manuscripts in University Y to which he must have access over a period of months. He can't stay forever at University Y, so the obliging curator microfilms or xeroxes the collection for him, explaining that it's all O.K., it's called "fair dealing" in the copyright law. Eventually our demon researcher finishes his work and gives the copies to his own library. Where they are located by a demon researcher from University Z. And so on.

Last Christmas the professor's wife gave him a tape recorder, and he has found it very useful in collecting the memories of the decrepit politicians on whom his career is being carefully established. He can play the tapes back to his class, which beats lecturing anyway. Ultimately, he will give these to the Library too, because the Library obligingly bought the blank tapes for him.

And he has a younger colleague who is, as they say, really into technology. He has a videotape recorder, with which he can pick off and retain some of those fine documentaries on which broadcasting companies spend so much money for the sake of a single showing. He feels that he is performing a service to the taxpayers and all of those consumers who pay for the sponsor's advertising by saving the documentaries from oblivion and exposing them again and again to generations of students. Actually, the local school district heard about his collection, and they recognized its value even if the university didn't. So he loaned it to them for copying.

What a pack of rogues! How can they get away with it?

Let's give them the benefit of one doubt: they really don't think they're doing anything wrong. Every once in a while they might see an article in a newspaper or magazine about copyright and the new technology, but they don't read it. And they have never seen a copy of Chapter C-30 of the Revised Statutes of Canada, let alone read it. But in that these teachers are, I believe,

in the company of most librarians and archivists.

Perhaps this is the point where I should make a special plea. There is, one day, going to be a new Copyright Act. I would like to suggest that when there is, the Canadian Historical Association collaborate with any other of the learned societies, and even with some unlearned ones like the Canadian Library Association, to produce a guide to copyright for educators, librarians and archivists. It's unfortunate that such a guide hasn't been in existence, to clear up a lot of misunderstandings.

We were wondering how it was that so many violations of the law could take place without anything happening. Well, I suppose there are a couple of reasons for this. First, when there has been an infringement the onus is on the copyright owner to take this action. So he has to know about the violation. Suppose he does: then he has to show damages. It's one of those situations in which the lawyers profit. The kind of copying I have been describing, with the possible exception of the video-taping, is not the kind of thing which could result in a pay-off for someone with litigous inclinations. Of course, in the case of the copying and distribution of someone's correspondence, copyright might not be the issue at all: there are other laws to take care of the invasion of privacy. Maybe they too should be considered in that manual I just proposed.

In regard to the present law, there are a few important features to bear in mind, since much of what we as users of historical materials are legally entitled to do springs from them.

First, that the copyright is owned by the author. Naturally, he may assign ownership in whole or in part to another party, such as a publisher or an archives, an heir or even a researcher. There have been instances of literary historians actually obtaining a copyright to an author's papers.

Second, that whereas the copyright in published works endures for the life of the author plus the fifty years following his death, copyright in unpublished works is in effect perpetual, passing upon his death to his heirs and assigns.

Third, that the fair dealing clause, which vaguely permits copying for purposes of private study, research, criticism, review or newspaper summary, applies to published works, and not to unpublished works. The Copyright Law does not read that way, but there was a judgement in 1925 that settled the question. The litigants in that case were British Oxygen vs. Liquid Air, I'm told.

Seems a little far removed from scholarship, but that's the law for you.

Take these three things together, and you can see the curious situation in which librarians and archivists are placed when they receive a collection of manuscripts. They have physical possession, but they don't own the copyright. If it's a file of correspondence, it's likely that hundreds of individual copyright owners are involved. All of them hold that copyright until Doomsday, and strictly speaking, the archivist can't permit the taking of a single copy of any of those letters, by any means.

Of course a lot of repositories have recognized that this curious situation prevails, and take the precaution of obtaining from the donor some statement about rights of access and reproduction, although how the donor can sign away the rights of his own correspondents without getting their permission is a question. But there are in Canadian institutions great quantities of manuscripts for which no deposit agreements exist.

And then there's the sticky business of the thesis, which probably also falls into the category of an unpublished manuscript. It hasn't been shown, as far as I know, that the deposit of a thesis in libraries, even in several copies, constitutes publication in the sense in which it is used in the Copyright Act. Again, most institutions make it a condition of enrollment in a graduate programme, or of receipt of a degree, that the student sign a release form, stipulating the extent to which a thesis may be consulted and copied. But when it comes to real publication of all or part of the thesis, that would have to be arranged with the author, his descendants or nominees. In connection with this matter of theses, I have encountered a misconception on the part of many students and faculty members, and that is that the copyright in a thesis would somehow protect the author against the use of information or ideas embodied in his work. There is a measure of territoriality in academic inquiry these days, and as the amount of territory is diminished by increasing numbers of novice historians chasing down more and more obscure historical figures, there's a desire to cordon off a little chunk of the past for oneself. Things are tougher now, and in the seventies you'll be able to publish and perish. However, the fact is that copyright applies to the particular expression or arrangement of information and ideas, and not to the information and ideas themselves. Somewhere there's a line between plagiarism and attribution, which I won't try to draw, because it doesn't relate to copyright, but to professional ethics.

As for the issues involved in the copyright of recordings, or oral history, or videotape, the mind truly boggles. It's getting very easy and very cheap to do a lot of things with electronics. Whenever I want to lose sleep, I invent little scenarios like this one: a professor videotaping a lecture for the extension department, in the course of which he reads several long passages from Farley Mowat and holds up to the camera some pertinent photographs by Roloff Beny, which videotape is subsequently played for audiences totalling in the tens of thousands. And, by the way, who owns the copyright on that videotaped lecture? The Professor? The University?

How is the librarian and the archivist to deal with all this? First, I believe that anyone who is in the business of being a custodian should be familiar with the present Copyright Act. Read it. It's no fun, but read it anyway.

Second, drawing on the best examples one can find, and getting in addition, if possible, good legal advice, have available standard forms for the assignment of rights to quote, copy and publish. In the case of users who copy manuscripts, the custodians may also require a form on which the repository's rights and responsibilities as well as the users' are spelled out. I said get good legal advice if possible, because in my experience there aren't many lawyers who know anything about copyright law; every once in a while my university seeks expert advice on this subject, and the law firm sends out some junior partner who cracked the Statutes for the first time an hour before his appointment.

Finally, start thinking about copyright issues seriously. This is a good place to begin, because one of Mr. Keyes' functions is to listen to what it is you expect from the new copyright law. At the heart of it, copyright law is the means of reconciling public and private interest in the areas of information and expression. How far can society go in using, especially through all of the wonderful gadgets we all enjoy, the works of an individual? How much is to be permitted? What is damaging?

In closing, I must say that I sense that those of us who are librarians and archivists may have stumbled into a battlefield where we are ill-equipped to fight. In the United States, the lines of the struggle between private and public interest are perhaps more clearly drawn. Certainly, the language of statements issued by the two sides in their submissions to the U.S. Senate Subcommittee which is revising the American law, and to the Court which has been hearing the case of Williams and Wilkins vs. the National Library of Medicine, is the language of conflict.

It strikes me that the real issue is less one of principle, and more one of economics. There is emerging something which calls itself the information industry and which has a fundamental objection to institutions which give things away, which is what libraries do. Therefore they oppose any copying which looks as though it might result in a loss of revenue to them. The latest revision of Section 108 of the U.S. Copyright Bill (Senate 1361), while it permits the taking of single copies, prohibits what is called "systematic" copying. By this is meant such things as the cooperative development and joint use among libraries of specialized collections; if this were a Canadian law now, for example, the Toronto Public Library would not be able to subscribe to a journal with the intent of making photocopies for branches of articles if and when they were demanded. Presumably there will be a price if such prohibitions are to be escaped. Meanwhile, on the other side, libraries are facing their own economic difficulties, and these are forcing them into cooperative arrangements; network is the "in" word, and it means that no one will be self-sufficient and that everyone will be interdependent, which means more interlibrary loan and more copying. If this happens, will it really be the death of publishing? Should copyright laws be written that will stop it? Regrettably there is little hard information to inform the debate. But that doesn't stop people from taking strong positions on both sides of the question.

Personally, I hope that we can approach the question of Canadian copyright law in a more reasonable fashion, and find solutions to problems in a Canadian context; in other words, let us try to learn what we can from the legislation of other countries without imitating them. The last thing that this country's authors and readers need is animosity and struggle among those who make and distribute the materials of learning. I'm sure there are solutions and that archivists and librarians can work constructively with authors and publishers in finding them.

THE PUBLIC ARCHIVES OF CANADA'S EXPERIENCE IN ESTABLISHING A MACHINE READABLE ARCHIVES

BY

MICHAEL E. CARROLL

PUBLIC ARCHIVES OF CANADA

Introduction

The major portion of this paper was prepared in 1974 for an International Council on Archives Conference on Archives and Automation. This paper is an updated version of the ICA presentation and is intended to highlight the experience of the Public Archives of Canada in establishing a machine readable archives for computer-oriented records. General references are provided to the decisions that have to be made, those that have been made, and the status of their implementation.

Background

The Public Archives is not the first in North America to establish a machine readable archives program. The machine readable archives of the Public Archives was established one and a half years ago. The first machine readable archives in North America was established over fifteen years ago in the university environment. The main impetus to this activity has remained in the university environment. The institutions which have emphasized the collection of paper and more traditional forms of archives have lagged considerably in embracing computer-oriented records as a field of interest.

The objective of the Public Archives is to acquire,

This paper was prepared for the Annual Conference of Senior Archivists, April, 1975.

organize and preserve historical material relating to the history of Canada, and to provide a records management and microfilming advisory service to government departments and agencies. The objectives of the Machine Readable Archives is to provide archival services for machine readable records of long term value produced by the Federal Government and those of national significance produced by the private sector. In terms of sub-objectives this means: 1) ensuring that machine readable records of long term value are acquired; 2) ensuring the preservation of machine readable records of long term value; and, 3) ensuring that reference services are provided to meet user demands. The balance of my presentation will cover the proposed or actual activities for the three sub-objectives.

It should be mentioned that embodied in the objective, sub-objectives and activities of the Machine Readable Archives is the policy assumption that the medium of the record is relevant only from the viewpoint of form and not substance. In effect, this means the application of existing archival principles and administrative practices with adaptations where necessary. This approach will be demonstrated in specific instances in the presentation.

Acquisition:

Criteria of Archival Value

Consistent with our policy assumption, the criteria of archival value have not changed because the medium has changed. The application of the traditional criteria, however, has created a number of new administrative practices which require a different perspective. The best way to demonstrate these points is to review our policy, Acquisition Criteria (see Appendix 1).

Selection Process:

Government Sector

The Public Archives has an existing system whereby files in departments are inventoried, schedules are established and approved by the Dominion Archivist, the schedules are applied by the Departments, and once the operational life of the files has ended, the dormant and historical files are transferred to the Public Archives. The Machine Readable Archives will use this system to acquire government records of archival value. (Appendix 2).

The only change in this system will be a telescoping of the time frame from the point that files of long term value are identified to their eventual transfer to the Historical Branch. In the past once files were scheduled the Public Archives would wait until they had no operational value to departments before the files were

transferred. This procedure has changed with machine readable records. Since tapes are so vulnerable, are so easily copied, and many problems can be encountered in interpreting and collecting the supporting documentation, once machine readable files are identified as archival we request, as soon as possible, that a copy be transferred. If this were not done it is possible that some files might be unusable once they were transferred.

There are a number of difficulties in implementing such a system. The difficulties are not in the system per se, but the fact that after fifteen years of neglect we are implementing it for machine readable records. We have to demonstrate that we know what we are doing, and that we should be doing it at all. It has also been discovered that without available archival services in this field the departments we service have established, in a few instances, their own archives-like organizations.

Our approach has been to use our past record of success in the paper and microfilm fields, and to work carefully toward establishing our credibility in the data processing environment and as a machine readable archives. A few key elements to this approach are the utilization of our established contacts in departments, the records managers, and the emphasis on contacting not the data processing people, the individuals who provide a service, but the users, the individuals who are the owners of the machine readable records. This approach has proven successful where it has been applied.

Private Sector

We do not and cannot impose a system on the private sector similar to the one we are using in the Federal Government. There are no legal requirements for the private sector to send a copy of their files to the Public Archives. From available information, however, we find that research work in this field requires considerable amounts of monies, and, generally, this comes from the Federal Government, through one means or another. Consequently, we have proposed to a few government agencies providing such sponsorship that one copy of the machine readable file and supporting documentation be sent to the Public Archives as a condition of the funding. We have argued that such an approach will ensure that the research produced will not be lost and that, if our recommended guidelines are followed, the quality of the data will be assured from a machine readable perspective. To date we have not had a negative or positive response to this proposal.

Medium:

As archivists we are concerned with the preservation of the medium retaining the information. When the medium deteriorates, so presumably does part or all

of the information of archival value. The principal medium at this time for storing machine readable records is magnetic tape. Magnetic tape has a number of characteristics which are desirable and undesirable from an archival viewpoint. It is very vulnerable to destruction if improperly handled or stored. It is reusable, or in negative terms, it can be easily erased. Magnetic tape files can be easily and cheaply duplicated relative to files on other media. Information on magnetic tape is machine readable; this also means that it is machine dependent.

We conducted a study to find an alternative medium to tape that was less vulnerable to destruction, machine readable and if possible less machine dependent than tape. The conclusion reached was that computer input microfilm (CIM) was a possible alternative, but there were few financially viable companies to provide the product at relatively inexpensive rates. As a consequence we have chosen to use magnetic tape as the medium of storage for the next five years.

The choice of magentic tape as a retention medium has resulted in the development of what we call an archiving system for machine readable archives. The first element of this system is the retention of at least two copies of any file in separate physical locations and a computer output microfilm (COM) copy of the file. Thus, if problems arise with one file, we have a backup; if these problems are duplicated on the backup files, we have the COM backup, and can manually input the lost data.

The second element of this system is to store and handle our tape under ideal conditions to maximise the possibility of data retention. To this end, and also with the hope that our procedures will be used by agencies, we are working with one of our standards agencies, the Canadian Government Specifications Board, to develop standards for the care, handling and storage of magnetic tape. This is being developed and will cover the following areas: 1) quality of medium; 2) preparation of tape for storage; 3) recording on tape; 4) tape delivery; 5) personnel security; 6) storage environment; 7) preventive maintenance; and 8) physical control of tape.

The third element of this system is to acquire our own computer facilities to ensure proper handling and processing of our files. The only alternative is to use commercial or government service bureaus. We feel, however, that because of the stringent quality control procedures required to ensure that data is not lost, our needs cannot be met by a service bureau geared to normal data processing operations. It is interesting to note that with a projected average annual volume of 280 machine readable reels that an in-house facility is more economical over a ten year period than any of the alternatives

considered (see Appendix 3).

The fourth element of this system is to convert all incoming files to one standard archives format. This approach will reduce our costs, make our files relatively hardware and software independent, and facilitate the conversion of our entire holdings in about ten years time to remain current with the technological developments and, thus, maximize the possibility that the files can be used.

This archiving system offers no guarantee that 100% of the data will be retained over a ten year period. We can only talk in terms of minimizing the possibility of losing data permanently and maximizing the possibility of recovery should loss of data occur.

This system is being studied at this time to obtain the necessary approval and funding.

Accessioning:

When files are transferred we require that a back-up copy be retained at the source until we can produce a working copy. With this latter copy we verify that the appropriate file and necessary documentation has been transferred, and, if there are any problems, followup is done. All files received are eventually converted to a standard archives format. If we have any problems with these conversions, we use computer consultants on staff with us for this purpose.

Supporting documentation is critical to machine readable files for without it the files can be virtually useless. To increase the possibility that all the necessary documentation is transferred we have prepared a checklist or guideline of documentation requirements that we use in contacting the transferring agency. Initially we thought the transferring agency should complete a documentation package using this guideline. Subsequent evaluation of this approach indicated that this was too onerous a demand, and now a staff archivist works in the agency contacting all the necessary people to ensure the documentation is completed.

Processing

There is little comparison between the processing that must be done for machine readable files and other more traditional archival media. Since machine readable archives are generally statistical files, the processing is so oriented. The main purpose of the processing is to ensure that the machine readable files correspond to the original data capturing document which was made machine readable, and if there are variations, where these variations are, and can they be corrected.

Reference:

Description of Holdings

In Canada, there are few, if any archival institutions, which use librarians and their techniques to produce an intellectual control of their archives. In particular, no archives uses cataloguing, but do employ cataloguing-like procedures. It is the intention of the Machine Readable Archives, however, to use cataloguing procedures. These procedures are in the process of being developed by a sub-committee of the American Library Association (ALA). From my understanding of the processes of the ALA it will be a few years before the necessary cataloguing rules and formats are developed. We have an immediate need and, consequently, have created a task force consisting of librarians, computer specialists and archivists to study whatever has been developed by the ALA, and produce a cataloguing system for machine readable archives. We are one year from achieving this objective.

We have given no consideration to the other means of describing our holdings since we feel that most questions concerning a file could be answered from the accompanying documentation. This is the supporting documentation necessary to read the file and to interpret it in a meaningful fashion.

Access to Machine Readable Archives

Probably one of the more interesting aspects of machine readable archives is how researchers will be given access to them. In Canada, the main orientation of providing access to archives is to have researchers come to where they are retained. Over the past number of years this policy has changed by providing microfilm copies on a loan basis to researchers through established institutions. Although growing, this policy applies to a very small, though important, segment of archives.

With machine readable archives, researchers require access to computers, and, in some instances, data processing staff. Archives should not be expected to provide either except on a cost recovery basis. To avoid this issue, at least for the moment, the Machine Readable Archives, like all others in the field, intends to provide a tape copying service, and for larger files, a data element extracting service. The latter refers to providing a copy of only selected elements of a large file. Tape copies will be tailored to meet most researchers' needs in the computer area. With these copies we will provide a copy of the supporting documentation in a published form. With the data element extracting service this means more information than is required, but we will use this approach as a stopgap measure. Thus, the nature of machine readable archives for the foreseeable future

almost determines that archives will be going out to the researcher rather than the reverse as in the past.

This is not to imply the democratization of archives. The users of machine readable archives must have considerable funding and access to computer systems. This marks such a researcher as belonging to a small elite group.

One area that we are convinced is inevitable, but we have yet to investigate is machine readable documentation and control. Our catalogue entries could be made machine readable from the start. This would allow researchers to use this entry for citation purposes. It would also allow us at some future point in time to have a machine readable catalogue that can be easily disseminated or published. Machine readable documentation, on the other hand, will require considerably more time and resources. We see as inevitable the transmission of machine readable data over telecommunications systems. It would follow that the supporting documentation must also be machine readable.

The Machine Readable Archives would like to make available as many of its files as possible for research. The question of restricting public access is critical, however, given the general character of its holdings and those of similar institutions. A great number of machine readable files are based on an individual's or an organization's response to a data gathering instrument, such as a questionnaire. Some may have been collected in confidence; others may contain confidential information. The question of confidentiality has been the major concern when considering potential access restrictions. The policy that has been decided on can be briefly reviewed. (See Appendix 4).

Staffing

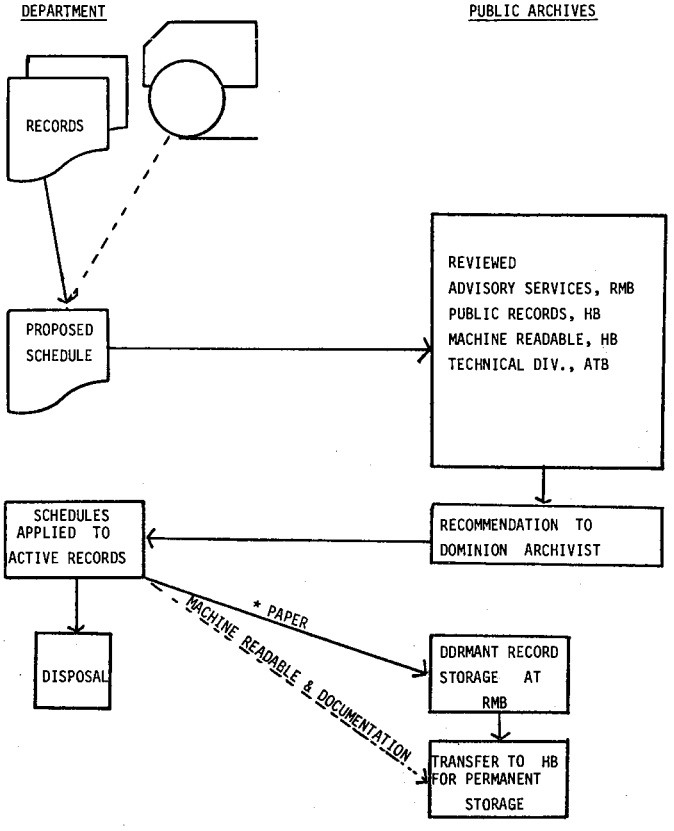
The question of staffing is critical to ensuring that our objective is met. Ideally, we would want a computer-archival expert but such a combination is rare, if not unavailable. Until such expertise is developed we have divided the two disciplines. On the archival side we are looking for an individual who has a statistical background, some training in one of the social sciences, and with some programming experience in one of the social science programming packages. The computer expert, on the other hand, should have a broad experience in most of the data processing areas, but with special emphasis on software packages and documentation. We hope that by having a team with this expertise our objective will be achieved.

Conclusion:

As stated in the introduction this paper was intended to sketch the development of a machine readable archives. We have tried to learn from the experience of other machine readable archives and adapt what we considered desirable to our environment. This presentation is not a list of our achievements but more a status report on an organization that is at least a year from being fully operational.

APPENDIX 2

SCHEDULING SYSTEM OF
CANADIAN FEDERAL GOVERNMENT



* DIRECT TRANSFER FROM DEPARTMENT TO HB IS NOT THE RULE BUT IS POSSIBLE

Appendix 1

ACQUISITION CRITERIA FOR THE MACHINE READABLE ARCHIVES

1. An objective of the Machine Readable Archives is to collect machine readable records of long term value of the Federal Government and those of national significance produced by the private sector.

2. The Machine Readable Archives will also accept offers of machine readable records of long term value.

3. Criteria for Long Term Value

Records (whether magnetic tape, questionnaires, etc.) being appraised for inclusion in the Machine Readable Archives shall be considered to have long term value if one or more of the following conditions are satisfied:

- -they were or may be used to support the formulation of policy
- -they were created for a study which might be considered seminal either because of the nature of the study or the type of analysis used
- -they were created for a study conducted by an individual or group of individuals renowned in that field
- -they contain information of a non-housekeeping nature which is not of limited value for further analysis or reanalysis.

Where it is difficult to determine whether or not one or more of these criteria are met, the advice of outside consultants and/or the originator(s) of the file(s) should be sought.

4. Selection of Files

(a) Retention of Questionnaires

In general it is desirable but not always possible to dispose of questionnaires. When there is doubt, they should be kept.

Questionnaires for which the corresponding machine readable file is not held by the Machine Readable Archives should be retained.

If the file is held by the Archives the questionnaires will be destroyed if all of the following conditions are met:

-all the usable questions or variables are on the

original machine readable file or merged with the original file to create a new one (excluded from this provision is the instance when the questions or variables permit unique identification of individuals, such as name, address, or S.I. number); and

- -there are no open-ended questions; and
- -the usefulness of the questionnaires in making corrections in the corresponding machine readable file(s) is exhausted

(b) Retention of Tape Files

The computer environment produces a considerable number of different files which revolve around a study. There are generally four categories: master, summary, transactional and working files. As a rule, we want that file which is the product of all files creating it. This usually means the master file.

(c) Retention of Extract Files

From a master file a system (SPSS, Data-Text, etc.) file may have been created which not only may contain less information by virtue of its being an extract or sample, but also may contain recoded variables. This latter file may well have been the one with which the researcher actually worked, and therefore be of long term value. In this case it will be advisable to keep both the master and system file.

(d) Retention of Ongoing Master Files

Because ongoing files may be added to or updated hourly, monthly, etc., the question arises as to what file copy of an ongoing file of long term value should be retained by the Machine Readable Archives. The decision will depend almost entirely on the subject matter. The two types of ongoing files likely to be encountered are:

- -a file in which none of the previous records or data elements has been destroyed or modified but which has new records added to it continually e.g. the meteorological file of the Atmospheric Environment Services
- -a file in which some or all of the previous records or data elements are being destroyed or modified continually, while new records may or may not be added, e.g. Unemployment Insurance Commission file; this case presents the most difficulty as records are being destroyed or altered.

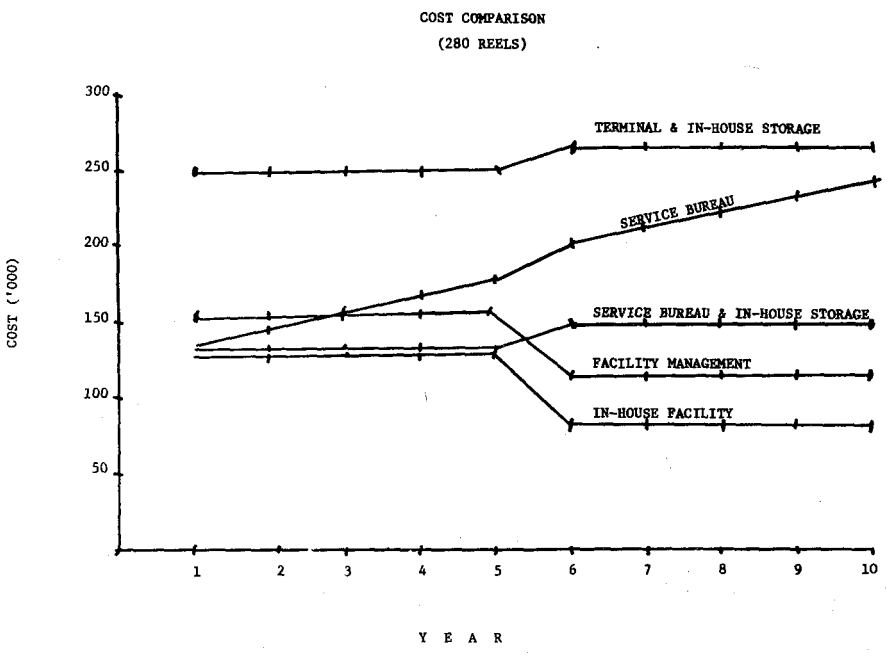
(e) Retention of Original Files

All machine readable files of long term value transferred shall be retained in the condition in which they were received. This is to satisfy any future requests for the original file and to support the new file created from the original. In the latter instance, the creation of the new file may have been improperly handled and the retention of the original will permit recovery.

5. Documentation

A diligent effort should be made to ensure that all hard copy and/or machine readable documentation necessary to read the machine readable files of long term value and interpret meaningfully their contents is/are transferred. All the documentation obtained from the transferring agency will be retained to support policy 4 (e).

APPENDIX 3



Appendix 4

ACCESS TO FILES IN THE MACHINE READABLE ARCHIVES

It is the general policy of the Machine Readable Archives to provide as quickly as possible, at a nominal cost, copies or extracts of its files together with supporting documentation, subject to the following conditions:

1. Under no circumstances will files (regardless of medium) originally transferred to the Machine Readable Archives be sold, loaned or given out; only copies or extracts of such files will be released.

2. Copies or extracts of files (regardless of medium) will not be made available if such access contravenes the conditions or regulations determined by transferring agency or individual.

3. Copies or extracts of files (regardless of medium) containing information gathered through questionnaires, interviews etc. in which respondents were assured of confidentiality, when they are released by the Archives, will contain as many data elements/variables as possible (or a subset thereof) without jeopardizing the anonymity of individual respondents, interviewees etc. whether these be companies, organizations or individuals.

4. The Archives reserves the right not to release any file copy or extract if it considers such an action to be or possibly to be, a breach of public trust, detrimental to public welfare or injurious to one or more individuals.

5. The purchaser of file copies or extracts sold to him by the Machine Readable Archives will agree that these are for his exclusive use and that the information contained therein must not be sold or otherwise transferred.

6. The purchaser will also agree to credit the Machine Readable Archives and the principal investigators in publications which use the files and to indicate that neither bears any responsibility for the analyses or interpretations which appear in such publications.

THE ARCHIVIST AND CARTOGRAPHIC COLLECTIONS

BY

WILLIAM A. OPPEN

PUBLIC ARCHIVES OF CANADA

I. The Status of Cartographic Materials in Archives and Libraries.

When speaking of "cartographic materials" the first associated items that come to mind are maps; however, other materials also form a part of this description and include such graphic representational materials as charts, plans and architectural and engineering drawings. While some of these items do not conform to the meaning of the word "cartographic" they can and should be discussed along with purely cartographic materials owing to their format. Therefore the ideas and theories set forward here apply to all the above related or physically similar materials.

The status of maps in repositories around the world has been one of confusion as to which institutions, archives or libraries, should be responsible for their collection and retention. The result of this confusion has been the duplication and fragmentation of collections as both types of institutions have considered maps their responsibility. The obvious example that comes to mind is the situation in the United States where the National Archives and Records Centre collect current, government produced maps while the Library of Congress collects "archival" or early maps and plans of historical importance. This dichotomy has to be seen as somewhat ludicrous and extremely costly. In France the same situation exists, with the Bibliotheque Nationale collecting all

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manner of early and current cartographics while the Archives Nationales maintains its own collection and competes with the Bibliotheque National in the area of acquisitions. Canada's situation is even more confusing with most collections of early maps residing in the special collection rooms of university and other libraries while certain provincial archives also hold map collections. At the national level one finds the National Map Collection, a division of the Public Archives of Canada, collecting the cartographic record of Canada while at the same time, in the same building no less, the National Library feels compelled to amass its own map collection. How did this confused situation develop and why is it allowed to continue?

The basic difficulty arises with the special character and format of maps and other materials like them. Because a map often is printed item, usually having an author, publisher, printer, date and title, it has been the librarian's assumption that cartographic items should be dealt with in the same manner as any other printed work.[1] The fact that some maps do have characteristics similar to books has even tended to convince some archivists that maps belong in libraries. However, as T.R. Schellenberg has pointed out, the librarian, and in some cases, the archivist, has ignored the real character of maps and has overlooked the "... methods of map compilation and the differences between the development of map printing and book printing."[2] The same situation exists in archives that hold maps. While the archivist often recognizes that a map may have value as a historical document, he does not know how to deal with it as it does not conform to the pattern cut for textual records.[3]

As a result of this ignorance on the part of both librarians and archivists, the map has become a "step child" in the family of records, never really knowing where it belongs or who should take care of it. When it does find a home it is more often than not treated shabbily and consigned to some dark and dismal drawer in the recesses of the institution. Cartographic materials "... have been considered and forgotten on the basis of their physical form rather than on the basis of their content, purpose and origin".[4] As Louis De Vorsey has

[1] T.R. Schellenberg, The Management of Archives, Columbia University Press, New York, 1965, p. 303.

[2] Ibid.

[3] Herman R. Friis, "Cartographic and Related Records: What are they, How have they been Produced and what are problems of their administration", American Archivist, vol. 13, no. 2, April 1950, p. 138.

[4] Ibid.

stated "... it is not entirely surprising to find that maps have often received low priority attention when compared to more conventional documents".[5]

The result of this confusion as to the proper treatment that should be accorded maps has been that archivists and librarians have simply treated maps as they would documents and books, materials with which they are more at home. This is unfortunate as maps, especially the very early ones, deserve a better fate than being ignored or lumped in with totally alien material of another character simply because of a lack of understanding or familiarity on the part of those responsible for their care. Until archivists and librarians recognize the value of maps as historical documents and until they learn that maps are distinct entities dissimilar from books or tectual documents the confused status of cartographic collections will continue to be a problem in the field of record retention and administration.

II. The Collection of Cartographic Materials as an Archival Responsibility.

Muller, Feith and Fruin state in their Manual for the Arrangement and Description of Archives that "there is not the slightest reason to exclude ... maps from the archival collection".[6] Indeed, there are numerous reasons why cartographic materials should form an integral part of an archival collection. The basic and most important reason is that maps often are documents that contain an amazing amount of historical data. In some cases maps provide more historical evidence than do documents of another nature. William F. Ganong has stated that "Maps are the graphic records of the influence which geography has exerted upon the course of history, of the progress of exploration and settlement, of the evolution of present day political boundaries; and not rarely they contribute new knowledge where other records are wanting and settle questions which without them would remain in doubt".[7]

Maps and related cartographic materials often hold a wealth of important historical information, but because of the archivist's and librarian's ignorance concerning these materials they have rarely been studied in great

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[5] Louis De Vorsey Jr., "The Neglect of Cartographic Sources", paper delivered at the Organization of American Historians Conference, April 12,1973, p.16.

[6] Samuel Muller, J.A. Feith and R.Fruin, Manual for the Arrangement and Description of Archives, translation of 2nd edition by A.H. Leavitt, Wilson, New York, 1968,p.14.

[7] William F. Ganong, "A Monograph on the Cartography of New Brunswick", Transactions of the Royal Society of Canada, Section II, 1897, p.2.

depth. As a consequence, historians have also ignored the use of maps in the study of history. Many have dismissed cartographic records as being "dangerous", or "... too esoteric, too intractible or too endemically inconsistent to merit historical attention".[8] Certainly some of these limiting factors are evident in maps but surely no less or no more so than in the other forms of documentary evidence which are the daily bread of the historian.

Let us concede that maps are historically important documents that require special care and handling. At present, libraries are collecting early and current maps and are cataloguing and arranging them as books. However, if maps are historical documents, should they not be held by an institution that is historically oriented, and should not the people working with these records have a knowledge of the historical context in which they were made? The answer to both questions should be obvious. What better place for those documents than an archives, who better to critically examine these maps, to analyze them and relate them to the historical development of a region or country than an archivist?

Maps must be seen as tools to be used in the study of history. Combined with written sources, maps become extremely valuable documents, for they not only help a researcher visualize the information retrieved from textual sources but also aid him in achieving a sense of temporal cultural relativism, which is critical to historians. As such tools maps and related items should be held in close proximity to the raw materials with which they can be put to work. Again an archives would seem to be the logical resting place for cartographic records.

As documents in their own right maps possess certain features that make them historically important. In the first place, maps indicate the nature of the area they depict at a certain point in time. This in itself is historical evidence; however maps also reflect the social and political atmosphere of the time period in which they were made. Therefore, maps, plans and related drawings definitely have to be considered as historical documents and as such should be stored in archives where they will be appreciated for all aspects of the historical information they contain. As J.B. Harley has stated "... it is important to recognize that maps conform to the same procedure of analysis as do other historical

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[8] J.B. Harley, "The Evaluation of Early Maps: Towards a Methodology". Imago Mundi, vol. XXII, 1968, p. 73.

sources [and] similarly some of the principles applied to the investigation of manuscripts apply equally to maps, which must be subjected to the same stages of external and internal criticism".[9] Unfortunately maps have not been accorded this recognition by archivists, which accounts in part for the confusion concerning the collection and retention of cartographic materials. Archives and archivists have to begin to pay more attention to maps as historical sources and must begin to appreciate their value. By doing this, cartographic sources may perhaps be given the respect they deserve and as a result may become more acceptable to historians as tools in the study of the field.

A final note on archival responsibility in the collection of cartographic materials rests on a basic premise of archives; that is, the archival responsibility to compile the total documentary record of a region.

If we accept the fact that maps are valuable historical records, no less important than other sources of evidence, then the record of a province, state or nation is incomplete without them.

III. The Archival Treatment of Cartographic Records

As has been mentioned, cartographic records are presently held by both libraries and archives, but because of the peculiar nature of maps neither institution is quite sure of what to do with them. The basic difficulty lies in the fact that each institution attempts to handle cartographic records in the same manner as they would treat those documents with which they are more familiar.

The librarian, not recognizing the historical value of maps, catalogues, classifies and arranges them much in the same way he would books. Unfortunately this approach is unworkable and when practiced destroys or at least hides the importance of the document, for while some maps possess many of the same characteristics as textual sources they are in essence different and have to be accorded special treatment. The archivist on the other hand often recognizes the historical value and the special status of maps; however, he has not, in most cases, developed the cataloguing, classification and arrangement systems required to deal with the items. The solution to the problem would be for the archivist to blend his knowledge and appreciation of historical

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[9] Ibid.

records with modified library systems so that they could effectively deal with the specialized requirements of maps and related items. This is indeed a difficult problem owing to the archivist's reluctance to accept anything library-oriented. However, it is a necessity if archival cartographic collections are going to survive.

Another problem faced by the archivist develops when he attempts to apply the golden rule of "provenance" to cartographic materials. When dealing with maps this principle and that of "respect des fonds" usually have to fall by the wayside owing to the areal nature of maps. The National Archives and Records Centre in the United States arranges its maps by provenance; each group of maps from a particular government agency is given its own record group according to archival tradition. This system, however, was developed with no regard for the researcher who more often than not wishes to see maps of a particular area rather than all the maps produced by a particular government agency. The fact that maps of the same area are scattered through unnumerable record groups must cause extreme problems for the researcher. Maps produced in series by an agency can and should be held together under provenence; however, non-series maps from government agencies and disparate items received from other sources should be classified by area rather than by provenance.[10]

The transfer of maps from within manuscript records is yet another problem to be faced by the archivist dealing with maps. The transfer of these documents is necessary for one reason alone - conservation. Most maps within textual records are folded or are in several sections and as a result their chances for survival are slim. These maps should be transferred to the map division of an archives or properly restored and held in special map storage equipment so that their life expectancy may be lengthened.

Many archivists feel that to transfer such material from a set of records immediately reduces the value of that material. However, transferral of items is a principle of archival science. Muller, Feith and Fruin state that "It is even permissable if the character of the documents requires it to store in different places documents which originally were combined in one file".[11] Section 68 of their manual also states:

[10] Schellenberg, The Management of Archives, op.cit., p.309.

[11] Muller at al, Manual for the Arrangement ..., op.cit., p.157.

"Formal documents and maps found in a dossier may be withdrawn from it and kept separately for their better preservation, provided an explanation that the original has been removed and stored elsewhere is put in their place".[12] Unfortunately most archivists are not adhering to this principle, as a recent survey by Richard Berner and Gary Bettis points out. Berner and Bettis found that 37 of 48 archives transferred printed, non-annotated maps from within manuscript materials. When it came to printed, annotated maps, however, 28 institutions retained the maps with the manuscript material and only in 15 cases were they transferred. Manuscript maps were transferred by only 13 archives while 32 retained them.[13] Berner and Bettis' own conclusions were that it would be impossible to reconcile the transfer of manuscript maps from within the accompanying documentation.[14] Obviously the basic argument for transfer of items is being misunderstood. A manuscript map, plan or drawing is usually the only extant copy and as such its loss through improper handling, theft or whatever, would be far more serious and irreversible than would be the loss of a single copy of a printed map. Manuscript maps and annotated printed maps are the first items that should be transferred, with photostatic copies left in their place. Relatively current, printed maps can be left with manuscript material if other copies of the map are readily available.

These are but a few of the problems confronting the map archivist. The list is endless - conservation, reference services, filing procedure, classification, equipment and other aspects of archival management - but all have to be adapted to the peculiar nature of cartographic records. The archivist himself must adapt to meet the needs of cartographic records. He must rethink his theories of archival science and must tailor his actions to the specific nature of the material.

The problem of cartographic collections in archives is a thorny one, yet it is a problem that has to be resolved if these valuable records are not to be lost. Archives and archivists everywhere must become aware of maps and related material as historical documents and must accept the fact that they are in many ways no less important than other archival material. It must also be realized that the peculiar nature of cartographic records

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12 Ibid, p.158.

13 Richard C. Berner and M. Gary Bettis, "Disposition of Non-Manuscript Items Found Among Manuscripts", American Archivist, vol. 33, no. 3, July 1970, p.279.

14 Ibid.

requires quite a different approach to their handling and use. Perhaps when archives and archivists accept these two prerequisites the problems presently afflicting cartographic records will be resolved.

WORTH REMEMBERING

To renounce the pains and penalties of exhaustive research is to remain a victim to ill-informed and designing writers, and to authorities that have worked for ages to build up the vast tradition of conventional mendacity. By going from book to manuscript and from library to archives, we exchange doubt for certainty, and become our own masters. We explore a new heaven and a new earth, and at each step forward, the world moves with us.

Lord Acton.

(from an unpublished essay by Lord Action as quoted in Josef L. Altholtz and Damian McElrath (eds.), The Correspondence of Lord Acton and Richard Simpson. Vol. 1. Cambridge University Press. 1971. p.xi-xii).

THE SPANISH PROVINCE OF TERRANOVA[1]

by

SELMA BARKHAM

To any careful reader of Champlain it is unlikely to seem surprising that all precise references to Basque whaling stations in Canada, recently found in 16th century Spanish documents, show that these ports were located along the southern coast of Labrador, particularly along the Strait of Belle Isle. To Spanish historians, however, this fact may come as a surprise since until now Spanish history books have made the assumption that the main bulk of Spanish 'Terranova' fishing endeavours were off the south, east and west coasts of Newfoundland. Spanish cod-fishers did indeed participate in the international fisheries based on Newfoundland, but according to the documents, the whalers did not.

There has been a plethora of published work with rather general statements about Terranova, originating very often in late 18th and early 19th century transcripts in the Vargas Ponce collections in Madrid,[2] but the purpose of this article is to show the entirely new type of information which is coming to light as a result of research done for the Public Archives of Canada in the archives of northern Spain, and to give some indication of the location of this information.

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[1] The dates 1545-1585 might be placed after this title, but I hesitate to do so until more research has been undertaken. For practical purposes, the Spanish whaling in Terranova may be considered to have begun not much before the 1540's and to have been in decline by the 1580's, although a few ships continued to go out to the Grand Bay into the 1600's.

[2] This is not intended to deprecate the value of the collection, but it seems obvious that when there is such a mass of original documentation available to researchers the Vargas Ponce transcripts should be used as a supplement to but not a substitute for the original documents. The collection is in two parts, housed separately in the Biblioteca de la Marina and the Real Academia.

During the past year, this research has produced some interesting results, not only because of the earliest Spanish references to date found for the Labrador whaling stations, but also because it has shown in a very definite way that Basque exploitation of Canadian natural resources had a profound impact on the development of the Basque provinces.[3] Although Basques had been renowned sailors for at least three centuries before the Cabot voyages, the sudden increase in output of Spanish-Basque shipbuilding and allied industries towards the middle of the 16th century is in no small part due to the number of men who wished to send ships to the New Found Lands. Many of these ships were later sold in Seville or came to grief during the disastrous wars in Flanders, but their maiden voyages were directed with amazing frequency towards 'las partes de Tierra nueba', later termed 'la provincia de Terranova'.

A similar research project undertaken by Mlle Raymonde Litalien on behalf of the Public Archives of Canada in southwestern France is bringing to light large quantities of unpublished source material which will eventually provide a fascinating basis for comparative study of the twin economies on either side of the Pyrenees and their relationship to Canada. At the present time it may be said that the basic distinction between the French and Spanish Basques in their approach to the New Lands appears to lie in the fact that French Basques had an adequate supply of local salt[4] while Spanish Basques had

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[3] Whale oil during the third quarter of the 16th century was the third most important export of the Cantabrian coast, after wool and iron products. The Cantabrian fleet of vessels over 200 tons (i.e.large ships) was apparently less than 50 ships, constantly being sold in Seville and replaced by new ships built in the provinces of Vizcaya and Guipuzcoa. The whole West Indian fleet was not more than 70-80 ships (according to Ortiz and Vicens Vives).Antonio Dominguez Ortiz-Historia de España Alfaquam. To have an average of 20 large ships going yearly to Terranova during this period is highly significant.

[4] A few of the insurance policies in the Archivo del Consulado de Burgos (hereinafter, ACB) indicate that some French ships went down to Lisbon for salt, but these seem to have been a minority. A great many Spanish charter agreements and insurance policies stipulated that salt and other supplies were to be picked up in La Rochelle. Several documents recording the importation of French salt have been located. Prof. David B. Quinn has identified one source of salt, 'the bay ... that is in Brittany' as Bourgneuf (ACB, Reg. 99, fol. 298b - 1570).

practically no local salt but an abundant supply of iron and iron products. For codfishing salt was essential in the same way that metal products such as cauldrons, barrel hoops, harpoons, lances, knives, large hooks and other specialized equipment were essential for whaling. French salt was used on Spanish codfishing vessels, and probably the French Basques used some Spanish implements, but there is no doubt that whaling was the most important of the fishing industries for the Spanish Basques, while codfishing was more important for 16th century French Basques (although the latter seem to have done more whaling in the 17th century).[5]

Distinctions between Whaling and Codfishing Records

In several recent books there has been a tendency to lump information about codfishing and whaling together, as if they had been a joint enterprise, whereas in reality there are very few Spanish documents in which evidence for such joint expeditions can be found. The whole pattern of codfishing voyages was quite distinct from that of the whalers. Codfishing ships usually left Spain much earlier in the year, as they normally had to pick up salt on their outward voyage, in La Rochelle, Lisbon, Setubal or Seville[6], while the whaling vessels left, fully equipped, often as late as July, and generally did not return from their Labrador ports until just before Christmas. Some documents specify repayment on codfishing loans as early as August, but the accounts for whaling voyages were usually settled in January or February of the following year. The documents make it quite clear that whaling was still in progress in the Labrador ports in

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[5] Whaling had been part of the Basque tradition for at least four and a half centuries before Terranova whaling became popular. Basques had been going along the Cantabrian coast to Galicia and Asturias for winter whaling expeditions, which continued even during the heyday of the Terranova whaling, but in much smaller ships.

[6] Iron products were carried by a very large number of Spanish Basque vessels going down to Lisbon or Seville. Those going south during the winter or early spring frequently went on to 'Terranova' directly after buying salt. In northern Spain there is an abundance of documentation in evidence of this triangular trade. More may be found in the notarial archives (Protocolos) of Seville and in Portugal when these are investigated.

November, and occasionally ships were iced in.

Another vital distinction between codfishing and whaling was that much less money was needed for outfitting an ordinary codfishing vessel, as can be seen, for example, in the Burgos insurance policies. The whaling policies can nearly always be distinguished at a glance from codfishing policies by the large difference in the amounts insured and the higher percentage charged for insurance on whaling expeditions.[7] Whaling ships - galleons - were nearly always larger and better equipped than the codfishing vessels. As many as 120 men went aboard the whalers[8] - men who often came from widely dispersed areas for the same reason that the capital for a whaling voyage never came from one town: neither sufficient money nor sufficient men were available for these voyages in any one place. Yet though the complications of outfitting a whaling vessel were quite considerable, the rewards were enormous. Well over 1000 barrels of whale oil were brought back on each of the larger ships, a cargo worth a minimum of 6000 ducats, depending upon whether the oil was sold locally or in Flanders, France or England. Spanish codfishing voyages made a profit too, but a profit that was not remotely in the same category, and the cod was nearly all for the home market.

Whether or not a few codfishing vessels patronised the Labrador coast as well as southern Newfoundland in the 16th century is still a moot point. Although the only definite locations for codfishing found this year have been in Placentia[9] and Trepassey[10] bays, it is not unlikely

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[7] An example of the difference in premiums charged is an insurance policy of 1570 for a ship from Laredo (ACB,Reg. 98, fol.138v): the charge was 14% if the ship returned with whale oil but only 11% if with cod. Policies for whalers were often at 15% in the 1570's for the complete voyage: 'yda, estada e buelta'.

[8] A few references have been found to larger crews, but only in cases of voyages with a piratical intent.

[9] Parish archives of Pasajes de San Juan, Book I (the 'Difuntos' are not indexed but appear on folios 115-142). The most interesting item appears on f. 120: 14 August 1585 - from Plazencia Bay had come news of the death of Gracian de Caselis, 'vecino de este lugar, aviendo en la dicha Placencia recibido los sacramentos' - which presupposes that a priest was there at the time.

[10] Parish archives of Lezo, 'Probision para recibir informacion sobre los milagros del Santo Crucifixio de Lezo' (written in San Sebastian in 1605 but recopied in 1788- parts of the 95-page manuscript have been filmed). Several witnesses testified to miraculous aid near Trepassey Bay about 1570.

that some codfishing also took place in the Labrador whaling ports. The one point that is most undoubtedly clear is that whenever definite locations are mentioned in a whaling document, they are always in 'la Granbaya', and nearly always one of four ports: Puerto de los Hornos[11], Butus[12], Chateo[13], or Puerto Nuevo[14].

Types of Documentation

The first unequivocal references so far found to whaling in Labrador are in the records of hearings in 1554 concerning the ships BARBARA and MARIA, from the Guipuzcoan port of Orio, which were captured with two ships from Pasajes by 13 French Basque ships from St. Jean de Luz, Cap Breton and Biarritz.[15] The four Spanish ships were whaling in Puerto de los Hornos when they were attacked 'by sea and by land', from Butus and seized, the odds being overwhelming. The crews were held prisoner at Butus for a time, then shipped back to Spain, all crowded into the MARIA. The story has many points which require clarification, but one thing is obvious from other documents of 1554: the Spanish Basques were in a weak position that summer in Terranova, as several Basque ships had been placed under embargo to ensure transport for Prince Philip

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[11] Modern East St. Modeste- with two islands off the coast when approaching the harbor, the entrance tallies with the description, in Hoyarzabal's 1579 routier, of Furx, which is Labeeta in the 1677 Basque version by Pierre Detcheverry Dorre, and Les Fours on Detcheverry's 1689 map. All the names signify ovens.

[12] Variously called Buetes, Bultus, Buitres and Boytus. It is not on Detcheverry's map but appears in both the routiers. Two islands are mentioned in the harbor of Butus, which corresponds with Red Bay on modern maps. Ramos de Borda's ship the SAN JUAN was sunk in this harbor in 1565 (Protocolos de Guipuzcoa, Onate - hereinafter PG - Partido de San Sebastian, no. 1792, Orio, f. 48-49).

[13] Chateo or Xateo is easily identifiable as Chateau Bay in both the routiers and on all maps.

[14] St. Peter's Bay is the equivalent of Puerto Nuevo - P. Neuf - on Detcheverry's map, but there is no mention of this port in either of the routiers.

[15] PG, Partido de San Sebastian, no. 1781, Orio, ff 116-122v, 8 and 9 October 1554.

his troops and retinue, to England for his marriage to Mary Tudor in July.[16] In previous years a great many documents record Spanish ships being armed for piracy against the French, so perhaps it was only fair that the French had a chance to get their own back.

Until Mary's death in 1558 and Philip's subsequent marriage to Elisabeth de Valois, there were constant skirmishings and acts of piracy between Basques from both sides of the border, but an underlying element of economic interdependence is also apparent in many of the notarial documents in the Protocolos of Guipuzcoa. Salt, wheat and bacon were only a few of the items to come along the coast from France to help with the outfitting of Spanish ships, while later on it can be seen in the Burgos insurance policies that French coastal vessels were carrying Terranova whale oil from Spanish ports up to Bordeaux and Rouen. Frequently a good proportion of the capital invested in French Basque ships came from San Sebastian, Bilbao, Pamplona and other northern Spanish towns, and, until the last quarter of the century, Spanish ships attracted many French Basques as crewmen. By 1580 the trend seems to have been reversed. As more and more ships were pressed into King Philip's service for his English and Portuguese ventures, Spanish Basques began to go out in French ships to Terranova.

During the 1560's, while Elisabeth de Valois shared the Spanish throne, a period of peace and great prosperity appears to have been enjoyed by both French and Spanish Basques in Canada. It is curious but possibly quite logical that about 1560 the expression 'la Provincia de Terranova' begins to displace 'las partes de Tierra nueva' in the documents, as if the captains of the galleons considered themselves to be lords of this new land. Indeed, it is hardly to be wondered at that these men with their summer establishments in Labrador were beginning to feel they owned the country. Not only did they build cabins and ovens, and leave their shallops over the winter to use again the following season, but they also took priests along. There are three separate references to priests on whaling voyages between 1549 and 1566, and one of them acted for the officers and crew

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16 Ibid., ff 14-15, 15 and 19 January 1554: copy of the royal decree sent to Juan Martinez de Recalde, 'General y Proveedor de sus Magestades en su costa de la mar', for an embargo on all ships over 100 tons. The MARIA and the BARBARA were on the list as embargoed, but did not go to England.

of several ships in the summer of 1551.[17]

Nearly all of the most detailed information about this activity emerges as a result of lawsuits. Evidence for reconstruction of the Spanish contribution to 16th century Canadian history lies mainly in eye-witness accounts of some disaster which occurred in Terranova, although considerable supporting evidence can be found in contracts for chartering and outfitting of ships, loans, receipts, powers of attorney, last wills and testaments, and other legal acts, writs or judicial decrees. Differences often arose because of damages to or loss of ships. The differences were sometimes settled amicably, as between the outfitters of LA MADALENA and the owners, Jacobe de Ybaseta of Motrico and Martin Lopez de Ysasi of Eibar, in February 1562, after the ship had suffered heavy damage while returning from a 1561 voyage to 'las partes de la gran baya'.[18] More frequently, however, there were protracted lawsuits that only terminated after the litigants were dead and the heirs and descendants were worn down with legal expenses.

A pair of legal hearings held at Burgos before the Prior and Consuls of the Consulado, now filed in the Real Chancilleria de Valladolid[19], provide invaluable lists of provisions and equipment for two Labrador voyages of 1566. A bird's eye-view of the type of cross-references which turn up for a voyage can be obtained from a look at documents connected with the voyage of NUESTRA SENORA DE GUADALUPE, the ship which figured in the first of these hearings. The registration of this galleon is mentioned by Teofilo Guiard both in his Historia del Consulado y Casa de Contratacion de la Villa de Bilbao[20] and in La Industria Naval Vizcaina[21]. During a routine check through the original documents in the Municipal Archives of Bilbao, trying to correct various misprints related to ship tonnages in the aforementioned books, the first of a series of documents for the GUADALUPE turned up among a few damaged pages bound into a large

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[17] Ibid, no.1780, Orio, ff 27-27v, 21 March 1552 - the mother of Don Domingo de Oribar filed a claim to recover his share of the voyage profits plus the contributions for officers and crew due to him as a priest.

[18] PG, Partido de Vergara, no.2578, Motrico, ff 14-14v of the 4th part of 1562.

[19] Real Chancilleria de Valladolid (judicial archives of the Chancilleria), Masas 250, cajon 1043.

[20] Bilbao, 1913: facsimile reproduction, 1972, by La Gran Enciclopedia Vasca, vol. 1 - p. 154.

[21] 2nd edition, Bilbao, 1968, Biblioteca Vascongada Villar, p. 95.

register titled 'Pleitos y Autos, Registro No. 5'.[22] In the original the ship is registered as 425 tons, not 485 as stated in the La Industria Noval Vizcaina, her master and part owner is given as Martin de Sertucha,[23] and the galleon is described as having left on a whaling voyage for the Province of Terranova on the date of registration, 26 April 1566. This last proved untrue, as the ship was held up for a considerable time by the royal embargo of that year.

By itself, the registration of the GUADALUPE in Bilbao is not very enlightening. But, fortunately for posterity if not for the ship and crew, the GUADALUPE was very nearly iced in at St. Peter's Bay - Puerto Nuevo - during a sudden onset of winter storms in November 1566. As a result of being unable to complete her potential cargo of 1700 barrels of whale oil and of having to leave barrels, shallops, anchors and other items on shore when the decision was made to cut the cables and get free of the ice, the captain, Miguel de Cerain, became involved in legal difficulties with Martin de Sertucha and, separately, with the Burgos merchants who had underwritten the insurance on the voyage. Thanks to this misfortune a great deal of sworn evidence was collected, which together with the second hearing about a similar event at Chateo harbour, experienced by captain Ynigo de Ybartola, in the same year, has enormously added to our understanding of the nature of the life led by these Basques in Labrador, summer after summer and autumn after autumn. The advantages of staying on late in the season must have outweighed the disadvantages, possibly because the whales migrated through the straits late in the autumn. It is to be hoped that biological research may clarify this point.

Although Miguel de Cerain did not receive all the compensation he would have liked, or that his list of damages amounted to, he did eventually receive, 9 April 1568, 2-1/3 per cent of the 1000 ducats[24] for which his outfitting had been insured by the Burgos merchants. Some of his claims were considered impertinent, probably because he included in the total the losses he had incurred on land. The Burgos policies were for marine insurance, (apart from a few life insurance policies) so Cerain was only reimbursed for the loss and damage

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[22] In 1973 there was no catalogue available for either the Bilbao Consulado Archives or the Municipal Archives. Dr. Manuel Basas Fernandez, archivist of both collections, has published works on the Burgos merchant families and the Burgos Consulado (merchant guild).

[23] This is Guiard's spelling for Sertucha - the documents give many others.

[24] A.C.B. Reg.35, fol 42v.

the ship had suffered at sea, during a violent tempest on the eve of St. Nicholas, when he lost his rudder and had to put in to Lisbon for repairs. Whether or not he ever went back to St. Peter's Bay (Puerto Nuevo) to recover all his lost property we may never find out - unless some careful archaeologist investigating the debris of several generations of whalers turns up 6000 tiles. These tiles were rather surprisingly among the items claimed by Cerain as having been left on land, together with more than 400 barrels and 10 shallops. It is known that he went back to Terranova several times between 1566 and 1573, the year in which he was lost in the SAN PEDRO, and it is not likely he would have forgotten to seek out his barrels and shallops. But it is doubtful that he would have sought avidly for the tiles, (apparently carried over for roofing or repair of cabins)[25] simply in order to carry them home again. It is interesting to note that while he had enough nerve to claim the tiles, he did not mention in his claim some 20 barrels of earth or clay brought out for the construction of ovens[26] - the underwriters might have considered his attitude not merely impertinent, but flippant had he done so.

Miguel de Cerain may have been unable to sign his name, but he had considerable business acumen. Two contracts stand out among the documents for this 1566 voyage as demonstrating his ability. They are to be found at Onate in the notarial archives (Protocolos) of Guipuzcoa. The 1567 files for Deva have been lost, but the register for Motrico contains two entries for 23 August 1567.[27] In one, Juan de Ibiri and Pedro de Corostola are informed that their loan to Cerain would be repaid at the value of 9 instead of 12 barrels of whale oil, as originally agreed, and in the other Dona Maria Sebastian de Aycarnacabal is informed she would receive the value of 10 instead of 15 barrels. The reason given for the change was that less oil than expected had been brought back, the ship had suffered damage and loss of equipment, and costly pilgrimages had been engaged in as thank-offerings for safe deliverance. Despite misfortune, the voyage had some success: just under a thousand barrels of oil, which if sold at the rate mentioned in the two contracts, 8 ducats, would have grossed nearly 8000 ducats. Even at 6 ducats the

[25] PG, Partido de Azpeitia, no. 2990, Zarauz, ff 39-41v- charter agreement for the ship of Francisco de Elorriaga, 3 February 1563.

[26] For further details about these building materials, see the article by S. Barkham in the Bulletin of the Association for Preservation Technology, vol. 5, no. 4, pp. 93-94.

[27] PG, Partido de Azpeitia, no.2580, Motrico, ff 3-3v of 1567.

barrel, the cargo would have comfortably covered outfitting, expenses and damages.

Due to the very large amounts of capital involved in these whaling voyages, the documentary sources are widely spread. Sources for Cerain's ventures have been found in five archives, and he is only one of several hundred men known to have engaged in Terranova whaling between 1547 and 1580. There is much yet to be investigated before the picture begins to come clear.

Despite the difficulties and tragedies, including at least one disastrous wintering of several ships in Butus and Chateo and other Labrador ports, the whaling expeditions were part of the golden era of 16th century Basque prosperity. During the unhappy last decades of the century, the Spanish Basques looked back on former glory and tried to find remedies for economic problems, but although, occasionally, Spanish ships still went to Labrador, the days of the great whalers were over.

Exploitation of whales is no longer considered laudable, but massive modern destruction by floating whale factories can hardly be compared to 16th century Basque methods. Then, the fight was a little more even between man and whale, as Champlain's description of Basque whaling makes clear. Basque success did not depend on "coups de canons" but on skillful harpooning from small boats, and a system of trained watchers who stood on high points of land and signalled to the men below when whales were sighted. The galleons were simply used as depots and anchored in safe ports.

The southern shore of Labrador, where the strait and the northeast corner of the Gulf were relatively narrow, was ideal for this type of whaling, and this was the area called the Grand Bay which Champlain names with precision as the place "où les Basques vont faire la pesche des balaines". Where the Grand Bay ended and the strait or "Northern passage" began varied with each cartographer, but from a documental point of view the "Northern passage" was part of the Grand Bay. Further research may well reveal when the Basques started going up the St. Lawrence, and whether, possibly, only French Basques went up the river to the other Portneuf and the Saguenay area.

Brest is the only Grand Bay port found on a Spanish document[28] actually identified on Champlain's maps. However, this is not surprising as Labrador was not an area where Champlain could claim to be most expert; nor, of course, can the cabins drawn on his map be taken

[28] P.G. Partido de S.S. #1785 (orio) f.192, 5 Nov.1561 (but for an event which occurred 10 years previously).

as seriously indicating permanent settlement of either Basques or Eskimos. Nevertheless, perhaps those cabins can serve as a reminder to both historians and archaeologists that there were in fact several well-populated whaling stations along the Labrador coast in the 1500s, and in the abundant archives of northern Spain can be found every conceivable type of detailed information about the men and ships who came to this coast year after year.

Note - A short film of selections from the Protocolos of Guipuzcoa and the Lezo MS mentioned above has been received at the PAC (a test run, not the formal commencement of filming). It is hoped that filming could be undertaken within the next year, as investigation has progressed very well and a calendar of identified sources at Burgos and Onate has been prepared as a preliminary step.

SOME NOTES ON SPANISH ARCHIVES

BY

PATRICIA KENNEDY

PUBLIC ARCHIVES OF CANADA

Selma Barkham has to date concentrated her work in the archives of the Consulado (merchant guild) of Burgos for her investigations of Spanish archives on behalf of the Public Archives of Canada. These archives house notarial registers recording maritime insurance policies, and in the notarial archives of Guipuzcoa province, at Oñate (14,065). The attached notes from her report of February 1974 indicate some of the documents to be found in each. The insurance policies are to be found at Burgos (surprisingly far inland) because during the 16th century financial arrangements were negotiated at the fairs of Medina del Campo and loans were dated for payment from the May and October fairs. Underwriters for maritime insurance were to be found here and not in the small coastal ports from which the ships went out to Newfoundland waters.

The Archivo Histórico de los Protocolos de Guipuzcoa was formally established in 1942 and is housed in the former Universidad de Sancti Spiritus at Oñate. The protocolos (notarial registers) number approximately 14,000 and date from the early 16th to the mid-19th century. Many show evidence of neglect in housing them for several centuries; many others have been lost.

(For descriptions, see Los Protocolos Guipuzcoanos by Fausto Arocena [San Sebastian, 1948] and Historia del Archivo General de Guipuzcoa by José Berruezo [San Sebastian, 1953].

The records relating to fishing ventures are very rarely to be found in the Archivo general de Indias at Seville (40,000) as they were not controlled by the Council of the Indies, the regulating body for Spanish colonial possessions. Examination (if budget allows) will be extended to other notarial archives: Archivo histórico de Alava at Vitoria (12,800); the Archivo y Biblioteca de la Diputacion provincial at San Sebastian;

the Archivo histórico provincial at Santander; the Archivo del Consulado de Bilbao and Diputacion de Vizcaya at Bilbao; the Archivo general de Guipuzcoa and the Archivo del Corregimiento de Guipuzcoa (judicial archives) at Tolosa; the Archivo des Real Chancilleria at Valladolid (judicial - appeal cases); Archivo de los Protocolos de Burgos (4,000); and similar institutions. [The figures appended indicate the number of registers held by the archives, as a rough indication of size.]

Types of notarial documents found to be relevant to TERRANOVA - in order of significance.

1 Autos and resulting Informacion. (legal matters).

2 Cartas de afletamiento (charter contracts).

3 Contratos - setting up companies, hiring crews, buying provisions, building ships, etc.

4 Obligaciones - loan agreements, both money and goods.

5 Cartas de poder - power of attorney.

6 Insurance policies and other forms of contracts related to insurance.

7 Cartas de Pago and Receipts.

8 Cartas de venta (sales contracts).

9 Wills and testaments.

10 Proceedings of Cofradias (fraternities of fishermen) and municipal or parochial meetings- very rarely relevant.

(Types 1-3 are much rarer than 4-6).

The most frequently encountered other types of documents which never appear to have any direct relevance to Canada are:

a contracts to do with land

b contracts to do with the Church

c marriage contracts

d appointment of guardians for minors - but these may be indirectly relevant when they mention a father who died on a Terranova voyage.

FOOTLOOSE IN ARCHIVIA

(FOND REMINISCENCES OF FORMER U.L.M. EDITOR)

BY

R.S. GORDON

PUBLIC ARCHIVES OF CANADA

It was a dull and dismal day, typical pre-Christmas weather in Vancouver. The fog was hanging low over the city, hiding the mountains and obscuring everything else in sight. The shops of Georgia Street decked in Christmas finery looked misty and dreamlike. Crowds of shoppers with gaily wrapped parcels milled about in slow motion. Muted sounds of carols emanating from busy stores blended with persistent honkings of cars and the distant bellows of fog horns on the waterfront.

It was December 1962. My work in Vancouver was almost finished. Three busy days full of appointments, visits to archives, libraries and museums, lengthy negotiations, surveys of holdings, preparation of returns; all this was behind me. Six new repositories had promised full co-operation in supplying entries for the Union List of Manuscripts. I had already visited the Maritimes, Ontario and parts of the West. Almost a year had elapsed since I left the warm confines of my Ottawa desk, and I was looking forward to a much-deserved holiday in sunny Hawaii. Only one other repository in Vancouver remained to be visited.

I had strong misgivings about my last call. I had been warned about the reputation of the man in charge of the archives. At well over eighty years of age, the man was already a legend in archival circles. He was a frightening figure, an indomitable, intractable and impatient autocrat who bowed to no one and took orders

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The forthcoming publication of the Revised Union List of Manuscripts has prompted me to share the reminiscences of my early involvement in this project.

from nobody. He was stubborn and unco-operative. I would be lucky, I was told, if he did not throw me out of his office within the first minute of my visit. He tolerated few for longer than it took to refill his pipe. He discouraged visits by insisting on anonymity of his office, and answered few letters. He seldom used the telephone. Safe in the dark recesses of his impenetrable office he ruled his archives as a private empire.

It took me several hours to locate his office. It was well camouflaged. There were no signs, no directions; few of those who occupied the same building knew of the existence of the archives. When I finally found the office, I was told to make another appointment. When I explained the purpose of my visit, I was told by his secretary that "surely you don't expect my boss to agree to co-operate on this whatchimicallit Union List". I said that I did, and insisted on the appointment. She shrugged her shoulders in helpless resignation, but told me to come back in the afternoon.

I was back at the appointed time. The Secretary was out, but a note on her desk read: "You are expected, Mr. Gordon, please go in directly". I hesitated before I knocked on the door. I was nervous. There was a sound from the other side when I knocked. I opened the door and walked in. It was a large room filled with books, maps, pictures and an enormous array of museum objects scattered all over the place. Stacks of pamphlets and photographs covered the tables, Indian relics protruded between the piles of books, grim-looking faces, heavily framed, stared at me from the wall. A large sculpture of Lord Stanley, a replica of the statue in Stanley Park occupied a commanding position in the room as if to guard the incumbent from unwanted intruders.

"You are Mr. Gordon," a blunt voice shot at me from behind the statue "from Ottawa, I am told".

I said "yes", somewhat timidly, directing my answer to Lord Stanley.

"Sit down where I can see you", said His Lordship without moving his marble lips. I advanced to an empty chair and sat down. I was now across the desk from a man I came to ask for help on the Union List. For a moment I could see little beyond a cloud of smoke emanating from a huge pipe which seemed encrusted in the mouth of the man who, in many ways, resembled Lord Stanley. The chair tilted forward; I began to feel the full brunt of quizzical appraisal, suspicious but inscrutable. I felt very uncomfortable.

I cleared my throat in preparation for a well-rehearsed and often repeated speech on the merits and

importance of the Union List. But I did not get very far. With a broad sweep of his pipe he stopped me short. "Please spare me all this. You are wasting your time. I have no intention of listing any of my archives in your catalogue!"

And That Was It! Just like that. Without giving me a chance to utter two words. I could hardly believe it. My visit lasted less than a minute. Possibly another record in the brevity of encounters of my host. I collected the literature I brought with me and prepared to leave. A look of triumph on the face across the desk could not now be concealed. I stood up to leave. I felt badly about the situation. In spite of warnings from Dr. Lamb I had remained optimistic. After all, only four repositories, of the total of 162, had made serious reservations about their ability to co-operate. There were legitimate reasons in all cases: shortage of staff, other pressing business, lack of money. But this was my first real defeat, an absolute refusal to participate in the project. Through the open door I could see the secretary. She knew I was about to leave and was not surprised.

I looked at Stanley but felt no commiseration. "You didn't expect to get it on a platter", he seemed to say. Furiously my mind raced through an assortment of sage advice I received from my superiors before leaving for my trip. Nothing fitted the occasion. For once it was to be: "if at first you don't succeed, give up at once". I was on my feet heading for the door. Then a thought occurred to me and I stopped.

"Actually, Sir," I said as a parting thought, "I wasn't planning to see you at all. To be quite frank, there is nothing here which is suitable for inclusion in the national catalogue. We are only listing manuscripts of historical significance, and I have been told that your collections are mostly of a recent and local nature... Stanley and his roommates on the wall stared in disbelief. An angry voice interrupted me.

"What?, What did you say? You come back here and listen to me, young man! You need a lesson in history and I am going to give it to you."

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The idea to catalogue all primary sources on history had been discussed among archivists for many years. The advantage of knowing the exact location of all significant documents in Canada was self-evident to all historians, archivists, curators, librarians and other custodians of archival holdings. The newly-formed Archives Section of the C.H.A. discussed it at its early meetings

and was quick to realize the merits of such a project. It took formal steps in June 1959 in Saskatoon, by deciding to conduct a survey of selected archival repositories with the view to compiling a list of manuscript sources of political nature. A committee was formed in Saskatoon to launch the project consisting of Bernard Weilbrenner, Bruce Fergusson, Evelyn Eager and Bill Ormsby. A questionnaire was drafted and distributed to all major Canadian repositories requesting information on their holdings and on the services they offer.

The response to the survey was rewarding. Some forty archives and libraries were queried. Over thirty sent answers. Eleven submitted detailed information. In May 1961, after two years of work, the Archives Section, with the assistance of the Public Archives produced a catalogue of Political Papers listing some three hundred collections. Excellent so far as it went, this limited catalogue fell short of the wider needs of historians, archivists and other researchers. There was a pressing need for a Union List of all significant holdings in Canada archives. In the United States, the Library of Congress, with the aid of the Council on Library Resources decided to compile a National Union Catalogue of Manuscript Collections (fondly referred to as the NUCMUC). In Canada, too, the idea gathered momentum. Early in 1961, the Public Archives in association with the Archives Section appealed to the Humanities Research Council for financial assistance. In September the three bodies agreed to sponsor a project to be known as the Union List of Manuscripts in Canadian Repositories*. The base of the project was to be the Archives Section's List of Political Papers; the P.A.C. committed the services of an editor and clerical support, the Humanities Research Council granted $10,800 to pay for the work to be done outside of Ottawa. In comparison to the $200,000 NUCMUC budget our beginning was modest.

The project began with the staff of one, myself. I was given an impressive title, Editor of the ULM. I wasn't quite sure what it meant, but it did not matter. I was too busy getting the project underway. The objectives, the scope, and the terms of reference had to be defined. It was decided that the ULM when completed should provide information on the extent, nature and location of all significant bodies of unpublished research material in Canada. The material was to be described

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* It took some time to convince our sponsors that the term "repository" was legitimate. It has now gained general acceptance throughout our profession.

under the names of individuals, families, government agencies or corporate bodies who created (received), accumulated and preserved the papers. A certain amount of personal data was to be given, such as the dates of birth and death, principal occupations and places of residence of individuals (or families) under whose names the papers are listed. Details were also to be listed on the type of papers, inclusive dates, linear extent, location of originals, available finding aids, as well as a breakdown by categories and subjects, with reference to persons, events and historical periods. The ultimate aim was to publish the entries in alphabetical order in book catalogue form, and to provide it with adequate index.

While a comprehensive list of repositories-to-be-covered was being prepared a basic decision had to be taken. What type of archives should be covered? It seemed like a superfluous question except that some repositories granted little, if any public access to their holdings. Was it proper to list holdings to which the public had no access? Moreover, private collections often change hands, or simply move to new locations, and all sorts of arbitrary motives and regulations govern access to the papers.

The crucial question was to define the medium (type or category) of material that should be included in the list. It was decided to cover all original textual research material, generally known as the Primary Sources. It includes all forms of manuscripts, public and corporate records, regardless whether handwritten, typewritten, photocopied or printed. It excludes published material, newspapers, maps, pictures (prints, paintings, drawings and photographs. The latter category was to be included, however, whenever it formed part of or enclosures to textual materials.)

The next struggle involved the definition of a unit, which was to form a separate entry in the ULM. It was generally conceded that holdings of archival repositories usually consist of "natural units", e.g. collections of papers of individuals, families, government departments or corporate bodies. The units vary in size from single documents, for example, the marriage contract of Samuel de Champlain, to large collections such as the Sir John A. Macdonald Papers. Thus there was going to be a separate entry for each individual, society or association, a church, a court of law, a school, a military unit, a business corporation, an Indian band, a labour union, a government agency, etc. etc. The title of the unit was to be the name of the individual or corporate body that received, created and accumulated the papers. The most important task throughout the project was to correctly identify the titles of the units. Time and again we stressed the question: Who was the original owner of

the collection? Or, to whom should the document (or collection) be addressed in order to return it (historically speaking) to the person or institution who originally possessed it? The name of the addressee, no matter how ancient was the proper title of the unit.

The rigid definition of titles of units paid handsomely in the end. It enabled us to list in one sequence all collections emanating from the same source. It also systematized the main entry catalogues throughout the participating repositories. For some archives, as for our own Manuscript Division the experience was traumatic. Almost overnight, the old First Index, the key list of our collections became virtually obsolete. Applying the new rules we had to re-write hundreds of titles of entries thus creating a new Main Entry Catalogue (MEC). Out of this there emerged a Guide to the Preparation of ULM Returns, and a return form for reporting the entries to our office.

But Dr. Lamb, who was the Project Director, was a cautious planner. "Let's run a pilot survey in one of the nearby repositories", he suggested. I agreed, and we cast our thoughts to possible candidates. As usual in times of great "crises" it was Doris Martin, "the power behind the P.A.C. throne", who made the right suggestion. "Why don't you two sashay down to Montreal and see Ibby?" Isabel Dobell the Curator of McCord Museum thus became the guinea-pig of the ULM.

Shortly before Christmas in 1961 Dr. Lamb asked me to prepare for a comprehensive tour of all archival repositories in Canada beginning with the Atlantic Provinces. It was a big undertaking, which I estimated would take a whole year to complete. I was to start as soon as possible. It was decided that I should leave in February. I drew my schedule with considerable trepidation. After all, what did I know about winters of Nova Scotia? Again, Doris Martin came through with flying colours. "You have the Simeon Perkins Diaries, don't you, they will tell you about the winters in Nova Scotia," she suggested helpfully. So I settled down to study climatic conditions in N.S., N.B. and P.E.I. by reading journals and diaries, noting down temperatures, precipitation and ice conditions. With much relief I learned that in February 1775, Simeon Perkins, then resident of Liverpool, N.S., was making daily trips to the woods without the benefit of snow shoes. Half a century later, Joseph Howe was on the road even earlier in the year. The coach service between Windsor and Halifax operated during the winter almost without interruption. Fortified by these re-assurances I decided to travel by car.

It was a bold decision, as I learned later, often to my regret. I did have sober warnings from my Nova

Scotia friends, but the image of Simeon Perkins prancing gaily in the woods in February made me persevere, and on the morning of February 16 I pointed my faithful chariot in the general direction of the East, loaded it with half a ton of manuals, inventories, report forms and maps, and stepped on the gas. The parting words from Bill Ormsby were "If you get lost, go native, boy".

My battle with the elements of winter began almost immediately. A huge snow storm caught up with me in Cornwall and kept me company during the long trek through the northeastern United States. By the time I re-entered Canada at St. Croix in New Brunswick I had shovelled enough snow from under the wheels of my car to last me the rest of my life. Little did I know what lay ahead. Many a time I wished I had taken Dr. Lamb's advice and had done by travelling by train. But things changed when I crossed into New Brunswick, and Fredericton greeted me with warm sunshine and the first signs of spring.

The Legislative Assembly was my first official stop, and a good omen of things to come. Mr. Maurice Boone, the Librarian, robbed me of the opportunity to deliver my "sales pitch" by promptly agreeing to co-operate on our project. I felt cheated because I worked hard on my well-rehearsed speech extolling the merits of the ULM. In fact, in anticipation of my visit, Mr. Boone had already stacked on a table his most valuable manuscripts and records, and was ready to start cataloguing them. My first report to Ottawa was that 30 ULM returns were being mailed forthwith. This ready and helpful co-operation on the part of my Atlantic colleagues was going to plague me all through my entire trip. I thought it manifestly unfair that I should be deprived of the opportunity to report to Ottawa brilliant victories over stubborn, unwilling and unco-operative archivists.

The same story was repeated at the U.N.B. Dr. Gertrude Gunn unfolded before me her plans to contribute entries even before I managed to explain the purpose of my visit. She took me to the inner sanctum of the archives and showed me the Bennett Papers, and a fine collection of documents gathered by Lord Beaverbrook. Among them I found a small diary of Simon McGillivray, the fur baron of Montreal. The same friendly reception greeted me at the York-Sunbury Historical Society. Lt. Gen. E.W. Samson, President and Prof. D.W.L. Earl, archivist of the Society both promised full co-operation and support.

With completion of my work in Fredericton, I moved my base to Saint John. The morning I decided to leave Fredericton another bountiful snow-storm blanketed the city and I had difficulty finding my car in the parking lot of the hotel. But spring comes to New brunswick more than once a year, and by the time I dug myself out the

sun was shining in full force.

Next to the Nova Scotia Archives the New Brunswick Museum was the largest repository east of Quebec City. It had extensive holdings of manuscripts of impressive vintage, known as the Department of History. While some units are relatively small in size, their historical value is considerable. The names of early loyalist settlers form the core of the indexes, and are the backbone of the material. Repositories which contain historical manuscripts pre-dating the establishment of British rule in Canada always intimidate me. Later in Halifax, and again in St. John's, Newfoundland I was to experience the same feeling of deep fascination.

Dr. George MacBeath was Curator of the Museum; his Assistant was Miss Eileen Cushing. They were both helpfuland attentive. To make my project better known, Dr. MacBeath invited me to a meeting of trustees of the N.B. Board of Historic Sites and gave me the opportunity to address the meeting. As the result I was able to add new names to my schedule of places to visit.

The logistics of the trip were something else. The meeting in Saint John made me realize the importance of public relations. During the trip I was called on to give interviews to the press, appear on the radio and T.V., attend social functions and drink interminable cups of coffee. All this called for liaison with Ottawa, endless acknowledgements for invitations to dinners, and amendments to my schedule. The car was my office, complete with a typewriter, a pile of stationery, and standard reference works. Even though all visits were prearranged before my departure from Ottawa, I found it necessary to send several letters a day. One reason was that uncertain weather conditions played havoc with the dates. Visits had to be re-scheduled and new appointments arranged. When certain roads became impassable the itinerary had to be changed and mail re-directed.

The last days of February were spent at Fort Beausejour preparing a detailed inventory of their holdings. The Fort was the workshop of the late Dr. J.C. Webster, the renowned historian of the Maritimes. Traces of his work were still in evidence and aided me in compiling the entries. Mr. Gill, the Curator worked together with me on the returns, typing out the entries while I examined the stacks of papers. When I left the Fort, more than half the holdings had been entered on the forms. The curator's enthusiasm contined after my departure and yielded many additional returns. Incidentally, the thorough search brought to light several forgotten documents, among them some very old registers of births, marriages and deaths, dating back to the original settlers of this part of the Province. In Sackville,

at Mount Allison University, I had my first look at church archives. Mr. Laurie Allison, the University Librarian who was also the archivist of the Provincial Conference of the United Church of Canada had the custody of extensive records of the former Maritime Methodist Church. The organization of a church archives presents normally few problems. But with the United Church the case is different. After the 1925 Union the records of individual churches had to be re-arranged so as to reflect the continuity of congregations.

At the Acadian Archives, which were housed at the Saint Joseph University, now the University of Moncton, the problem of organization and description was even more complex. There were some fifteen large collections of papers of outstanding Acadians. The largest of these were the papers of Placide Gaudet, the famed genealogist. In addition, there were huge masses of separate documents relating to thousands of individuals. According to our definition each of these items were to be considered a separate unit, meriting an entry in the ULM. The task of listing these items was out of the question: the staff of the archives could not undertake it; the Union List had no space for so many entries. Something had to be done to bring these papers into manageable units. After lengthy discussions with Rt. Rev. Omer Cormier, Rector of the University, who considered the matter important enough to participate in our work, and Ronald Leblanc, the archivist, it was decided to create artificial units of papers. All individual items were arranged into units of geographical locations thus creating collective entries for papers of residents of same areas. What loomed like 5,000 entries was reduced to one-hundredth of its size.

I crossed into Nova Scotia at Amherst, and promptly collided with another snow storm. The storm came from P.E.I. and followed me to Truro. But I escaped to Windsor, where I stopped to list the MSS at the "Clifton" Haliburton Museum. Rev. J.C. Cochran's typescript of lectures at the King's College was the only returnable material, and I was off to the Grand Pré National Historic Park with its famous museum-archives church. The storm had already visited Wolfville, and Gordon Leblanc, the Superintendent of the Museum had to shovel snow to get me into the Church. Inside, I was impressed with wall-size photographs of documents relating to Acadians. They made strong impact on viewers, and told the story of expulsion very effectively.

But I was looking for original materials. From long experience I have found that these papers traditionally repose in basements, attics and other less accessible places. I was not disappointed. The basement of the church, which Mr. Leblanc and I thoroughly ransacked

yielded more than a dozen original documents, all of them suitable for inclusion in the ULM.

It is only fair to say that after awhile I became an expert on searching attics and basements. Much to the amusement of custodians who usually accompanied me on my forays into seldom-frequented parts of buildings, I went around tapping on walls and floors, poking my nose into recesses of unused rooms, often forcing rusty padlocks, leafing through bundles of old newspapers in forgotten cupboards and cobweb-encrusted chests. The habit has produced unexpected discoveries. Atlantic provinces are full of old museums, church archives, libraries and city halls, containing often very valuable papers. To local residents these places are the repository of their family bibles, personal diaries, legal deeds and other papers. Careless custodians have sometimes relegated such documents to obscure corners of basements or attics, and their successors often forgot about them. It was my fortune to resurrect many of these papers to their rightful place.

After a brief stop at the Acadia University, where I had my second look at a church archives, this time the collectons of the Maritime Baptist Convention, I arrived at the Fort Anne National Historic Park. The museum has an archives which is a treasurehouse of outstanding manuscripts. The papers had been collected over a period of many years by former archivists, Mr. Leftus Morton Fortier and Mrs. Laurie Hardie. I worked steadily for three days as there was no one to catalogue the holdings. This is one repository which should be examined in some detail by the Provincial Archivist as it contains many valuable documents. The reference library in particular has many rare books some of which require restoration.

The coast of Nova Scotia is dotted with many fascinating museums: Yarmouth, Shelburne, Liverpool, Bridgewater, just to mention a few. All have important archives, many of them containing significant manuscripts. Old family bibles, diaries, legal deeds and other papers relating to ships are the most common examples. The Perkins Museum in Liverpool has the famous Simeon Perkins diaries, which are kept in the local Royal Bank of Canada. I visited the bank and asked to see the diaries. There was an aura of pride when the volumes were produced. I was told afterwards that I was being closely watched to see that the heirlooms did not end up in my briefcase. There was, indeed, some consternation when it was discovered that some volumes were missing. Even my assurance that the volumes had been missing for many years did not allay suspicions until I was able to produce a printed inventory accounting for the gap.

I visited many other archives and museums along

the coastal highway, and was now nearing Halifax, where I finally arrived on March the 7th. My first target was the venerable Public Archives of Nova Scotia. The co-operation of the PANS was vital to the success of the Project, and I was understandably nervous when I approached Dr. Bruce Fergusson, the Provincial Archivist. But Dr. Fergusson did not disappoint me. He promised co-operation and kept his word. Moreover he helped me by offering introduction to other archives in Halifax and elsewhere. At Dalhousie University I found a beautiful collection of Rudyard Kipling's letters and manuscripts and a bundle of letters of James Wolfe, Joseph Howe and Judge Haliburton. At King's College I was shown the papers of Bishop John Inglis, and at the historic St. Paul's Church I looked in awe at an unbroken collection of parish records dating back to 1749. The Rt. Rev. R.H. Waterman, Anglican Bishop of Halifax showed me the new diocesan archives, while the three museums on Citadel Hill allowed me free access to their interesting documents. It was not easy to duplicate such a cordial and hospitable reception.

The Cape Breton Island, however, proved that it could be done. The little Xavier Junior College, with its active and enthusiastic archivist, Sister Margaret Beaton, at the time Sister Margaret of Scotland, welcomed me by simply closing down the normal functions of the archives, and giving me complete attention during my stay in Sydney. The archives surprised me with its extensive collection of Cape-Bretonniana, Acadiana and manuscripts relating to the settlement of Scotsmen. There are extensive collections of papers of politicians, educators, social workers as well as religious and labour leaders. The papers are well organized and efficiently boxed and labelled. The archives is Sister Margaret's labour of love, and she spends most of her time caring for them. It was through her that I was able to meet Miss Katherine MacLennan, daughter of the late Senator J.S. MacLennan, and to examine a rich collection of Louisbourg material. The Cape Breton Regional Library and the Fortress of Louisbourg both yielded returns on interesting materials, as did a visit to Baddeck's Alexander Graham Bell Museum.

My fondest memories of the trip are reserved for Newfoundland. Even the weather changed pattern the moment I got off the plane at St. John's. The snow was melting and patches of greenery greeted me on arrival. The welcome mat was out everywhere: the Provincial Archives, the Memorial University and the Gosling Library. The Provincial Archives, which is housed in the old Colonial Building on Military Road turned out to be exceptionally rich in old manuscripts. There, and at the Gosling Library I was shown parchment documents going back to the early 17th century. The old English script, often badly faded, was the major obstacle

to reading the papers on the spot. One item, a deed to land in the Harbour Grace area, dating back to 1636, was particularly difficult, and I had to call on Dr. Gordon Rothney to help decipher it.

The Provincial Government had recently turned over to the Archives its records dating from the establishment of British rule to the entry of Newfoundland into Confederation. The records, together with many private papers were organized by Dr. Harvey Mitchell and later by William Whiteley. At the time of my visit, Mr. Allan Fraser, working closely with Messrs. Nimshay Crewe and J.V. Rabbitts were preparing finding aids. Considerable expansion took place when the Memorial University transferred its archival holdings. The Gosling Library promised to do the same.

It was in St. John's that I met the ideal archivist. He was a local historian of considerable renown, and was descended from one of the oldest families on the Island. His home was a veritable treasurehouse of history. The walls were lined with ornate leather-bound books of Victorian vintage. The furniture was antique as were the utensils. The man lived in a world of his own and looked with disdain at things new. His pride and admiration was reserved for relics of the past. He loved the archives and gave his time freely and generously. His solemn face broke into wistful and nostalgic smiles whenever he examined old parchments. He told me once that he did not understand why anyone would want to be paid for the privilege of working in an archives. The pleasure of working on old papers was a reward in itself.

My work in Newfoundland was made easy by members of staff of the Provincial Archives, who prepared a comprehensive memorandum listing the most important sources of archival material on the Island. All I had to do was to follow the suggestions. My visits took me to various repositories, among them the Legislative Library, the University Library and the Gosling Memorial. Miss Mews had some old census records, Miss Ada Green showed me an original Newsletter dated 1610, hand-written as was the custom of the day, carrying among the usual items of news and gossip from the Court of James I, a notice that John Guy was fitting out ships and taking settlers to Newfoundland. An earlier document in French, bearing the date 1556, presumably containing instructions for a voyage to Newfoundland, turned out, on closer inspection to relate to a journey to Italy.

Back in Sydney I ran into my old friend, the snow. My car, which had gathered a good layer of it while sitting at the airport, was not very anxious to leave its place. It took some persuasion by an auto mechanic

to make the old chariot move. So much snow fell on Nova Scotia during my stay in Newfoundland that for two days I travelled in a vast gorge bordered on both sides by huge snow banks.

The visit to Charlottetown began inauspiciously. I boarded the Ferry Abegweit which crossed the ten mile Strait of Northumberland on schedule. But the Captain looked at the dark skies with misgivings. Obviously he was thinking about the return trip. I made Charlottetown before dark and checked into a motel. I woke up several times at night, but it was dark outside, and I went back to sleep. Eventually I became suspicious and looked at the watch. It was ten in the morning. The outside still looked dark. I turned on the lights and opened the door. A solid wall of snow stared at me. I phoned the motel office. "We are completely snowed under," the night clerk told me. "No one can get through to us. I have been here since eleven last night. My relief is stranded in his own driveway", he added. I was finally rescued by Prof. Bruce Hodgins and Douglas Boylan, who came in their car and dug me out for belated interviews.

When I arrived on the Island, the mantle of office of Provincial Archivist was about to descend on Douglas Boylan. Bruce Hodgins, the previous incumbent of the office was leaving the university and was anxious that proper archives be established to house the scattered records. The matter was of some concern to the profession as P.E.I. was one of the few remaining provinces which did not have a public archives. Knowing how Dr. Lamb felt about it, I went to see the Executive Secretary to the Premier, Mr. Wendell MacKay, and told him of the need to secure adequate space for an archives. In my plea I was supported by Dr. Frank MacKinnon, Principal of the Prince of Wales College, Prof. F.W.P. Bolger of St. Dunstan University, Rev. Canon E.M. Malone of St. Peter's Cathedral and many other prominent local historians. Accompanied by Douglas Boylan I visited the Legislative Library (which served also as the Public Library) and continued to urge the establishment of an archives. It was essential to obtain support and a commitment of small repositories to transfer their holdings to the proposed Provincial repository. Our efforts eventually bore fruit, and within a year I began to receive a steady flow of returns from Repository 4, the newly-established PAPEI.

On the way back to the mainland the trusty Abegweit for once proved unequal to the task. After battering her way out of the dock at Borden, which took several hours, ramming back and forth through mountains of ice, often opening cracks in the ice which revealed the bottom of the sea, the ferry finally gave up the

fight half a mile away from the dock. For a whole day we sat motionless amid the frozen ice, waiting for a change of wind. From time to time the boat made sporadic attempts to move but without much progress. I remember someone suggesting that everybody should get off and push the boat. Finally the tide brought in water, and with it a change of wind. Water began to gurgle beneath the ice and came up through the cracks. We became waterborne. The engines began to roar again and the Alegweit started to lurch forward and back, splitting the ice. It was a long voyage to Cape Tormentine as ice was piled high ahead of us and the boat had to back up and move ahead many more times before we reached our destination.

My tour of the Maritimes was drawing to a close. In fact, the official part was over. There remained only one more call: a visit to Chatham-Newcastle area, the colorful and historic Miramichi. I was going there at the invitation of Dr. Louise Manny, the well-known historian of the region. Through her good offices I was able to visit the city archives in Newcastle, several old church repositories, the offices of George Burchill & Son, the St. Thomas College Library, and the Miramichi Natural History Museum. At the last place I found a room-full of business records of Joseph Cunard & Co. going back to the early days of ship-building on the Miramichi River. At the Court House I was shown the minute books of the General Sessions of the Peace going back to 1789. There were interesting documents in the possession of Rev. Pepperdeane, Rector of the Anglican Church in Chatham, and, of course in the house of Dr. Manny. The ULM was enriched by some 100 significant entries.

My return to Ottawa was uneventful. Gone was the snow, the crocusses were in full bloom around the Parliament and there was talk of elections. My arrival at the Archives was celebrated with customary enthusiasm. The gray structure on Sussex Drive yawned at me its huge doors, the commissionnaire-on-duty said "it's gonna be a good day", Al Taylor, our Administrative Officer gave me a copy of new parking regulations while Bill Ormsby said that he had forgotten to tell me that I was off Isaac Buchanan, the Indian Affairs and the Duke of Newcastle, and incidentally, "someone busted your coffee mug", he added.

My desk was piled foot high with the ULM returns which have been arriving from the field, a sign of success of our venture. On top of the pile was a cryptic note from Doris Martin: "Your schedule for Ontario and the West is ready".

CLEANING GLASS NEGATIVES

BY

R. SCOTT JAMES

CITY OF TORONTO ARCHIVES

The method described below was employed by the City of Toronto Archives in the period 1968-70 in cleaning the City's collection of approximately 15,000 5"x7" glass negatives. The method is inexpensive (involving little more than the cost of labour), uses materials which are readily available or easily improvized, requires no special skill to operate and, with few exceptions, is totally effective.

The condition of the City's collection prior to treatment appeared serious. The negatives, produced between 1910 and 1949 by the City Works Department Photography and Blueprinting Section, has been stored in acidic paper envelopes, often with three or four to each envelope. Many were loose, and all had been exposed for at least twenty years to the extremes of temperature and humidity in the uncontrolled environment of the old City Hall attic. A frequent result was the fusion of negatives, both with each other and with their containers.

In addition, until the appointment of the first City archivist in 1960, the collection was without a custodian. Security of the attic was not considered vital and the collection was much subjected to idle curiosity and to unrestricted plundering by private collectors and photograph enthusiasts. Negatives were even found to have been used to channel water away from leaks in the roof.

Over the years many envelopes were torn, removed or otherwise rendered useless as protection, and had exposed their contents to the elements - dust, water and the local pigeon population all took their toll. The seriousness of the problem, however, proved more apparent than real.

Advice on the care and treatment of glass negatives was eagerly sought. Noone possessing first-hand

experience was forthcoming, but the concensus, expressed most clearly by Kodak Technical Information (Toronto) was that cleaning performed on site, without the supervision of a qualified conservator or photochemist, should be restricted to the use of distilled water and a wetting agent.

The method requires: a hand basin, a print-processing tray, an air-tight plastic container(e.g. as used for fruit juice), a supply of distilled water, wetting agent solution (such as Kodak Photo-Flo 200) and cotton wool balls, and a convenient, dust-free area and device in which to dry the negatives.

The process of cleaning, after a short period of supervision, can be carried on by an unskilled employee, with the obvious proviso that any unusual or unexpected occurrence be immediately reported to the archivist. Archivist and operator should become familiar with the medium before the cleaning begins. Experiments with expendable negatives should help build the confidence which is necessary in handling the glass and the emulsion.

An important precaution is to check any identification on the negative for stability - the use of soluble markings and fragile paper stickers was found amongst the City's collection. All identification should be compiled on a new envelope, and corresponding identification attached to the negative wherever necessary, prior to the cleaning process.

Holding the negative by its edges the operator should immerse it in the hand basin, containing tap water at room temperature, for no longer than one minute. During this time the negative can be agitated to dislodge excess dirt, and wiped (as vigorously as necessary on the glass surface, with light strokes in one direction on the emulsion side) with the cotton wool. Change the water often.

Before wiping the emulsion side check carefully for flaws, easily snagged by the cotton wool. If, by accident, the emulsion is peeled back or dislodged, it is usually possible for the archivist to satisfactorily restore it to its former position with the aid of a narrow-bladed knife (the kind used by draftsmen), keeping the emulsion damp throughout the operation. Emulsion was found to possess a durability and resilience unexpected by the layman.

In most cases of "fusion" the immersion and agitation enabled the negatives to be firmly but carefully pried apart. The archivist 'on the spot' must decide when more soaking or more force is a justifiable risk and when the problem might more sensibly be referred to a professional conservator. In all cases surface dirt was

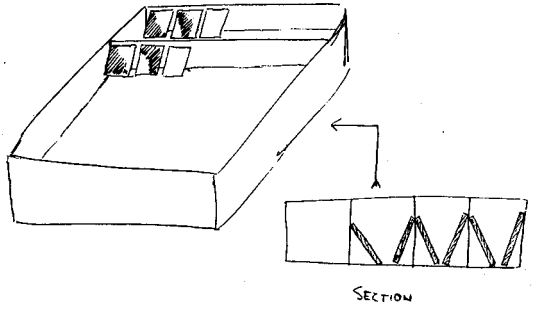
easily removed to the extent that excellent prints could later be taken from the negative.

Following the bath the negative should be drained briefly, transferred to the print-processing tray containing the wetting agent solution and gently agitated for approximately 20 seconds. This breaks down the surface tension of the water and allows the negative to dry without spotting. The solution should be renewed every two or three days and, when not in use, kept in the airtight container. After the short rinse the negative should be drained briefly and placed in the dryer.

A drying device was improvized in the City of Toronto Archives in a matter of half an hour using odd pieces of cardboard of adequate strength. The device resembled a many-shelved bookcase lying on its back, the walls and partitions tall enough to allow only the top and bottom edges of the negatives (when standing in the device) to be in contact with the cardboard. The design can be endlessly varied to accommodate different needs.

The most convenient for the City Archives was one of eight compartments holding 96 negatives at one time. It was possible, starting at 8:30 a.m., to complete a batch of 96 by 10:00 a.m. These would be dry in 3-4 hours allowing a second batch to be cleaned before the end of the day. The second batch would be left to dry overnight and be placed in the new envelopes the following morning. At this rate of nearly 200 negatives per day, 3 hours were spent daily in the washing process and a similar period spent preparing new envelopes with typed identification for each cleaned negative.

The City of Toronto Archives stores glass negatives in acid-free paper envelopes supplied solely, at present, by the Hollinger Corporation, Arlington, Virginia. The envelopes are filed in metal cabinets - units designed for 5"x8" index cards are well-suited to the 5"x7" negative.



CITY OF TORONTO ARCHIVES' DRYING DEVICE.

BOOK REVIEWS

The National Archives and Statistical Research. Meyer H. Fishbein. [Ed.] Athens, Ohio University Press, 1973. Pp 255. $10.00.

This book is an edited compilation of the papers and proceedings of a National Archives and Records Service [NARS] Conference on Statistical Research held in 1968. The Conference was a "trialogue" consisting of "the producers of data [the Government agencies], the consumers of data, and the archivist as ... the preserver of data." (page 250)

Its "chief objectives ... were to explore the values of ... quantitative sources in the custody of the National Archives, to discuss the problems of embargoes on private data possessing considerable research value, to investigate current developments in the production and use of statistical data, and to predict future needs for data sources in machine readable form. ... Two general sessions ... were devoted to the role of the National Archives in preserving statistical sources, the access to these sources, and the many challenges faced by the producers, custodians, and users of such data when they are in machine readable form. ... In addition to the two general sessions ... concurrent panels discussed such areas of statistical concern as vital statistics, public opinion, population data, commerce, transportation, manufacturers, agriculture, wealth, income, labor, education, religion, and crime." (page xiii)

Two of the main objectives of the Conference are achieved by the panel papers on the various social indicators. Users will have a greater awareness of the statistical resources of the NARS and some Federal agencies; producers and custodians will have a greater awareness of the use being made of statistical data. The papers, however, are seldom more than a listing of statistical resources or of research work, and, consequently, read like bibliographies. On the other hand they are invaluable. Archivists will put down the book with a new appreciation of statistical data that cannot but affect their evaluation of what constitutes records of long term value.

Despite the fact that about fifty percent of the book is dedicated to panel papers, the heart of the book rests with the balance which presented and discussed in essence three archival problems relating to the preservation and use of statistical data. The first issue was raised by E.O. Alldredge of NARS in his paper on "Documentation for Conventional and Automated Systems". The problem in documentation is "how to visualize the user". In the past this was done by first "being a

trained historian, and second, by knowing that most of his users will be historians." Today, however, as "the range of interests within the discipline has widened ... it is now much more difficult to visualize the user." (page 18) It is incredible that Mr. Alldredge could speak to such a Conference and recognize the historian as the only user who is having an impact on the archivist's environment.

Mr. Alldredge then recites a relatively familiar litany of the pieces of information that may be found in a conventional piece of documentation, the preliminary inventory. What could have been significant is his description of the documentation requirements for machine readable files.

The supporting documentation for machine readable files is critical. For without it the files may be, in effect, destroyed. Mr. Alldredge undoubtedly realized this but approaches the subject from the viewpoint of the programmer/analyst concerned with the primary value of the data, and tangentially from the viewpoint of the archivist and the user who are concerned with secondary value. As a consequence, the documentation requirements defined are ideal for the general territory, but the archivist and user do not require so extensive or broad a tour. Finally, Mr. Alldredge has omitted a very significant portion of documentation necessary to machine readable statistical data. Without going into detail, statistical data is gathered based on certain assumptions, with certain techniques, and with a host of other parameters which affect the quality of the data. The archivist must retain any documentation relating to these matters to allow the user to appraise the quality of the data, and, thus, decide on its value for his research. For this omission and the other reason mentioned this paper is not recommended.

Statistical data, by the very nature of the statistics gathering process, are usually of a confidential nature. This results in involving producers and archivists in the politically sensitive question of privacy or confidentiality of information relating to individuals. The producers and archivists are consequently faced with the issue of maintaining the confidentiality of statistical data, and at the same time resolving the demands of legitimate researchers for access. This issue was discussed during the conference but the archivists were conspicuous by their absence of comment.

The paper by E.D. Godfield of the Bureau of the Census is a comprehensive statement of the Bureau's legal position, the rationale for this position and its concern for legitimate research needs. The central theme of the paper is the maintenance of confidentiality by denying

researchers access to confidential information to assure the quality of the statistical data. The "almost uniform willingness of individuals and firms to respond fully and accurately to censuses and surveys is based to an important degree upon their confidence that the individual data furnished by them will not be used for other than the statistical purposes for which they are provided." (page 41)

The users at the Conference offered no arguments against the Bureau's position except to request greater access to confidential data with the assurance that such access would not be abused. To fill the gap left by archivists, this reviewer concurs very strongly with the Bureau's stance. As archivists we are concerned with retaining archives for future use. The short term gains of allowing access to a few users would mean future losses to unnumerable others. This is not to be Machiavellian, but optimistic that with the passage of time either attitudes will change or confidential data will cease to be such.

This does not necessarily exclude statistical data from contemporary analysis by researchers. Machine readable statistical files are considerably more flexible than those in traditional formats. The machine readable format allows greater user access while maintaining confidentiality. Mr. Goldfield and O.G. Grelton of the Bureau describe techniques to this end. It must be pointed out that a machine readable format is not always a panacea for the issue of user access and confidentiality. Nor are the solutions easily and economically applied to statistical data in more traditional formats.

The major point of discussion for the Conference was the question of selection. M.H. Fishbein had general agreement on the criterion for determining the long term value of records. "It is the likelihood of use that determines preservation". (page 76).How do archivists determine "the likelihood of use"? Mr. Fishbein stated that the criteria "are value judgments,... There is no science in knowing what people are going to be doing in the year 2000, ... All we can do is assess what has been done, the likelihood of that research continuing, the present trends of research, and the direction in which it is traveling." (page 132).

Mr. Fishbein and many archivists at the Conference seem to have both feet firmly planted in the present. The definition of the process or selection is valid, but does not go far enough. He has omitted the prediction or forseeing of future areas of research that have not yet been attempted. Mr. Fishbein also reflected this attitude on the long standing question of assessing large volumes of records. "Statistical records ... are eventually going to reach tremendous proportions. ... The more we bury an archival institution in vast accumulations of data,

the less likelihood there is that such data can be used." (page 75) This is not a basis for deciding whether or not records have long term value. What Mr. Fishbein is admitting is the incapability of archives to carry out their responsibility when large volumes of records are involved. Archivists must not destroy records because they are too voluminous, or cannot be used in the present or forseeable future.

These extraneous considerations have been allowed to influence archival selection for the past thirty years. They are problems but they are not directly related to selection. If they are allowed to influence archival selection records of long term value will be destroyed.

A considerable body of opinion at the Conference reacted to these attitudes. Some argued that technology will be the savior; for others, no. The question is impossible to resolve; only the future holds the answer. As one participant said "I err in the direction of having more faith in our ingenuity to store records economically than in our talents to forsee future needs." (page 223)

With selection the question was raised as to who should make the decision. Mr. Fishbein has stated with justification that this is the archivist's responsibility. (page 127) He also indicated that this did not exclude consulting with academics in certain instances to determine "probable use". He added that this was not asking "academicians to tell us whether to keep or throw away records." This was a recognition that present day archivists are less likely to have an appreciation of the long term value of records that have not been their traditional concern. After the Conference, an Archives Advisory Council of users and archivists was established to advise NARS on the selection of records and other questions of mutual interest.

The idea in holding conferences to have a "trialogue" among the producer, consumer and preserver of records is excellent. The book is worth reading from the archival viewpoint to have an appreciation of a selected sample of producers' and users' viewpoints on matters relating to archives. It is doubtful that the passage of five years since the Conference was held has changed these viewpoints.

My appraisal of the archival participation in the Conference is mixed. The Conference dealt with statistical data, a relatively new concern for archivists, and machine readable records, an even newer concern. Since the Conference was initiated and organized by archivists, in particular Mr. Fishbein, we can say they are the vanguard.

There is a difference, however, between a commitment of one's resources and time to such an endeavour and a commitment of one's will or soul. From the archival attitudes and beliefs expressed at the Conference I feel that there was an overall unwillingness to be in the vanguard of thinking in the area of archival principles and administrative practices. In many cases the Conference produced a repetition of well known and accepted statements of archival principles and practices. In other areas there was no response to the issue under consideration.

The only justification for this performance is mentioned by one of the archivists: "we all have a good deal to learn". (page 250) I had hoped the Conference would have included a good deal of seminal thinking on the new challenges that statistics and machine readable records are presenting to archives. None was obvious. I can only hope that as a result of the Conference and the publication of its papers and proceedings that seminal thinking will be generated.

M.E. Carroll,
Public Archives of Canada.

ARCHIVES PROCEDURAL MANUAL. Darryl Pololl.
St. Louis, Missouri, Washington University School of Medicine Library, 1974. Pp. v, 118
$(U.S.)5.00.

Having recently undertaken to write a 'manual' or 'guide' to archival procedures and practices for the Extension Office of the B.C. Provincial Museum, the reviewer welcomed the opportunity to review another archivist's efforts in this area of endeavour. When the Manual recently arrived, therefore, it was both a surprise and a disappointment.

In the "Preface", Dr. Brodman, Librarian and Professor of Medical History at Washington University, cautions that:

> Although some of the directions and decisions refer to specific Washington University School of Medicine situations, most of them are of a general nature and ought to be useful to a larger group.

While it is true there are some excellent general 'rules' and theory in clear statements throughout the text, the bulk of the work is confined to Washington University Library School of Medicine archival procedures and

practices. At best, "the larger group" appealed to by this Manual would be those archivists who are charged with the care of similar collections in archives and special collections across the country. Indeed, a review of the contents quickly established that the Manual would not serve to meet the needs of those persons who by interest or default, in the small museum or historical society, become collectors of archival material. This, however, is not where this reviewer's disappointment ended.

For general distribution, thirty-five of the one hundred eighteen pages of text, devoted to microfilm targets is surely too much. Moreover, the various sample forms such as the "Archival Reference Request" forms (nos. 71, 72 and 81) while very interesting in their detail and completeness would be very difficult of use in practice in an institution with a medium-to-high user rate and small staff; the user would become frustrated or discouraged with the paperwork and the archivist, while keeping very complete statistics, would be faced with a large quantity of paperwork. Finally, the editor has succumbed to the malaise of so many writers of procedural manuals; at a loss for words, they resort to endless flow charts - in this case, twenty-one in the first sixty-eight pages.

As well as the disappointments, there are one or two pleasant surprises. For example, there are some useful and instructive job descriptions in Appendix II, though it is obvious from these that training levels for archivists and 'what to require of prospective incumbents' are problematic in the U.S. as well as in Canada. As well, throughout the Manual under the heading of "General Remarks" in each section, there is a succinct but quite useful statement summarizing basic principles and such basic procedures as, "Establishing Control Over an Acquired Collection", or "Physical Processing of an Acquired Collection".

In spite of its shortcomings, it is thus well worth buying and reading if only, as Dr. Brodman points out, "...that after a series of such manuals are prepared by many archival institutions, a general pattern might emerge to become a standard throughout the country." It is to be hoped that a number of Canadian institutions, as well as American ones, would rise to her challenge.

R. Lynn Ogden,
Vancouver City Archives.

ARCHIVES REPORTS

PUBLIC ARCHIVES OF CANADA

1973/74

HISTORICAL BRANCH: Increased expansion and diversification of Branch programs has resulted in the formation of two new Divisions this year. Public Records, which was created as a Section of the Manuscript Division in 1965, achieved Divisional status with three Sections of its own- State and Military, Trade and Communications, Resource. A machine-readable Archives Division has also been formed to acquire and service automated public records and similar material of permanent value from the private sector with the result that the acquisition programs of the Branch now span every archival medium of record from parchment to magnetic tape.

The broad mandate of the Public Archives, which has made this possible and which has served the Branch so well in the past, will also have profound implications for the future as we move towards a "one world" concept of information retrieval from archival sources both within the PAC and in the other repositories across Canada.

The Diffusion Program outlined in the Branch report for last year is gaining momentum and is described in the Divisional reports. The sale and deposit of microfilm, microfiche and slides of manuscript and historical maps may well prefigure the transmission of these images by on-line processes within the next few years. Several automated programs for inventory and retrieval are now in use and each Division is re-appraising its systems with a view to future automation. We are already moving into an era of "networked" information which will bring users and repositories into even closer relationships.

This new approach is also reflected in work being done on thematic guides and inventories which gather together sources within a broad subject field and spanning a variety of media.

COURSE IN ARCHIVAL PRINCIPLES AND METHODOLOGY. Eighteen students registered for this five-week course which was directed by Harold Naugler and given in association with

the Archives Section, Canadian Historical Association. Three of the country's five regions were represented, there being no one this year from Quebec and the Prairie Provinces. Visits to the various Divisions of the P.A.C. and one to Queen's University Archives at Kingston were combined with seminars, based on papers which, in most cases, were distributed in advance. The course is designed for graduate archivists with one year's practical experience.

MANUSCRIPT DIVISION. In April 1975 the Manuscript Division divested itself of its holdings of records of the Government of Canada. The reorganized Division was restructured to comprise six sections and three units with the following responsibilities:

Pre-Confederation Section has responsibility for all pre-Confederation private MSS and corporate and public records, including the records of British and French authorities who administered Canada and the various colonies and provinces in North America.

Prime Ministers Section has responsibility for all papers of Canadian prime ministers and their correspondents.

Public Affairs Section has responsibility for private papers of individuals and corporate records of organizations and institutions active in the national public affairs: elected or appointive public officials, judiciary, military service, political parties, etc.

Socio-Economic Section has responsibility for MSS and records received from the private sector including the arts, business, labour, philanthropy, sports, scholastics, etc.

National Ethnic Archives Section has responsibility for private papers of individuals and corporate records of associations and institutions serving the various cultural communities in Canada.

Research and Inquiries Section has responsibility for coordinating the incoming correspondence and the research undertaken in response to public inquiries for historical data. The Section also coordinates inquiries for information from records of the Federal Government.

Reference Room Unit has responsibility for the various calendars, indexes and other finding aids which are available for public reference and examination. It also coordinates the consultant service offered to the public by professional and support staff in the Reference Room.

Union List of Manuscripts Unit has responsibility for

compiling, editing, and publishing the Union List of Manuscripts in Canadian Repositories. It acts as liaison with other repositories.

Technical Services and Diffusion Unit has responsibility for coordinating divisional programs on conservation, protective and contractual microfilming, and for the Diffusion Programme.

MAJOR PROJECTS OF THE MANUSCRIPT DIVISION INCLUDE:

Revision of Existing Inventories: Volume 3 of the General Inventory, comprising MGs 17-21 (Ecclesiastical Archives, Pre-Conquest Papers, Fur Trade and Indians, Hudson's Bay Company, and the British Museum) has been prepared for publication in the spring of 1974. The British Records Sub-section has begun the revision of MGs 11-16 (Colonial Office, Admiralty and War Office, Foreign Office, Audit Office and Treasury, Post Office, Custom - Plantations and other offices), with publication expected in the spring of 1975. The Canadian Records Sub-section has undertaken the preparation of a Guide to pre-Confederation public records.

Investigation in Spanish Archives to locate documents of interest to Canada. Extensive sources relating to Basque participation in the cod and whale fisheries in the Gulf of St. Lawrence and off Newfoundland have been identified and are being calendared. Copying will follow.

Right Honourable R.B. Bennett. The original Bennett papers are the property of the University of New Brunswick. In 1965 the original papers were transferred to the Public Archives to be numbered, microfilmed and indexed. The former was completed several years ago and this year the one hundred Volums of the Personal Series were microfilmed, thus completing this stage of the work. The major task remaining is the completion of the detailed indexing of the collection. An index of all file titles, major names, corporations and subjects has been prepared for the collection. These entries are now being edited for input using electronic data processing methods.

Right Honourable W.L.M. King. Detailed indexing of the Primary Correspondence Series (J1) 1922-1950 continued this year and has been completed to the end of 1926. Plans were finalized for the preparation of a pilot project incorporating the author and subject entries from the 1922 to 1924 period. Upon completion this portion of the finding aid will be made available to researchers. Microfilming of the King Papers continued with the completion of the J1 Series for 1942 and 1943. After consultations with the Literary Executors, restrictions were relaxed on certain parts of the papers to make them more

available for research.

Right Honourable L.B. Pearson. In October 1973 Mrs. Maryon Pearson officially presented the Pearson Papers to the Public Archives. At that time a portion of the collection was opened for research, including the pre-1948 correspondence, all speeches and clippings. The arrangement, description and listing of a number of series in the collection continued. Moreover, several significant additions to the Pearson Papers were received, including correspondence, notes and speeches relating to Mr. Pearson's post-Prime Ministerial activities, 1968-1972; reference and research material used in the preparation of the Pearson memoirs, volumes one and two, and a collection of Canadian Press clippings gathered at the time of Mr. Pearson's death. The total extent of the collection is now 1200 feet.

MAJOR ACCESSIONS INCLUDE:

Public Affairs. The papers of Honourable George Drew, A.A. Heaps, Honourable Eric Kierans, Honourable A.A. Macnaughton, Honourable Paul Martin, H.H. Stevens.

Socio-Economic. Kate Aitken, broadcaster; John Glassco, writer; Abraham Klein, poet; Joseph Schull, writer; Professional Photographers of canada; Dominion Glass Co., Home Bank of Canada; Robert Reford Company; United Packinghouse, Food and Allied Workers of America; Dr. Gerhard Herzberg, physicist.

National Ethnic Archives. Canadian Polish Congress; Canadian Ukrainian Youth Association.

UNION LIST OF MANUSCRIPTS

The Union List of Manuscripts in Canadian Repositories is a catalogue of unpublished manuscript material available to the public in archival institutions across Canada.

The second edition of this catalogue has been in preparation for some time. Early in 1973, it was decided that this revised edition should be processed by computer, using the Alphatext system. Some of the features of the Alphatext system which we found attractive were: the capacity to correct errors without the retyping of large sections of text; the automatic sorting of entries in alphabetical order by title; the capacity to prepare the cross-reference index and the repository index from the original input; and the possibility of preparing inventories of holdings of the contributing repositories, should such inventories be required in the future.

By the end of February 1974, a total of 21,360 out of an estimated 30,000 entries had been input. Nearly 200 institutions will be represented in the revised edition, which will consist of three volumes to be published in 1975.

PUBLIC RECORDS DIVISION

The Public Records Division was established on 1 April 1973 out of two elements of the Manuscript Division: the Public Records Section and the public service portion of the Auxiliary Services Section. The Division consists of four sections and one unit. Three of the sections have the same functions but are differentiated according to the types of agencies for whose records each is responsible. They are: State and Military Records, Trade and Communications Records, and Resource Records. The fourth section, Public Service, provides a common service to both the Public Records and Manuscript Divisions. In addition, a Data Processing Unit provides for the listing and detailed indexing of lists of files, and the processing of the Division's publications. The Chief of the new Division is Mr. J. Atherton.

In December, 1973, the Division began a search for all public records in the custody of departments and agencies of the federal government, both headquarters and field offices, that have not been included in departmental records retention and disposal schedules. Most of these records are probably over thirty years old and no longer of administrative value to the creating offices. If they are found to be of historical value, negotiations will be undertaken for their transfer to the Public Archives. The first project in this survey involved visits by two staff members, R. Peter Gillis and Andre Martineau, to the Regional Records Centres in Winnipeg and Montreal, to survey the dormant records stored in each location. In addition, Mr. Gillis visited the Manitoba Provincial Archives and made several other contacts with a view to tracing the whereabouts of files created by the old Department of the Interior. In March, Mr. Gillis and B. Corbett visited several repositories in Alberta and Saskatchewan.

Indian Affairs. Approval was given in November 1973 by both the Cabinet and Treasury Board to a special submission providing for a large-scale microfilming and indexing program of Indian Affairs records in the custody of the Public Archives. The major objective of the submission was to make available as efficiently as possible and to the largest number of researchers the Indian Affairs records in P.A.C. custody, while at the same time protecting the original records from serious damage and possible destruction due to overhandling. A related objective was to provide facilities for the expected

increase in copying requirements on the part of researchers over the next four years. It was considered that these objectives could best be met through the undertaking of two projects by the Public Archives. First of all, by the microfilming of all the pertinent Indian Affairs records in the Public Archives, approximately 4,000 feet in extent, for their protection and dissemination. Secondly, by the preparation of detailed indexes to these records in order to meet the requirements of the large number of researchers working on the Indian Affairs records. At the same time provision was made for the Public Archives to acquire additional xerox copying equipment and microfilm reader-printers, together with staff to operate such devices, in order to handle the expected volume of copying.

Approval of the submission has enabled the Public Archives to ensure the security of a block of important historical records. The records are important not only for their obvious value for research, but also because of their cultural content. They are, in fact, a record of Canada's native peoples. As such, their continued existence must be safeguarded. The program of microfilming and indexing is expected to commence by 1 April 1974, and is scheduled for completion by the fall of 1977.

PAINTINGS, DRAWINGS AND PRINTS SECTION

The availability of additional resources for the 1973-74 diffusion program occasioned a revision of our plans in order to diffuse our material to a greater extent than in the past. New projects were added to the existing exhibition and publication programs and a research officer assigned on a full-time basis to the Manoir Richelieu Collection. Two of these projects, concerning Microfiches and 35 mm transparencies, will lay before scholars and the general public throughout the country much that was up to that date only available to the staff or registered researchers in Ottawa.

MICROFICHE PROJECT

For many years the increasing demand for reproductions of research material in the Paintings, Drawings and Prints Section has induced the Department to expand its reproduction services. Although copies could be obtained through correspondence, researchers wishing to consult our collection were obliged to visit the Public Archives personally.

A system that could economically produce facsimiles of art works was sought. After consulting the Micrographic Advisory Section it was decided that a microfiche system would fulfill this need. The system requires that the art works be filmed with a 35 mm planetary

camera. A silver duplicate positive is produced and inserted in two channel 35 mm microfiche jackets. The jackets are labelled in sets according to the artist, each artist's total collection composing a "set". The last frame of each microfiche jacket is left vacant to allow for the later insertion of a microfilm copy of a handlist for the material contained in the respective jackets. Diazo duplicates of the microfiche jackets would then be produced and distributed.

The project has been in the planning stages for the past year with the first set of microfiche duplicates being produced for distribution in April 1974. For the 1974-1975 year the following artists' works will be made available: they are: H.F. Ainslie, A.E. Boultbee, F. Holloway, J. Hunter, A.J. Miller, J. Peachey, W.G.B. Willis and J. Meres, totalling in all 243 art works. It is projected that 21,000 items will eventually be reproduced and made available on microfiche.

A project of this nature involving a major portion of the paintings, drawings and prints preserved in the Public Archives of Canada has to our knowledge never been attempted. The success of such a project should encourage the use of microfiche as art reproduction and make more material available to researchers. In addition to its economical advantages the system can be up-dated without major adjustments, thus making it possible to maintain an accurate representation of our collection.

THE NATIONAL HISTORY PROJECT

Important discussions were conducted by the office of the Division Chief for the dissemination of the Public Archives exhibitions and documentary collections through the audio-visual media. Both the National Film Board of Canada and the private sector were considered for this project. By the end of 1973 an agreement was concluded between the Historical Branch, PAC and the National Film Board in order to make more widely available to provincial Archives, research centers and schools, quality reproductions, in the form of slides or continuous rolls of the most interesting documents preserved by the Public Archives of Canada. Registered as the National History Project - Le Projet national d'histoire, all slides produced in cooperation with the Historical Branch will carry the additional title of the Archives Canada Series. Priority will be given to exhibitions and other items grouped around an artist or a theme designated from time to time for this series. In addition to the slides sets, for use in schools, the National Film Board will prepare a teacher's manual as a companion piece. The final product will consist of a clear plastic slide holder that can accommodate up to 40 slides and the manual.

EXHIBITION PROGRAM

In continued response to the democratization and decentralization policy of the Secretary of State, the preparation of travelling exhibitions demanded a considerable portion of staff time and effort. Four exhibitions, Pictured Opinions, Trails of '98, W.H. Coverdale Collection of Canadiana, and Western Odyssey, 1881, are ample proof of meeting this challenge.

HISTORICAL PHOTOGRAPHS SECTION

The implementation of a program covering Canada's multicultural heritage was a major project during the year. In addition to negotiating for photographic documentation of the development of Canada's ethnic groups over the years, it was strongly felt that since there were so many highly honoured and well-known contemporary photographers in Canada whose past reflected our nation's diversified cultural roots, representative selections of the work of some of these photographers should be obtained. Accordingly, A. Birrell and C. Minotto approached a number of these men and requested that they make for the National Photography Collection a series of twenty-five or thirty exhibition quality prints which each photographer thought was a good representation of his work. In this way the preservation of their work will not be left to chance. In addition to prints, negatives were obtained in some instances. Nakash of Montreal donated his entire collection to the Archives.

GOVERNMENT ACQUISITIONS

The types of government photographs and their sources are representative of a wide spectrum of government involvement in Canada. Perhaps the most interesting transfer is that of the North American Boundary Commission (1872-1875) provided by the Royal Canadian Mounted Police. The Department of Immigration this year transferred a collection of photos of government immigration buildings in Quebec (circa 1910) which should prove to be a valuable source of architectural design.

Finally, there were new accessions dealing with one of the priorities of the acquisition program - that of the history of photography in Canada.

To document nineteenth century photography a series of daguerreotypes have been acquired, including those by Seth Park which were donated for the purposes of restoration. From S.B. Nicolson came a daguerreotype of George Keefer. Two ambrotypes of Hamilton, C.W. during the late 1850's were purchased from an American dealer.

The most important single acquisition of the year was the purchase of the superb daguerreotype portrait of Louis-Joseph Papineau. This portrait is by an unknown daguerreotypist.

DIFFUSION AND DISSEMINATION

The Section's major exhibition during the past year was Relentless Verity: Canadian Military Photographers since 1885. Opened in September by General Jacques Dextraze, Chief of Defence Staff, this exhibition featured two hundred and fifty prints representing the work of thirteen representative military photographers.

The publication of Relentless Verity: Canadian Military Photographers since 1885 based on the exhibition represented a major Section input into the department's diffusion and dissemination program for this year, and was researched and written by Peter Robertson of our staff. Canadian Magazine, in its December 1973 issue ran a feature article based on the book. It is intended that Relentless Verity be followed by a series of subsequent volumes on Canadian photography. The research work of two other staff members have been published in the national periodical Canadian Photography: that of R. Huyda on H.L. Hime appeared in the July 1973 issue and A. Birrell's study of Charles Horetsky in the March 1974 issue.

NATIONAL MAP COLLECTION

The year 1973-74 has been a year of both change and development in the National Map Collection.

The retirement of Theodore E. Layng at the end of December 1973 marked the end of an era in the division - Ted Layng had filled the post of division chief since 1955, and had worked in the division since 1948.

In February 1974, the Head of the Foreign Section since 1968, Mrs. Karen Lochhead, also decided to retire after the birth of her second child.

On March 16, 1974, one of the most respected members of the staff, E.R. (Ted) Bateman, who was Acting Head of the Foreign Section, died suddenly.

The year 1973-74 was notable for the diffusion program. The contribution of the National Map Collection has been basically one of publication, although few items were actually published in this fiscal year. The Foreign Section published two listings of map series held by that Section. Volume I listed European (including the U.S.S.R.), series and Volume II, African series - both were prepared

by Vivien Cartmell. A third volume - Australia, New Zealand, etc., prepared in 1973-74, will be printed in April 1974.

Manuscripts, readied for publication in 1974 and 1975 are: Ottawa in Maps by Thomas Nagy; Winnipeg in Maps by Alan Artibise and Edward Dahl; Atlases published in France in the rare atlas collection by Lou Seboek; Maps relating to the Riel Rebellions by William Oppen. Publications started in 1973-74 which will be completed in 1974-75 are: Bird's eye views of Canada by Edward Dahl and Betty Kidd; County maps of Canada by Heather Maddick; Maps of Prince Edward Island by Louis Cardinal; and Township plans of the West by Guy Poulin and Francine Cadieux.

Significant progress was made in the National Union Catalogue of Maps program with the appointment of a full-time staff member - Hugo L.P. Stibbe - as Registrar of Canadian Map Resources in August. The preparation of cataloguing guidelines for thematic separately published maps was commenced and early in March, 1974, a meeting was held of the National Union Catalogue of Maps committee to discuss these guidelines. The response to these rules-based in part on the internal rules of the National Map Collection - which are in effect, the first detailed guidelines in the world, has been enthusiastic. Guidelines for series maps, atlases and other cartographical materials will be written in the next year or so.

PUBLIC ARCHIVES LIBRARY

The Public Archives of Canada Library experienced in 1973-74 a growing awareness of its expanding role within the department. The marked rise of accessions in all Divisions of the Historical Branch, the increasing demands for advisory services in the Administrative Division and Technical Services Section, as well as the additional requests for advice received in the Public Records Management Branch, have brought about a substantial increase in demand for acquisitions of printed works in various fields to cover the diversified services now offered by the Public Archives of Canada.

NATIONAL FILM ARCHIVES

With the establishment of new positions and the appointment of new staff members, the purchase of new equipment and the promise of additional space, and above all with the acquisition of significant sound, film and video records, the National Film Archives is beginning to develop the organization and the resources necessary to service the growing demand for access to image and sound records. The final stage in the organization will be

the consolidation of the national collection of historical sound recordings and its reference services with the national collections of film and video housed in the West Memorial Building. Plans for the renovation of the additional space in the West Memorial Building have been completed and it is hoped the reorganization will be accomplished in fiscal year 1974/75.

Sound Archives: Activity in the field of oral history has taken two forms. One form has been to act as a central clearinghouse for all literature and current developments in oral history throughout Canada. Toward this end an archival assistant has been hired to prepare a comprehensive directory of all oral history projects completed or in process in Canada today. Lèo LaClare, as chairman of the Oral History Committee of the CHA Archives Section, has laid the groundwork for the creation of a National Oral History Association (now in being) and has co-ordinated the publication of the second issue of a new Canadian oral history journal.

The second form of activity has been to stimulate interest in oral history and thus increase the PAC's holdings in this area. The section has given its technical and professional assistance to local and regional groups seeking to start their own oral history programs and Lèo LaClare has given several talks to interested groups on this subject. During 1973/74 the section aided directly in the production of Peter Stursberg's oral history interviews with major political figures during the Diefenbaker era - a project which included 19 hours of interviews with Mr. Diefenbaker himself. The past year has also seen the section increase its holdings in oral history with the acquisition of several valuable collections including one by broadcaster Lyal D. Brown which documents early life in the Canadian West.

The major accession during 1973/74 is the CBC's As It Happens collection, which consists of tapes in the award-winning CBC public affairs radio program from October 4th., 1971 to November 30th, 1973. In addition, negotiations were completed with the CBC for the acquisition of audio tapes for all interviews recorded for the Tenth Decade, First Person Singular, and the Days Before Yesterday Series. The combined CBC and Stursberg collection will add a valuable "analytical perspective" to our present extensive holdings of the Liberal Party of Canada and the Progressive Conservative Party of Canada.

New accessions for 1973/74 numbered 126 which represented 3,339 hours of new sound recordings.

MACHINE READABLE ARCHIVES

During the year the Historical Branch defined in conjunction with the Records Management and Administration and Technical Services Branches a program for the collection, organization, scheduling and reference of records produced by electronic data processing. A special submission was sent to Treasury Board and approval was received for some of the necessary resources to support such a program.

With the resources identified for the Historical Branch a Machine Readable Archives Division was established on April 1st, 1974. The purpose of this Division is to acquire, preserve and service machine readable records of historical value produced by the Federal government and those of national significance produced by the private sector. By the beginning of 1974/75 the Division hopes to be fully operational to perform its responsibilities for those machine readable records produced by the Federal Government. In the interim, the Division will perform its functions on an *ad hoc* basis to ensure that any machine readable records that are presented can be preserved. The most important activity in this area was the acquisition of the machine readable research files of the Royal Commission on Bilingualism and Biculturalism. Work on the files began in 1972/73 and will be completed in early 1974/75.

WESTERN CANADA

PRAIRIE ARCHIVISTS' MEETING, 1974

The fifth annual meeting of the Prairie Archivists was held in Banff at the Archives of the Canadian Rockies on September 14, 1974. It had originally been intended that the archivists would gather at Regina in the Spring, but an airline strike cancelled this plan. Fifteen delegates representing archives in Alberta and Manitoba attended: regrettably, pressure of work precluded the presence of Saskatchewan archivists, but the meeting was pleased to welcome Hugh Taylor from Public Archives of Canada. Mr. Alan Ridge acted as chairman and Mrs. Georgeen Barras as secretary.

The main item on the agenda was the professional association for Canadian archivists. Gordon Dodds, Vice-Chairman of the Archives Section had forwarded a list of areas which he hoped the Prairie Archivists would consider and discuss in the absence of a tape-recording of the meeting, a verbatim transcript of this portion was supplied to Mr. Dodds, so that the constitutional committee might know the collective thoughts of the meeting on proposed title, objectives, membership, dues, organization, official languages and publications. The Prairie Archivists hope that it will be possible for representatives of the constitutional committee to meet with them next Spring when perhaps a draft constitution would be available for discussion.

Mrs. Maryalice Stewart presented an interesting report on a Canadian source for archival quality papers. All archivists present agreed to provide her with a list of annual requirements so that potential markets might be evaluated.

Disappointment was expressed that a regional meeting with representatives of the Canadian Conservation Institute had not been convened and that work on the prairies had not as yet been undertaken. Mr. Ridge was requested to write to Mr. Nathan Stolow inviting him to the next Prairie Archivists' meeting.

It was felt that there was a need for an official survey of archivists' salaries and that this should be recommended for placement on the list of enterprises to be undertaken by the Archives Section. Meantime, Ted Hart will undertake a survey of archivists' salaries and job descriptions in the prairie regions.

Each participating archives contributed a report on recent acquisitions and developments and Hugh Taylor spoke on Public Archives' diffusion programme. A further item considered was the archives training course given as a summer session at University of Alberta in 1973. The possibility of another course will be investigated and a follow-up undertaken on the absorption of graduates from the last course.

A vote of thanks was proposed to Maryalice Stewart for her hospitality for the second consecutive year. and an official invitation to meet at Winnipeg in the Spring of 1975 was tendered by Barry Hyman.

PROVINCIAL ARCHIVES OF BRITISH COLUMBIA, 1974

Professional Staff: The retirement of Dr. Willard E. Ireland early in 1974 terminated a career of thirty-five years as Provincial Archivist of British Columbia. Under his direction the Archives had expanded in staff five-fold, and it had outgrown its original quarters in the Parliament Building to occupy its present splendid building in neighboring Heritage Court. Dr. Ireland, who was also Provincial Librarian, had held many offices associated with his professional interests in libraries, archives, and museums. An accomplished speaker and noted historian, he had been a key figure in the organization and conduct of the several centennial celebrations in the province during his long tenure in office. Mr. Allan R. Turner, formerly Provincial Archivist of Saskatchewan, was appointed to succeed Dr. Ireland, effective July 15, 1974. During the year Miss Linda Webster and Mr. J.R. Davison were promoted to head the Cataloguing and Visual Records divisions, respectively. New appointments were Mr. Leonard DeLozier, Archivist 1, and Mr. David Chamberlin, Librarian 1. Miss Monica Sam, formerly head of Visual Records, resigned to accept employment elsewhere in the government service. A new undertaking was the establishment of an Oral/Aural History programme at the beginning of the fiscal year. Subsequently Mr. W.J. Langlois was appointed to direct it, with a staff comprised of Mr. Derek Reimer, assistant director and Dr. Janet Cauthers, research officer.

Research and Reference Service: A good deal of the time of the total staff of thirty-five employees was occupied in serving visitors and answering telephone enquiries and correspondence. The number of patrons who carried out research in the Archives or called in person for information averaged 675 per month for the first ten months of the year, or an estimated 8,000 for the year. Other indicators of the level of usage were the 350 written replies which involved research by archivists in the Manuscript Division, and the 1,020 enquiries handled by the Map Division which filled orders for 1,131 copies of maps. The Visual Records Division received approximately 1,350 orders, averaging sixteen photographic prints per order. Commencing in November the reference room was opened for four hours in the evening during the week and on Saturday and Sunday afternoons to admit researchers who arrange in advance for materials to be available for their use during these hours.

Accessions: Acquisitions during the year extended the holdings of the Provincial Archives to the point where they

now total 3,000 linear feet of manuscripts, 4,100 linear feet of government records, 28,000 volumes of books and periodicals, 17,100 pamphlets, nearly 15,000 maps, some 280,000 items in the visual records collection, including photographs, paintings and prints, and 6,300 hours of tape recorded interviews. Among the more significant accessions were records of the Department of the Provincial Secretary, 1871-1952, and of the Provincial Museum, 1912-1967, the papers of F.C. Bell, Dr. John Wilkinson, and the Royal Jubilee Hospital, forty F.M. Rattenbury plans of Victoria buildings, early photographs of coastal shipping and the lumbering industry, the Varley oil on canvas, "Church at Yale, B.C." and Emily Carr's "Kispiox", and the Imbert Orchard collection of some 1000 taped interviews.

Guides: Finding aids were prepared for records of the Department of the Attorney-General and the Provincial Secretary, Premier's correspondence, 1897-1910, and the papers of T.D. Pattullo and John Dean.

Publications: The Provincial Archives resumed publication of its memoir series in 1974. Lady Franklin Visits the Pacific Northwest, February to April 1861 and April to July 1870, Memoir No. XI is a volume of extracts from the letters of Miss Sophia Cracroft, Sir John Franklin's niece, edited with an introduction and notes by Dr. Dorothy Blakey Smith. In preparation is a series of volumes of the Journals of the Councils of Vancouver Island, edited by Dr. James Hendrickson, assisted by Mr. Kent Haworth of the Archives staff. Aural History published Sound Heritage on a quarterly basis.

Records Disposal: The Public Documents Committee, chaired by the Provincial Archivist, met three times to make recommendations under the provisions of the Public Documents Disposal Act. Pursuant to these recommendations orders for the disposal of records of sixteen departmental offices were approved at the spring session of the Legislature, and orders relating to forty-two departmental offices were approved by the Executive Council. In addition to the receipt and processing of records transferred to the Archives under these or previous disposal orders, substantial staff time was directed to appraising a large accumulation of records which had been held in government storage areas for many years.

Historic Houses: Attendance figures at the two historic houses administered by the Archives, Helmcken House and Craigflower Manor, showed a marked increase over 1973. In the first ten months of 1974 visitors to Helmcken House totalled 16,712 adults and 2,535 children, and at Craigflower Manor, 6,461 adults and 1,043 children.

Other Projects: The Aural History division, as co-sponsor, was responsible for much of the organization for the

first Canadian Aural/Oral History Conference, held at Vancouver in October, with 170 delegates in attendance.

Exhibits in the Archives gallery included recent acquisitions, Vancouver Island artists, Ron Hamilton, Native Artist, Canadian Nature Art '73 and the Sketches and Watercolours of Charles John Collings.

VANCOUVER CITY ARCHIVES

This has been a very active year at the Vancouver City Archives:

Legislation: After a survey of current Canadian municipal legislation, a draft By-law has been prepared and is now at the discussion stage.

Public Reference & Use: From 10,900 research requests in 1973, the anticipated total for 1974 has now been projected at in excess of 17,000 requests. This includes telephone, written and personal inquires.

On October 22, 1974, City Council approved extended hours at the archives on a six-month trial basis. This will allow the archives to be open from Tuesday to Friday each week until 9:00 p.m. and on Saturday from 10:00 a.m. to 5:00 p.m., until the end of June 1975. At this time a further report on use will be made.

Education: Through the Centre for Continuing Education, UBC, two eight-week programmes of "Archival Research for the Amateur Local Historian" were offered and over-subscribed. This is a non-credit, no prerequisite course that introduces the public to the use of the archives.

Through the Community Education Services, Vancouver City College, two four-week programmes were offered especially for genealogists in cooperation with the 200-member B.C. Genealogical Society. As well, one eight-week "Introduction to Archives" was offered to those in local museums, private collections and elsewhere who are responsible for archival material. It was a non-credit, non-certificate programme.

The School of Librarianship, UBC, and City Archives have completed arrangements for a joint one-semester programme in 1975, at City Archives for librarians interested in special collections and archives.

The Junior League of Vancouver, the Pioneer's Civic Booster Club and the Vancouver Pioneer's Associations have all begun to assist City Archives in a community consciousness-raising programme of "what is archival".

Records Management: A general overview report has been drafted for submission in early 1975 to City Council.

As well, all departments have been contacted and inactive records are now being scheduled and transferred on a regular basis by each department records coordinator. Well over 100 tons of material has been received since the beginning of the programme. In order to improve records-keeping systems, a joint research team has begun the establishment of a central registry system in the Engineering department. It is the first of a number of departmental requests received for such services.

With the assistance of four students this summer, the records centre was converted to a random-access aisle-bay-shelf-box retrieval system, and all records converted to standard size boxes. A daily delivery and pick-up service is provided to City Hall.

Conservation: Initially under an LIP grant, then under a (private) Vancouver Foundation grant of $10,000., and now on a permanent basis, the City Archives has been able to appoint a full time "Conservator/Paper and Documents Repair".

The Canadian Conservation Institute requested and received the first four paintings from the City Archives for treatment, repair and restoration. The Pacific Regional laboratory has also provided helpful outside support and advice for the purchase of a number of pieces of equipment including hydrothermographs, psychrometers, Verd-a-ray fluorescent tubes, and a lamination press.

Publications: The second in the series of publications entitled: Preliminary Inventory: Additional Manuscripts was off the press by December, 1974. It is edited by Mrs. Sheelagh Draper.

Seven research assistants were hired under the Student Temporary Employment Program (STEP) and were able to complete part one of the manuscript for An Administrative Guide to the City of Vancouver, 1886-1950. It documents administrative change, policies, issues and, appointments to civic posts from 1886 to 1950. It is arranged chronologically and cross referenced alphabetically by name, position and event. Part Two will complete the project to the present.

Acquisitions: As a result of an active acquisitions programme, there are now over 350 private collections - "additional manuscript collections," of which approximately 100 were acquired in 1974.

With the exception of the Library Board, historical

records have been received, or transfer arrangements made, with all civic departments, boards and agencies. Except in the assessment department, the records are virtually complete for each donor agency.

During the summer two students prepared a complete inventory in draft of the paintings, drawings and prints holdings - in excess of 800 items - and 30 items were added to the collection in 1974.

Historical photographs continued to arrive; one large collection from the Police Department and one large collection from the Parks Board. Twenty-three smaller collections were received either separately or as part of manuscript units.

Twelve new titles were added to the newspaper collection on microfilm; a further series of Goad's Atlases, eight pre-1860 maps, and very large collections of maps from the Greater Vancouver Regional District and the Vancouver School Board. The Mawson Plans for Stanley Park were donated by Thomas Mawson's grandson, also a landscape architect.

Finally, the American Archivist was acquired on microfilm and some 250 to 275 new titles added to the staff/public reference library on local history and archival matters. During the summer, five students processed in excess of 5,000 pamphlets and other ephemeral material.

By invitation, Mr. R. Lynn Ogden acted in an advisory capacity to the Jewish Historical Society, Vancouver City College, New Westminster Public Library, North Shore Museum and Archives Committee, Canadian Forest Products, Douglas College, Capilano College, Vancouver School of Theology among others.

Total staff complement stands at 8 permanent full-time positions, two temporary(6 month) part-time positions. Twenty-seven students worked at the archives over a four-month period during the summer: two students on a Library Development Commission programme and twenty-five under the STEP programme.

UNIVERSITY OF BRITISH COLUMBIA LIBRARY

Special Collections Division: The processing of the University Archives photograph collection and additions to holdings on various economic, social, political, and literary aspects of B.C. life have highlighted the past year. Recent acquisitions of particular interest relating to the fishing industry are records collected by the International Pacific Salmon Fisheries Commission,

1900-1945, 65 feet, and a letterbook of Thomas E. Ladner, 1892-96, 1 inch, pertaining to his activities as manager of the Wellington Packing Company at Canoe Pass. The records and papers of the Vagabond Club, a Vancouver-based literary society, included the Lionel Haweis Papers, 1861-1942, 8-1/2 feet, and scrapbooks relating to the activities of A.M. Stephen, 1892-1942, 6 inches. Also, additions to the Japanese-Canadian photograph collection provide a greater insight to conditions within the Interior Housing Centres, 1942-45, after resettlement from the West Coast of British Columbia. On non-Canadian material, the library has acquired the Leathart Collection - letters pertaining to the activities of the Pre-Raphaelites, 1 foot.

Laurenda Daniells, University Archivist, has obtained a year's leave of absence and her duties for 1975 will be handled by Miriam McTernan. For further information on the Division's holdings contact Anne Yandle, Head, Frances Woodward, Map and Reference librarian, or George Brandak, manuscripts curator.

ASSOCIATION OF BRITISH COLUMBIA ARCHIVISTS

The Association has a paid membership of over fifty persons engaged in archives work in the province and the Yukon. Activities for the past year have been the publication of two newsletters and three general meetings that have included a seminar on conservation, a discussion of the Association's constitution, and an address by Hugh Taylor on Canadian archival activity as well as discussion with the Constitutional Committee of the Archives Section, CHA, on the formation of a national association. For any further information on the Association, please write Terry Eastwood, Secretary-Treasurer, c/o Provincial Archives of British Columbia or George Brandak, President, c/o University of British Columbia Library, Special Collections Division.

PROVINCIAL ARCHIVES OF ALBERTA, 1974

As a result of the passing of The Alberta Heritage Act 1973, the Provincial Archives and Records Management Branch comprises four areas: (1) the Provincial Archives, (2) the Records Management Section, (3) the Heritage Resource Library, and (4) the Heritage Historian. The year 1974 witnessed several changes and developments in all sections.

Provincial Archives: Not only were there several changes within the archives staff but a new position was also created, that of Chief Archivist. Mrs. Ermeline Ference was the successful candidate, and her former position as Archivist I is to be filled shortly. Several openings were offered to university students and qualified people via wages and the P.E.P. and S.T.E.P. programmes to help in organizing collections, to prepare inventories and

indexes, to make tape-recordings and to provide indexes and synopses of them, to write governmental departmental histories, to assist the photo clerk and archives technicians in the printing and indexing of photo collections, and to assist in clerical duties.

2606 linear feet of material were received in 524 accessions, of which 223 were from government departments and agencies; 467 microfilms and 241 phonotapes were acquired as well as some 6000 maps, most of which were township plans transferred from the Department of Lands and Forests.

Significant deposits included:

A. MacKinzie MSS History of Peace River Region c.1905
Fort Chipewyan factor's journals 1825-1829
Midland Coal Co. records
County and M.D. records of Vulcan, Stettler, Claresholm, etc.
Files of the Hon. A.O. Aalborg, former Provincial Treasurer and Minister of Education
Records and photographs of Miss Gladys Reeves
Township registers and indexes from Department of Lands and Forests
Early municipal and county files from Department of Municipal Affairs

The archives reference room register showed 1572 users and 52 applications for the use of research facilities. 1052 prints from the Brown, Pollard and Blyth photo collections were placed in subject files and in new numerical order. Four exhibits of recent accessions were held in the Archives Gallery as well as feature displays on Government House and the Blyth collection.

Staff members have participated in professional and learned conferences in Toronto, Calgary, Regina, Winnipeg, Vancouver, Ottawa, Banff, Edmonton and Lethbridge. Talks and lectures have been given to the YMCA, to a school, to University Extension classes on Genealogy, to the Jewish Community Council and to the Western Canadian Studies Colloquium at the University of Alberta.

Records Management Section: Mr. Robert Morin, formerly Records Manager for the Public Archives of Canada and the National Library, was recently appointed Records Manager. He will be responsible for operating an interdepartmental records management programme in conformity with the policy of the Public Records Committee. At present his staff consists of a Steno II, a Clerk III, and a Junior Clerk; but the new year should see the appointment of a Records Keeper II.

The Public Records Committee has met regularly and held meetings with Departmental Records Officers and

Deputy Ministers as well as a three-day Departmental Records Officers' Orientation Course. A six-year plan has been formulated for operation, pending a study and report on our records management needs to be effected by consultant experts from the Public Archives of Canada. Regulations have been drafted and some 130 recommendations for disposition have been approved. The Branch has also assumed responsibilities for the Alberta Disaster Services Agency's essential records programme.

Heritage Resource Library: The Librarian, Mrs. Jo Toon, was granted educational leave on 1st August to obtain her B.L.S., and Ms. Eva Carlson has ably taken her place. The library has assumed an important role with historical researchers following a redirection of the Legislature Library's role into practical administrative subjects. Nearly 400 important and rare books on Western Canadian concerns have been transferred to the library from the Legislature Library. Because of the expanding nature of the library, it has been necessary to hire additional temporary staff.

Heritage Historian: Mr. Eric Holmgren, former Legislature Librarian, has joined the Branch's staff as Heritage Historian. A start in a publications programme has been made by issuing a Christmas card, two leaflets (on Alfred Blyth, photographer, and generally on the Provincial Archives' scope) and by preparing two illustrated booklets on Government House and Alberta at the Turn of the Century.

GLENBOW-ALBERTA INSTITUTE - ARCHIVES

During the past year a structural change in the Archives has been established. Because of greatly increased use of our photographs, it was found advisable to streamline our operations by treating photographs and manuscripts as separate sections. Georgeen Barrass, who is also Assistant Archivist, is in charge of photographs and involved full time in this work. Vicky Williams, next archivist in seniority, assumes responsibility for the manuscript section. Douglas Cass who joined the staff in March, 1974, as our newest recruit in the archives field, also works mainly with manuscript material.

Glenbow's new building, financed by the Alberta Government and designed to house all departments of Glenbow, is now nearing completion. The institute expects to take possession during the winter of 1975; however, official opening of the building, which will await the installation of three floors of Museum and Art Gallery exhibits and the moving in of all divisions, is not expected to take place until the Spring of 1976.

Acquisitions of interest obtained during 1974 include the following:

Minutes, correspondence and financial statements of the International Brotherhood of Electrical Workers, the Brotherhood of Railway Carmen of America, Calgary, and the Calgary Trades and Labour Council, 1911-1958, 9 lin. ft., a valuable addition to our Labour material.

Correspondence, notes re Admiral R.E. Byrd's expeditions, and general papers of Allan Innes-Taylor re Yukon and Arctic regions, c. 1890's-1970.

Papers of Wood's Christian Home, Olds and Calgary, 1915-1974.

A small group of letters written by William Scollen, brother of Fr. C. Scollen, Our Lady of Peace Mission, Calgary area, 1877-1888.

Papers and survey notes of George Z. Pinder, Alberta surveyor, early 1900's to 1950's.

Journal and letters of Dugald Macdonald Sinclair re trip to and experiences in Red River area, 1870-1901.

Papers of N.W.M.P. Supt. J.V. Begin and family, southern Alberta, 1882-1920.

Complete records of the School of Nursing of the Calgary General Hospital (this school stopped operating in 1974).

A number of collections of photographs originating with businesses and services in Calgary, including that of the Calgary Herald.

The City of Calgary has appointed Glenbow Archives as official repository for the City's historical records. The transfer of these papers is expected to commence in 1975.

Glenbow's new publication programme is well underway. Before the end of the year, McClelland and Stewart West brought out three books, The Mountains and the Sky, featuring a number of Glenbow's works of art and written by Art Director, Lorne Render; A Winter at Fort Macleod, diary of Asst. Surgeon, N.B. Nevitt, N.W.M.P., edited by Hugh A. Dempsey; Calgary, Alberta, by Burns and Elliott, a reprint of a little promotional booklet written in 1885. The Peter Erasmus manuscript edited by Mrs. Irene Spry is scheduled to appear shortly.

During the past year the sixth in the Archives Series, an inventory of the Arnold Lupson Photographic Collection, featuring Indians of Southern Alberta, 1926-1947, was produced and distributed widely.

Staff members participated in professional conferences held in Ottawa, Toronto and Banff. A number of speaking engagements in Calgary and area were undertaken

by Archives staff and requests have already been received for speakers to lecture on Calgary's history during 1975, the City's Centennial year.

The Archives has already provided assistance in many of Calgary's Centennial projects, most particularly in the preparation of a series of booklets on various aspects of the City's history. Involvement will intensify during 1975 and a very busy year is anticipated.

SASKATCHEWAN ARCHIVES

The most important staff change during the past year has unquestionably been the resignation of Allan R. Turner as Provincial Archivist. Mr. Turner joined the Saskatchewan Archives staff on July 1, 1953; he was appointed Acting Provincial Archivisit on September 1, 1961 and Provincial Archivist on July 1, 1962. Mr. Turner resigned on July 31, 1974 to take up new duties as Provincial Archivist of British Columbia.

Pending the naming of a permanent successor to Mr. Turner, the Assistant Provincial Archivist, Mr. D.H. Bocking, was named Acting Provincial Archivist effective August 1, 1974.

Mr. D'Arcy Hande joined the staff of the Saskatoon office as an Archivist on June 1, 1974.

As a result of a major change in University organization in Saskatchewan the Archives Act required a number of changes. Amendments to the Act were passed in the most recent session of the Legislature. Amendments leave the main structure of the Act unchanged but there are a number of changes in details on such points as the appointment of Board members and the procedure to be followed in appointing staff.

Since the last report in this journal there have been a large number of new accessions. A detailed listing of these accessions has been included in the Sixteenth Report of the Saskatchewan Archives Board covering the years 1972-1974. The combined holdings of the two offices include 4,900 linear feet of manuscripts and 11,000 linear feet of public records.

Some recent notable accessions of private papers include the following: papers of A.P. Gleave, Member of Parliament for Saskatoon-Biggar, 1968-1974, papers of Darrel Heald, Attorney General for Saskatchewan, 1964-1971, papers of George Hara Williams, who was Provincial leader of the C.C.F., 1935-1941 and Minister of Agriculture, 1944-1945, papers of R.L. Hanbidge, Member of the Legislative Assembly, 1929-1934 and

Lieutenant Governor, 1963-1970 and the manuscript poems of Mrs. Edna Jaques. There have also been a number of accessions of records of organizations including the following: Saskatchewan Progressive Conservative Party, Anglican Dioceses of Qu'Appelle and Saskatoon, and the records of Radio-Gravelbourg and Radio-Prairies-Nord Limitée.

Use of the archives offices has continued at a fairly high level. There has been a marked increase in recent months in the number of genealogical inquiries being received and some decline in the number of researchers working on theses.

ONTARIO

McMASTER UNIVERSITY

THE BERTRAND RUSSELL ARCHIVES

The usual activities continued during 1973/74 but several special projects may be mentioned briefly. In July a major collection of documents, known as Archives II, arrived from the Bertrand Russell Estate. These papers contain personal family correspondence and material generated by Russell during the last five years of his life, or withheld from the original purchase. More than 20,000 pages were sorted and microfilmed.

Much work was devoted to many publication projects centered on the Russell Archives. Professor J.G. Slater and Kenneth Blackwell, Russell Archivist, published a Prospectus for The Collected Essays of Bertrand Russell in number 12 of Russell: the journal of the Bertrand Russell Archives. This quarterly was expanded to 32 pages during the year and had a 15% increase in total subscriptions. Recent acquisitions are reported regularly in it. Professor John E. Thomas and Blackwell edited a collection of the papers given during the Bertrand Russell Centenary Celebrations at McMaster. This volume is to be published by A.M. Hakkert Ltd. as Russell in Review.

OTTAWA CITY ARCHIVES

The City of Ottawa has appointed Dr. Edwin Welch, F.S.A., as its first City Archivist. Dr. Welch was formerly City Archivist of Plymouth and Southampton (England) and has more recently been teaching at Ottawa

University.

Until the archives are brought together in suitable accomodation there will be difficulties in allowing researchers access to them. Everyone is asked to give as much notice as possible of their visit to the City Archives.

QUEEN'S UNIVERSITY ARCHIVES

A steady flow of acquisitions has ensured a busy year for Queen's Archives. Of major importance to scholars was the acquisition of the records of Canada Steamship Lines and its predecessors from 1845 to 1913. These records were presented to Queen's by Canada Steamship Lines to mark the 60th anniversary of the founding of the Company. Other acquisitions of note included 36 feet of records of the Canadian Federation of Mayors and Municipalities 1950-1972, copies of the papers of W.C. Clark, a Queen's professor and deputy minister of Finance 1932-1952. The executors of the late Col. T.A. Kidd of Kingston donated his papers concerning his career in federal and provincial politics. Substantial additions were made to the records of the Ontario C.C.F.-N.D.P. and the beginning of the deposit of the papers of Dr. Gerald S. Graham, a distinguished scholar and a Queen's graduate, was made.

Kingston and Eastern Ontario benefitted this year as well. An account book of the Hon. Richard Cartwright for the years 1791-1798 pushed back local economic studies for another decade, as did the family papers of the Fairfield Family, 1795-1860. A new field of study for local historians was opened by the donation of some 1200 architectural drawings done by William Newlands, of Kingston homes, schools, storefronts and factories from 1885 to 1920. Records of Peterborough Teachers' College, 1908-1973 will provide ample sources for future scholars interested in the educational process of that period.

Archives of the City of Kingston grew with the deposit of 18 feet of Kingston Public Utilitiy Commission Records, 1904-1973, and continuing accessions of regular series.

Queen's Records and Faculty Papers received accessions from several regular donors such as Drs. J.A. Corry, J.J. Deutsch, and A.R.M. Lower. Four reels of microfilm of the J.A. Richardson papers as Chancellor of Queen's, 1921-1939 were made from his papers in the Richardson Archives in Winnipeg. The papers of a former Chief Librarian, H.P. Gundy, 1935-1973, the office of Vice-Principal Academic 1970-1972, and preservation copies of two decades of Queen's Journal on microfilm were all added to the holdings.

Inventories have been completed for many collections, including Canada Steamship Lines, City of Kingston, Thomas A. Kidd, Ontario CCF-NDP, Presbyterian Synod, Merrill Denison, C.G. Power, W.C. Clark, Newlands Drawings and others. A complete inventory of all of Queen's Archives Literary Manuscripts is nearing completion for publication, and an Inventory of the City of Kingston Archives is to be published by the City in the near future.

CITY OF TORONTO DIVISION OF RECORDS AND ARCHIVES

1. CENTRAL RECORDS: Central Records provides Records Management Services to all Civic Departments. These services include the operation of a central records storage area for the official copies of Civic records needed to meet legal, administrative and audit requirements, analysis of records keeping, use and retention by a staff of trained records analysts, and the provision of microfilming services. In addition, a centralized filing system is maintained for the City Clerk's Department and City Council. The staff handled more than 16,000 requests for information in 1973. Microfilm services are also being provided to Metropolitan Toronto on an individual project basis. All microfilming by Central Records is to archival standards as set by the National Microfilm Association with all tests being performed by our own staff.

II. CITY OF TORONTO ARCHIVES: The City Archives continues to expand. From October 1973 to October 1974, 2,167 requests were handled, an increase of more than 12% over the previous year and almost five times the number recorded five years ago. The number of permanent staff increased from two to four.

Staff: We have been fortunate in acquiring three new archivists. Paul Romney replaced Glenna Tisshaw, who has taken on the task of co-ordinating information services at City Hall. Ivar Heissler, formerly manager of the "Heritage of York" project, joined us in July, as did Linda Price, formerly of the Ontario Archives. Much useful work was done by two summer employees: Victor Russell created substantial information files on Toronto's Mayors and indexed a Planning Board photograph collection, and Susanna Clark restored many valuable maps and documents.

In October City Council transferred control of the City's collection of paintings from the Property Department to the Archives. The City Archivist is currently engaged in appointing an "Archivist - Fine Arts" to administer the collection.

Facilities: With the development of the microfilming services mentioned under "Central Records," the Archives

is accessioning microfilm of vital records (e.g., Assessment Rolls, By-laws, Council Minutes) and now has microfilm readers and a reader-printer for the use of researchers.

Accessions: City's collection of several hundred paintings, size and value of which collection yet to be established; papers of Controller June Marks (20') and Aldermen Alice Summerville (1') and John Sewell (2'); Toronto Subway construction plans; a number of original historical maps from City Surveyor; microfilm of Assessment Rolls, 1834-1915.

Finding Aids: Typing and indexing of the previously unindexed City Council Minutes, 1834-1859 has been completed. Paul Romney has calendared and indexed the papers of the Finance and Assessment Committee, 1864-1877, and is currently organizing papers of Special Committees, 1888-1948. Ivar Heissler has devised a system for cataloguing the City's map collection according to co-ordinates while maintaining the principle of arrangement by provenance.

Special Projects: City Council has established, starting in 1975, the Albert Franck Fund to provide for an annual exchange of artists between Toronto and Amsterdam. The artists will paint street scenes of each other's cities, each artist's paintings being deposited in the host city's archives. The City Archivist will be largely responsible for supervising the visiting Dutch artist. He will also administer a budget for adding further to the City's collection of paintings.

The Archives has recently purchased a 35 mm SLR camera and accessories, and now is able to record subjects and events relevant to its work which are not adequately covered by other agencies.

Future: In October the Council of Metropolitan Toronto approved a report recommending that the City of Toronto make available the services of the City Archivist to prepare a full report on the development of a joint archival and records service.

L'UNIVERSITÉ D'OTTAWA

ARCHIVES
CENTRE DE RECHERCHE EN CIVILISATION CANADIENNE-FRANÇAISE

Au chapitre du personnel professionnel, d'importants changements sont survenus au cours de la second moitié de l'année civile 1974; une nouvelle adjointe à l'archiviste est entrée en fonction à la fin de septembre et un nouvel archiviste est entré en poste le 21 octobre.

Dans les mois qui viennent nous comptons principale-

ment ordonner et rendre accessibles nos documents sonores et entreprendre l'inventaire général de nos collections.

Versements ou acquisitions les plus importantes:
-Fonds Joseph Beaulieu 9 pi.lin.: Collection de documents manuscrits et sonores relatifs à un musicien franco-ontarien. Parmi les pièces les plus intéressantes, nous comptons de nombreuses créations musicales de Beaulieu.
-Fédération des Sociétés Saint-Jean-Baptiste de l'Ontario 5 po. lin.: Ce premier versement comprenait essentiellement les procès-verbaux originaux des réunions de cette Fédération.
-CJBC (Toronto). Nous avons reçu quelque 200 bandes sonores qui consistent essentiellement en autant d'enregistrement d'émissions radiophoniques présentées sur le réseau. Il s'agit essentiellement d'entrevues avec des hommes de lettres québécois et avec des pionniers franco-ontariens de la région de Windsor.

Les nouveaux instruments de recherche: Au Guide des Archives du CRCCF paru en 1972, sont venus s'ajouter une liste revisée de nos collections et de nos documents manuscrits ainsi qu'un inventaire complet de notre section muséologique.

UNITED CHURCH OF CANADA ARCHIVES

1973/74

The period from July of 1973 to June of 1974 marks the first full year for the Central Archives in the former library building of Victoria University. The pleasant surroundings and the adequate space has made the work of our staff much easier and more efficient. Several researchers have commented on our fine facilities.

Almost four hundred researchers made use of our collection during the year. As in previous years, these persons came from across Canada and the United States. Organizations such as the Canadian Broadcasting Corporation, the National Museum of Man, the National Film Board, Berkley Studios, Glenbow Foundation, Dictionary of Canadian Biography, National Historic Sites Board and local historical societies made use of our collection. Some photographs were used from our picture collection for the C.B.C. production "The National Dream".

Two students were employed for the summer months and both gave excellent service. One of these prepared a finding aid for the very large and valuable collection of correspondence of the British Wesleyan Missionary Society relating to Canada. This material begins in the late 18th century and spans a period of about one hundred

years.

Our picture collection is greatly expanded and one staff member now works here full-time. We are gradually getting our manuscript collections organized and finding aids prepared for them. We now have finding aids for one hundred and eight of our manuscript collections.

The Fiftieth Anniversary Celebrations in connection with the formation of the United Church of Canada promise a busy year ahead. Already we are involved in a parish history competition and our staff will be called on to provide source material for congregations entering the contest. We are not aware of any great interest in the competition, but certain churches are working on entries.

Our tour guide of historic sites of the United Church of Canada is nearing completion and will be available for free distribution early in 1975. This tour guide includes sites of local as well as national interest. We have yet to produce a definitive list of national sites or reach decision regarding a marker for national sites.

Our manuscript accessions include additional files of correspondence of the Board of Home Missions, United Church of Canada; the Board of World Mission; microfilm of the Andrew Browning Baird Papers at the Manitoba Conference Archives and the Mark Young Stark Papers. We have also received a few hundred biographical files from the Department of Pensions, United Church of Canada.

Negotiations have commenced with the Berkeley Studios concerning a film archives for the latter organization, but no arrangements have been finalized.

The Committee on Archives made a grant of twenty-two hundred dollars towards an oral history project in connection with the fiftieth anniversary of the United Church of Canada. Fifty individuals across Canada were interviewed by a staff member of the Berkeley Studios and copies of the tapes have been made available to the Archives.

We have commenced organizing and cataloguing our large collection of pamphlets produced by various boards and departments of the United Church of Canada and its constituent churches over the years. This will be our last major cataloguing project in connection with unprocessed materials.

UNIVERSITY OF TORONTO ARCHIVES

The year 1973-74 marked the first year of the University Archives' separate existence from the Department

of Rare Books and Special Collections. Despite a chronic shortage of staff, the Archives continued its efforts to make its holdings of significant University records as complete as possible. Its efforts were considerably enhanced by a growing appreciation of the need for adequate documentation of the University's development. This heightened awareness was due in large part to the publicity being given the preparation of an official history to mark the University's 150th anniversary in 1977.

Significant accessions of University records were received from the Governing Council Office (records of the now-defunct Senate and Board of Governors); the Office of the President; the Office of Statistics and Records; the University Library; Hart House; The U of T Athletic Association: the U of T Alumni Association; and the Faculties of Nursing, Music, Education and Applied Science and Engineering. In addition, accumulations of the private papers of T.R. Loudon (Applied Science and Engineering), C.P. Stacey (History), W.S. Goulding (Architecture), F.E. Beamish (Chemistry), M.H. Brown (Hygiene) and G.S. Brett (Philosophy) were deposited in the Archives.

Steady progress was made in the joint University Archives/Physical Plant Department project to microfilm the architectural and engineering drawings of University buildings past and present and it now seems likely that the project will be completed within the next few months.

Twenty more interviews with senior members of the faculty and staff have been conducted during the past year as part of the University Archives Oral History Programme. The total number of interviews which have taken place now stands at twenty-five and the total recorded time of the interviews at more than forty-three hours.

In addition to researchers, the University Archives was visited during the past year by a great many people who simply wished to view our new quarters or learn about our operations. One of our most distinguished visitors was His Excellency Mr. Chan Wen Chin, Ambassador to Canada of the People's Republic of China, who was shown material relating to the career of Dr. Norman Bethune, a graduate of this University.

UNIVERSITY OF TORONTO

THOMAS FISHER RARE BOOK LIBRARY

Additions to existing collections include material

from Earle Birney and Raymond Souster, as well as an important gift from the family of Professor James Mavor (1854-1925). The accession of the manuscripts of the Canadian-Czech writer, Josef Skvorecky, gives a new breadth to the modern manuscript collection.

The Fisher gift includes Norman Douglas letters. Mr. Richard Pennington's papers contain both his own essays and important material on the history of printing in Canada.

A small but historically important group of papers centred around the figure of Col. H.D. Townshend, Commander of the troops in the Gore District during the Upper Canada rebellion, form an interesting adjunct to the manuscripts of Sir Allan McNab for the same period.

By far the most important acquisition is that of the papers of William Arthur Deacon, Canada's first full-time literary critic. Deacon's own typescripts as well as his correspondence with hundreds of writers, cover a period from approximately 1925 to 1960. Unfortunately this collection will not be ready for consultation for at least one year.

WILFRID LAURIER UNIVERSITY

Eighty letters comprising correspondence between William Lyon Mackenzie King, former prime minister of Canada, and C. Mortimer Bezeau, a colorful local figure and former mayor, have been purchased by the library of Wilfrid Laurier University for its archival collection. The letters begin in 1911, when King comments on his defeat in North Waterloo on the issue of reciprocity. The final letter, in 1949, thanks Bezeau for his friendship over many years and for a gift of russet pears, an annual shipment.

Many of the letters and other purchases were on display in the library in honour of the 100th anniversary of King's birth in Kitchener on Dec. 17, 1874. In addition, the display included items from the Mackenzie King home in Kitchener (Woodside), and manuscripts and photos loaned by the Public Archives of Canada.

QUÉBEC

ARCHIVES NATIONALES DU QUÉBEC

Législation: La dernière main a été mise à la rédaction des règlements prévus par la loi des ANQ et que devaient la compléter. Il a été décidé, cependant, de renforcer la loi des Archives, et une requête a été adressée en ce sens à Monsieur le Ministre.

Sur le plan de la législation, encore, un mémoire préparé par plusieurs représentants des ANQ a été adressé au président de l'Office de révision du Code civil relativement à la garde et à l'accessibilité des registres de l'état civil.

Pré-archivage: Dans ce domaine, un grand pas a été fait. Outre la mise au point des règlements dont il vient d'être parlé, et qui ont trait à la gestion des documents gouvernementaux actifs et au traitement des documents inactifs, un comité a été formé par le Conseil du Trésor, comité dont les ANQ font partie, pour étudier les calendriers de conservation et le classement uniforme dans le domaine des archives gouvernementales.

Régionalisation: Sur ce plan, nous avons poursuivi nos études et nos contacts en vue de l'établissement des ANQ dans les grandes capitales régionales du Québec. D'ores et déjà, les ANQ ont la main sur les archives judiciaires de Trois-Rivières, et leur projet d'établissement dans cette ville a été approuvé par le directeur général du Patrimoine. Des contacts suivis existent en outre avec Chicoutimi et Rimouski.

La régionalisation des ANQ et leur établissement dans les régions seront vraisemblablement accélérés par la décision récente du Ministère de la Justice de céder aux ANQ, qui les réclamaient depuis plus de trois ans, leurs archives antérieures à 1850.

Cadre de classement: Les travaux de mise à jour du Guide des Archives nationales du Québec, que se poursuivent depuis plus de deux ans, d'une part, et l'organisation de nos dépôts regionaux, d'autre part, ont été l'occasion d'une refonte complète et, nous l'espérons, définitive, du cadre de classement des ANQ. Un project provisoire, résultat de deux ans de travail, a été soumis au Conservateur à la fin d'octobre, et il est actuellement à l'étude. Ce cadre de classement sera le même pour tous les dépôts des ANQ.

Restauration: Des dizaines de milliers de documents des ANQ - sinon des centaines de milliers - ont besoin d'être restaurés au plus tôt. Et si l'urgence est grande, la

tâche ne l'est pas moins. Or, dans bien des cas, il s'agit ni plus ni moins que de la survie des documents. Notre restauratrice a restauré des milliers de pages de documents, dont le très important registre de la Prévôté de Québec pour l'année 1667, des cartes, des actes notariés, des ordonnances, etc.

Après bien des délais, l'aménagement de notre laboratoire, à Montréal, paraît progresser normalement.

Inventaires: Une bonne douzaine de fonds ont été inventoriés cette année, dont celui de la paroisse et de la seigneurie du Cap Saint-Ignace, que nous avons obtenu la permission de microfilmer. D'autre part, nous venons d'achever l'inventaire des archives conservées au Palais de Justice de Trois-Rivières, dont un arrêté ministériel doit confirmer le transfert de juridiction du ministère de la Justice aux ANQ.

Diffusion: L'un des objectifs de la régionalisation est de mettre à la disposition des chercheurs et du public, dans nos différents dépôts, les ressources qui existent dans d'autres régions. En vue de cet objectif, un vaste programme de microfilmage a été élaboré, et déjà les importantes archives du Conseil souverain de Québec sont disponibles sur microfilm à Montréal; elles le seront à Trois-Rivières dès notre installation là-bas. Nous microfilmons maintenant, d'après le programme établi, les Ordonnances des Intendants.

Expositions: Trois expositions ont été organisées par les ANQ cette année. Une à l'occasion de la Super Franco-Fête, à Québec; une autre, à Québec également, au cours de l'automne, qui montrait grâce à d'anciennes photographies la vie à Grondines depuis cent ans. A Montréal, enfin, une grande exposition, qui a duré près de quatre mois et qui a été fort bien reçue, avait pour thème les Archives et le Vieux-Montréal.

Loi sur les Biens culturels: Beaucoup de travail a été consacré à la préparation de près de trois mille dossiers en vue du classement éventuel d'autant de collections ou fonds d'archives répartis sur le territoire du Québec.

Collaboration avec d'autres organismes: C'est un secteur particulièrement privilégié aux ANQ, où notre personnel professionel s'emploie à faire connaître notre institution par sa présence au sein de divers organismes: Association d'archivistes, de généalogistes, de bibliothécaires, revues d'histoire, d'archivistique, de généalogie, etc. Les avantages que nous en retirons ne sont pas négligeables.

McGILL UNIVERSITY LIBRARY

The manuscripts in the Department of Rare Books and Special Collections of the McGill University Libraries are in the care of Gerald French, Library Assistant. There have been no major changes in the collection in the past year. The manuscripts, counting by main entry only, now number 1,561. They are listed alphabetically by main entry. An entry for each appears in the Union List of Manuscripts in Canadian Repositories.

L'UNIVERSITÉ LAVAL
DIVISION DES ARCHIVES

An août dernier, le Service des Archives et des livres rares fut restructuré en une Section des livres rares et une Division des Archives. Bien qu'en apparence, il ne s'agisse que d'une séparation physique d'un contrôle de deux sources de documentation spécialisée, les implications vont cependant beaucoup plus loin.

Dès la mi-septembre, la Division occupait de nouveaux locaux, moins vastes en superficie mais plus fonctionnels. Le dépôt de pré-archivage a pu, grâce à ce réaménagement, être doublé en superficie alors que sa capacité cubique de rangement est passée de 2300 pieds cubes à 5100.

A la même période, l'entrée à la Division d'un nouvel archiviste a permis de rattraper un peu du temps accumulé dans le traitement des fonds d'archives privés, de même que dans la préparation de nouveaux secteurs où le système de classement uniforme pourrait être implanté.

La plus grande partie des efforts fut consacrée à la gestion des documents. Grâce à l'initiation d'un nouveau préposé au classement, le système uniforme fut implanté au niveau d'une demi-douzaine de bureaux. Des approches ayant été faites auprès de l'administration de quelques facultés, tout laisse présager un calendrier de travail passablement chargé pour l'année 1975.

La planification, l'organisation et la mise en marche d'un nouvel entrepôt de pré-archivage a demandé beaucoup de temps. Tout fonctionne cependant pour le mieux en ce qui regarde cet élément du programme et, déjà, plus de 500 boîtes ont été entreposées. L'application du calendrier de conservation viendra accroître de beaucoup le rôle de cet entrepôt. Malheureusement plusieurs facteurs ont joué contre la mise en marche parfaite de cet élément.

Sur le plan archives historiques, il convient de signaler la réalisation d'un répertoire des fonds privés; instrument qui une fois terminé, permettra aux chercheurs de connaître l'état exact de nos collections. On est aussi à préparer l'indexation mécanographiée, type système Cartess, des fonds de plans d'architectes que nous possédons. En plus de fournir des instruments de recherche excellents pour ce type de documentation, ce système pourra servir à mettre sur pied une banque d'informations sur l'architecture québécoise.

Des inventaires sommaires et quelques répertoires ont été préparés pour une douzaine de fonds d'archives dont six proviennent d'architectes québécois. Le traitement du fonds Wilfrid Brousseau à caractère syndical est en voie de parachèvement. Cinq fonds ont été acquis en 1974; celui de Thomas Poulin, journaliste; 48 films à caractère politique provenant de M. Bruno Lafleur; une autre partie des papiers de M. Gérard Malchelosse; les papiers 1973-74 de la Société des Professeurs d'Histoire du Québec; le fonds de M. J.G. Lechevalier, professeur; ainsi que dix-neuf pieds cubes de photographies de la Faculté de Médecine. Enfin, il convient de noter que la négociation du fonds Jean Chenevert, architecte, est en bonne voie de règlement.

L'UNIVERSITÉ DE MONTREAL

SERVICE DES ARCHIVES

Archives en formation:

- -Opération transfert - Plus de 1000 pieds cubes de documents antérieurs à 1967, reçus des diverses unités de l'Université en application du règlement nº 2 de la Commission des archives.
- -Mécanisation de l'inventaire des dossiers du personnel et du personnel enseignant ayant quitté l'Université.
- -Elimination de 89 tiroirs de documents sur décision de la Commission des archives.
- -Plus de 700 dossiers repérés pour les services ayant déposé leurs documents aux archives.
- -Plus de 250 tiroirs de documents financiers ont été inventoriés.

Procès-verbaux:

- -Tenue à jour de l'inventaire des procès-verbaux de plus de 135 organismes de l'Université.
- -Tenue à jour de l'index analytique des procès-verbaux des quatre corps universitaires, du comité conjoint à la planification et du comité de régie, section affaires académiques.

Microfilm:

-Mise sur pied, cette année, de cette nouvelle section.
-Production:-
Archives - 185 bobines de 100' de films 16 mm.
50% de cette production touche les thèses de doctorat (7.5%) et les mémoires de maitrise(42.5%).
Registraire - 46 bobines de 100' de films 16 mm.
-Achat d'une caméra planétaire portative.
-Réorganisation, en vue de son amélioration, du système de microfilm au Registraire, aux archives des étudiants.
-Microfilmage des annuaires généraux de l'Université.

Documentation:

-Cueillette systématique des archives imprimées de l'Université.
-Préparation d'un cadre de classement de celles-ci.
-Inventaire des périodiques reçus aux archives.

Archives historiques:

-Huit nouveaux fonds privés sont entrés aux archives.
-Préparation de trente-quatre instruments de recherches (inventaires, répertoires).
-Consultation: 24 chercheurs (333 heures).

Relations Extérieures:

-Préparation d'un diaporama sur le Service des archives par le Centre audio-visuel.
-Le Congrès de l'Association des archivistes du Québec s'est tenu à l'Université, les 2 et 3 mai 1974.
-Le technicien en microfilms a suivi une session de deux semaines au Service central de microfilms, des Archives publiques du canada, en novembre 1973.

Publications:

No. 1 -Guide de consultation à l'intention des chercheurs. (2e édition).
No. 2 -Le Service des archives et la Commission des archives. (2e édition).
No. 3 -Le cadre de classement des archives de l'Université de Montréal. (2e édition)
No. 5 -Commission des archives de l'Université de Montréal - Rapport annuel 1972-1973.

MARITIMES

UNIVERSITY OF NEW BRUNSWICK

An oral history project designed to record the knowledge and experience of men and women who have made significant contributions to the university in the past is nearing completion.

Recent accessions received for the University Archives include: Correspondence files from the office of the President, 1947-1965; Additions to the Dr. W.C. Keirstead papers; W. Brydone Jack correspondence, 1840-1881; Faculty of Education files, 1950-1970; Alumni Office, 1946 photographs. New accessions in the Manuscript Collections include: Cid Corman's correspondence with Canadian poets, 1953-1973; two manuscript volumes of poetry by Raymond Souster; Office files of the Mysterious East; two letters from Rudyard Kipling to Francis Sherman.

MOUNT ALLISON UNIVERSITY

ARCHIVES

This year, the Flemington papers, previously untouched, were unpacked, sorted and placed in manuscript boxes for inventory. Several small accessions were processed, the main index was expanded and typed, and other minor indexes and finding aids were prepared or brought up to date and typed.

With the increased support and cooperation of the teaching staff, the Faculty Publications collection has grown considerably, and it has become possible to change the display much more frequently.

The Archives also provided displays for University Convocations and reunions, as well as special historical displays in cooperation with Special Collections.

With the Chief Librarian, Lynne Owen, Archives Librarian, attended an Oral History workshop in Saint John, and we are preparing a proposal for a programme at Mount Allison, perhaps in conjunction with other interested departments.

L'UNIVERSITÉ DE MONCTON

LE CENTRE D'ÉTUDES ACADIENNES

Les Acadiens n'ont pas de pays ni de province où ils seraient en majorité. Ils n'ont donc pas de gouvernement à eux qui pourraient s'interesser à monter un dépôt d'archives concernant leur propre histoire.

L'université acadienne de Moncton a donc pris l'initiative de créer un Centre où l'on accumulerait toutes les archives ou copies d'archives à travers le monde qui concernent les Acadiens, toutes les publications, livres, revues, journaux, la généalogie, le folklore, cartes historiques et géographiques, tableaux d' d'artistes, photos de lieux et de personnages historiques, etc. etc. C'est le Centre d'études acadiennes de l'université de Moncton.

Ce Centre est déjà très bien monté. Il possède à date de 8000 à 10,000 volumes et revues concernant les Acadiens, 2300 bobines d'Archives publiques ou semi-publiques de France, d'Angleterre, de certains Etats américains, etc.; des fonds privés d'historiens tels que Lauvrière, Rameau de Saint-Père, Placide Gaudet, etc. etc.; la copie xérox des registres de la plupart des paroisses acadiennes des Maritimes; une documentation très volumineuse de généalogies acadiennes, une section de folklore, etc. etc.

Après sept ans de fonctionnement le Centre a préparé un Inventaire général des sources documentaires sur les Acadiens. C'est un fort bouquin qui sera disponible en avril aux Editions d'Acadie. [C.P. 2006, Moncton, EIC 8J3]. Un index des noms propres de la Série CIID, Fonds des Colonies, A.N. France, a été préparé l'été dernier.

Deux archivistes, une folkloriste, un bibliothécaire, une recherchiste et cinq secrétaires forment l'équipe du Centre. Nous sommes à la recherche d'un généalogiste.

Une partie des papiers du Frère Antoine Bernard, du Père René Baudry et de M. Hector Carbonneau sont les plus importantes additions au fonds des manuscrits.

ST. FRANCIS XAVIER UNIVERSITY ARCHIVES

During 1974 the documents of the St. Francis Xavier Extension Department were completed and work was begun on the papers of the Hon. J. Keiller MacKay, Lieutenant-Governor of Ontario.

As our Archives are still in the organizational stage we still employ one person only. Rev. J.H. Gillis who was the pioneer organizer of the St. Francis Xavier University Archives retired in January 1974, and was replaced by acting archivist May Doucet.