

AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

Volume 15 No.1

Winter 2005

ISSN 1193-3165

Newsletter homepage

aabc.bc.ca/aabc/newsletter

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The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

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Next Issue:
May 1, 2005

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AABC/Library & Archives Canada Consultation

Peter Johnson

On October 1, archivists, records managers, conservators and librarians from the Lower Mainland and Vancouver Island gathered at the offices of the Archdiocese of Vancouver on Robson Street to meet with Library and Archives Canada representative, Marianne McLean. Marianne and other LAC colleagues are conducting a series of consultations with provincial archives and library communities both to inform and gather opinion on the LAC's long-term directions and role, and to review its Grants and Contributions Program in preparation for the renewal of the LAC's transfer payment authorities. Having already consulted groups in Nova Scotia and Yukon, British Columbia was Marianne's third port of call.

Marianne, a career archivist with the National Archives/LAC, presented the group with copies of two documents, "Directions for Library and Archives Canada"

(June 2004), and "Consultation Document for the Renewal of LAC Authority for a Grants and Contributions Programme (Draft 1, August-October 2004). The morning was spent reviewing and responding to the first document, the afternoon to the second (this will be the subject of a second account).

"Directions for Library and Archives Canada" (*DLAC*) is a very general document for use by a wide range of stakeholders (including publishers). It emphasizes that LAC is a "new kind of knowledge institution, firmly rooted in new opportunities of the 21st century digital information age" (p.4). The anticipated "transformation" of the old National Archives and National Library of Canada is rooted in the LAC's new mandate in the *Library and Archives of Canada Act*, assented to April 22, 2004. The Act retains "essential elements" of the former institutional mandates, but adds new scope and new powers. Notably, it introduces the "new legal concept, 'documentary heritage'" which includes "publications in all media and records related to Canada". The LAC's objectives include the acquisition, preservation, promotion and facilitation of access to Canada's documentary heritage (an Advisory Council may be established to advise the national Librarian/Archivist on the last two functions), the care of government publications and records, the facilitation of government's information management, the coordination of its library services, and, lastly, support of the "development of the library and archival communities." (*DLAC* 3)

LAC is currently at the stage of defining how it can best deliver on its mandate. Five "key directions" for the future have been articulated through working groups & discussion forums by LAC staff and it was on these broad directions that our input was sought. The five directions for change are that the LAC should be:

1. *A new kind of knowledge institution*, "firmly rooted in new opportunities of the 21st century digital information age." LAC's goal is to have its unparalleled Canadian collections "explored, used, understood and appreciated" by a growing number of Canadians. Providing "seamless access" will require "new ways to organize and describe" resources for easier access and broader use, and may include the joining of the AMICUS (library) and MIKAN (archival) databases (*DLAC 4*).

The institution will not be a passive repository. A focus on access, a capacity to interpret, and the provision of innovative services will encourage Canadians to discover, learn, appreciate, and share knowledge and culture. (*DLAC 5*)

Some puzzlement had been evident amongst us at the first use of the term "knowledge institution." Its import now seems clearer; the LAC is in the business of cultural evangelism.

2. *A truly national institution*

We want to have a national presence and impact ... LAC must become more widely known, used, and valued by Canadians all across the country. Our location in the national capital region must be off-set by a constant and deliberate effort to achieve a pan-national presence, both virtual and physical. ... Canadians must be able to find their own communities' heritage and culture within our collection." (*DLAC 5*)

DLAC's emphasis on building upon its "wealth of networks and partnerships" to deliver its mandate was very much Marianne's message. The commitment to building a stronger multicultural presence in collections and staff is welcome (*DLAC 5*). However, it was apparent, and became more so in discussing Direction 3 (below), that many of those present felt that past investments of time, effort and money in building networks at the provincial level were being undervalued in LAC's drive to extend its reach.

To the suggested national roles of "promoting policy, national access catalogues, preservation research, standards development, international collaboration, and development and coordination of national strategies", it was suggested that the LAC should add advocacy for archives and their role.

3. *One national collection ... by working with others*

We want to work with others to build a strong, cohesive collection of Canada's documentary heritage, in which our own collection is only one part of the whole. We think there are two sides to this effort, one more internal ["we will manage LAC holdings as one collection ... Emphasis will be placed on integrating access so that our diverse collection parts can be searched as one"], one more external. ... [W]e will work within a network of institutions to give Canadians access to their full documentary heritage. (*DLAC 6-7*)

The 'Questions for you' associated with this third Direction included, "How can LAC best foster approaches for access and preservation of the whole of Canada's documentary heritage?" and "What should be LAC priorities in providing support to different communities?" Here, sympathy for *DLAC's* and Marianne's apparent focus on recruiting provincial players for Library and Archives Canada's national initiative waned. Us locals very much wanted confirmation that the new national institution not only recognized and valued the huge effort already invested in such networks as BCAUL, but was prepared to consult and support us in maintaining and strengthening such networks. Jennifer Mohan and Reuben Ware were particularly effective advocates for active federal support for B.C.'s archival infrastructure.

4. *A prime learning destination*

We want to be an important learning destination, helping to foster a nation of learners by helping Canadians to better understand Canada's heritage, knowledge, and culture. (*DLAC 7*)

LAC proposes supporting all levels of researcher, from school-age children to life-long learners, by understanding their learning patterns and knowledge requirements, and tailoring content, finding aids, programmes, and services to enhance their enjoyment and understanding of both content and context (*DLAC 6-7*).

5. A lead institution in Knowledge and Information Management

LAC's legislated information management roles ensure its support of efficient information management for federal government decision-making, its final responsibility for custody and access to an authentic and reliable record of government business, and its ultimate duty of care for Canada's national memory.

These 5 'key directions' are seen as the means by which LAC will "contribute significantly to the success of Canadian society." (*DLAC* 9)

Certain "strategic approaches" will guide changes in LAC's approach to its business, e.g.

- Citizen/client needs will drive LAC's program
- Digital information and access will be pursued as "an over-arching strategic priority"
- Active risk management will safeguard collections
- LAC will question its "professional traditions related to resource description, and think strategically about how metadata will help" it to serve Canadians effectively (e.g. by pursuing common metadata standards)
- It will develop its "capacity for leadership and strategic focus in order to make a real difference in the lives of Canadians, and be a "strong contributor to the achievement of the policy goals of government." (*DLAC* 9-10)

"LAC is a new institution, and it will need to grow into its future. To define its best contribution to the social, economic and cultural development of Canada is a long-term endeavour ..." (*DLAC* 11). One enduring criterion that will steer that contribution is certain to be: "Is this proposed initiative in the national interest?"

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In Memoriam

John A. Bovey, Archivist Emeritus of British Columbia

In the early hours of 12 Jan 2005, John Bovey passed away in Winnipeg. He and his wife, Pat had just returned from a baby-sitting stint with their only grandchild in London, UK. A funeral is planned for Winnipeg and a memorial service in BC at a later date.

For over thirty-five years, John Bovey was a provincial/territorial archivist (NWT, MB and BC) and was involved in many of the key developments of the Canadian and British Columbian archival networks.

Within his tenure in British Columbia (1979-1999), many notable achievements occurred which further the documentary heritage of our province. With John at its helm, the BC Archives and its archivists integrated records management and archival administration into a single coordinated program; developed a standardization approach to BC government records classification and scheduling (and copied to various degrees in other Commonwealth jurisdictions); pioneered the use of the Internet for archival reference and research; and established a funding program for Community Archives. Our staff members contributed heavily to the research undertaken for the Rules of Archival Description and John was a founding member of the BC Archives Council.

His life long passion for history and heritage can be highlighted by his early research work, while a student at UBC, on Margaret Ormsby's *British Columbia: A History* and by his later two-term appointment as the BC member to the Historic Sites and Monuments Board of Canada.

Many of us will remember his little black book where the details of little and great events were recorded for posterity. His natural curiosity and his love of historical trivia was gigantic as his little script revealed the names, events and dates of significance. Whether the feast day of saints, the major naval battles of Nelson, the number of funnels on the *Empress of Ireland*, or the last day of snowfall in Victoria the little black book recorded it all. Dare I say that I and many of the senior archivists have had their stories recorded in his "book."

As great as his passion for our history and heritage, his love for his family was much greater. His quiet support and pride in the achievements of his wife, Pat, as Director of the Art Gallery of Greater Victoria and latterly, of Winnipeg Art Gallery; his daughter Alex, earning her PhD, publishing her thesis and her work at the British Museum; and daughter, Catherine working with British television, was ever present in his conversations. The recent arrival of grandchild, Georgia was the topic of every conversation and her pictures filled his already bursting billfold.

Of all the achievements that his archives created, many will remember John the person, the great storyteller and raconteur, who could bring an entire hall to laughter as he recited a tale or story from our history.

Gary A. Mitchell, CRM
Provincial Archivist and Director
Royal BC Museum Corporation

Building Archives and Communities 2005 Conference

An opportunity you won't want to miss...

Members of the Fraser Valley Region of the AABC are busy finalizing plans for this year's conference which is being held in the historic village of Fort Langley from April 21-23rd. The conference theme - *Building Archives & Communities* - highlights the integral role that archivists and archives play in both preserving our documentary heritage, and building the communities in which we live. Speakers from a broad range of backgrounds and work experience will examine key elements within this theme, including:

- Understanding archives users
- New frontiers of digitization
- Archives volunteers & friendraising
- Conservation strategies

This is your opportunity to gain new insight and knowledge of how to deal with the challenges that archivists and archives face today in a positive, constructive way.

For further details and updates about this year's pre-conference workshop, conference sessions and events, please consult the AABC website. Conference information packages, including registration forms, will be mailed and available on-line in late February. For those who would like to find out more information about Fort Langley, good sites include: www.fortlangley.com, www.fortlangleyvillage.com and www.seefortlangley.com.

We look forward to seeing you in Fort Langley!

Val Billesberger, Program Coordinator
2005 AABC Conference Committee
maius@shaw.ca

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British Columbia Archival Information Network Update

British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabc.bc.ca).

New or revised descriptions recently submitted and added to the *British Columbia Archival Union List* are listed on the "New Descriptions on BCAUL" page of the BCAIN web site at aabc.bc.ca/aabc/newbcaul.html

Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* (aabc.bc.ca/aabc/bcguide.html):

1) Hedley Heritage Museum

New email address: hedleymuseum@uniserve.net

New web address: www.hedleybc.ca/content.php?content.8

New phone/fax number: (250) 292-8787

2) Port Hardy Museum and Archives

New email address: phmachin@island.net

New hours of operation: May 15 to Sept. 30, Tuesday-Saturday, 10 am to 3 pm ; Oct. 1 to May 14, Wednesday to Saturday, 10 am to 4 pm

3) Alert Bay Library/Museum

New address: 118 Fir Street, Alert Bay, B.C.

New mailing address: P.O. Box 440, Alert Bay, B.C. V0N 1A0

New hours of operation: September-June: Monday, Wednesday, Friday and Saturday, 13:00-16:00; July-August, Monday-Saturday, 13:00-16:00

New information for holdings summary: "... The photographic collection consists of 6,900 images dating from the mid 1800s to today ..."

4) British Columbia Institute of Technology Archives

New listing:

British Columbia Institute of Technology Archives
BCIT Library, SE14, Room 206
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Access:

Contact Person: Deidre Brocklehurst , Archivist
Phone Number: (604) 431-4990
Fax Number: (604) 434-5148
e-mail address: deidre_brocklehurst@bcit.ca

Days and Hours of Operation:

An appointment is recommended. Hours of operation usually Tuesday-Thursday, 9:30-3:30

Holdings:

Total Volume: 60 metres
Inclusive Dates: 1958-2003
Predominant Dates: 1964-1985

Acquisition Policy/Holdings Summary:

The BCIT Archives acquires records which contain evidence and information about the institution's history, organization, function and structure. The Archives thus constitutes the official memory of BCIT and represents the accumulated experience of its members. These include: records created, received and accumulated by the various administrative offices of BCIT and by the various governing bodies of the BCIT; records of activities from groups such as the Alumni Association, Student Society and Faculty Association, which reflect the life of the BCIT community; and records of historical significance detailing BCIT's growth from the late 1950's to the present. The BCIT Archives houses: correspondence, minutes, reports, and financial records; all publications, newsletters, or booklets including catalogues, yearbooks, student newspapers, directories, and faculty/staff rosters, faculty and administrative newsletters and publications, and alumni publications; photographs, negatives, slides, motion picture film, oral history interviews, audio and video tape, discs, and recordings; maps, prints, and drawings; and memorabilia.

5) Cowichan Valley Museum and Archives

New contact name: Kathryn Gagnon , Curator/Manager

6) Trail City Archives

New contact name: Sarah Benson , Director
New email address: sbenson@trail.ca or history@trail.ca
New hours of operation: Monday to Friday, 9:00 am to 4:00 pm

7) Enderby and District Museum

New web address: www.enderbymuseum.ca

8) Penticton Museum and Archives

New fax number: (250) 490-2442
New hours of operation: Tuesday-Saturday, 10:00-3:00 (November through March); 10:00-4:00 (April through November 1)

9) City of Richmond Archives

New web address: www.richmond.ca/cityhall/archives/about/about.htm

10) Providence Health Care Archives

New hours of operation: Monday to Wednesday, 9:00-5:00 (Appointment recommended)

British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: bpurver@aabc.bc.ca).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at aabc.bc.ca/aabc/bcans.html.

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B.C. Archival Education and Advisory Service

Linda Wills

I recently had the opportunity to present the AABC course *Management of Archives* to a class of students in Calgary. At the same time, I was making a mental list of all the things I should remember to tell the archivist who is hired to replace me at the Vernon Archives when I retire. The two actions dovetailed quite nicely, as so much of management is above and beyond the niceties of appraisal, arrangement and description, and the creation of finding aids.

Imagine a situation where you, without previous experience, are hired to manage an archives, either brand-new or established. The training you have taken in preparation for this new job equips you to look after the records in a professional manner. However, the first person you run into on your first day at work is a smiling woman who says, "I'd like to volunteer in the archives – what can I do to help?" Management functions such as the recruitment, training, and supervision of volunteers are, perhaps, issues that you never thought about. You will need to interview the prospective volunteer and have her fill in an information sheet that will capture essential information as well as indicate specific interests and abilities. You may want her to sign a privacy agreement if you intend to have her help you work on sensitive records. You may want to offer special privileges as a thank-you – half-price on photocopying, for example.

Imagine again that you have been working in cramped quarters and city council decides that an empty civic space would be just right for the archives. However, city staff wants you to draw up a plan and a budget for the archives, indicating just where new shelving will sit, how many new filing cabinets will have to be purchased, and an approximate cost for all the new equipment. You are asked for percentages of space to be allotted for the public area, office space, and record storage. You are also asked to plan for future expansion, perhaps with the addition of some rolling shelving. You speak to an architect, but he knows nothing about the functioning of an archives, and needs your guidance. Perhaps the solution is to take a quick tour of neighbouring institutions to see what works for them. Statistics kept over the years may also help you to ascertain whether your rate of acquisition has been increasing or decreasing. Has your photo collection grown geometrically? Are several large donations lurking down the road? Many questions have to be answered and the city is relying on your expertise.

What if you have been hired recently to fill the shoes of a well-respected archivist in your local community archives. On hearing that he never allowed high school students to use the archives, you decide that things will change. What approach can you take to let the high schools know that you are 'open for business' without tarnishing the reputation of the previous archivist?

As archivist in your local community archives, you have always enjoyed a good relationship with the press. On a recent fundraising campaign for the archives, you ask them for a donation and remind them of the good service they have enjoyed over the years. They do not donate to your campaign and then you notice that it's been months since they asked for a photograph. Are the two things connected and if so, what will you do about the situation?

The AABC course *Management of Archives* covers many real-life situations such as the ones I have described. Discussion brings solutions; examples from attendees' own experiences are shared. As Education and Advisory

archivist and as archivist at the Vernon Museum and Archives, I have been made aware of just how important management is to the smooth functioning of everyone's archives.

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Preservation Issues and Ink Jet Prints

Rosaleen Hill

The Image Permanence Institute (IPI) in their recent web article *A Consumer Guide to Traditional and Digital Print Stability* stated that "when properly stored, dye-based inkjet and dye diffusion thermal transfer prints have stability comparable to that of traditional photographic prints. Pigment-based inkjet and color electrophotographic prints are even more stable."

Inkjet printers are by far the most common printer type used to print colour photographs both for home use and for most business applications. This saturation of many levels of the consumer market by inkjet printers will result in a dramatic shift in the type of 'image' that will be accessioned into archives in the coming years. It should be noted that while IPI has indicated that certain types of inkjet prints are more stable than traditional colour photographic prints this is certainly not true in all cases. The life expectancy of the inkjet print can change dramatically depending on the type of ink and paper used and how the inkjet prints are stored.

Inkjet Inks

Inkjet inks fall into two broad categories: dye or pigment based inks. Generally, pigmented based inks are considered to be more stable than dye based inks. However, dye based inks are often used as they offer a wider colour gamut and when used on glossy papers offer greater colour saturation.

Ink types can be identified in several ways – but the resulting identification may not be foolproof! Pigment based inks tend to exhibit a difference in gloss between areas with high ink density and areas with no ink. Also, pigment based inks tend to be insoluble in water whereas dye based ink tend to be water soluble. (This solubility fact should also be noted in archives emergency record salvage plans.)

Nothing is simple when it comes to the digital world. In addition to the two ink categories mentioned above, dye and pigment based inks, a third 'hybrid' category also exists. Some inks are a combination of both dyes and pigments. An example of this 'hybrid' is Epson's Ultrachrome Ink. Epson also has an exceptional ink (from the preservation perspective) in the Epson Archival Pigmented Ink. This six colour ink set is the standard by which all other inkjet inks are measured and has a life expectancy of 200 years when printed on a designated paper and stored appropriately. The hybrid Epson Ultrachrome Ink has a life expectancy of between 100 and 150 years when printed on the designated paper and stored properly. An interesting discussion of the relative qualities of dye based and pigment based inks can be found in the current issue of *More Mastering Digital Photography Annual Guide*.

Inkjet Papers

Many coated papers are designed for producing photographic images using inkjet printers. Coated papers fall into two major categories – swellable papers and porous papers. Swellable papers are comprised of three layers: a protective polymer layer; a layer that fixes ink drop in place and a layer that absorbs other inks components. Porous papers are coated with inert particles which prevent the ink drop from bleeding. It should be noted that uncoated papers can also

be used to print images but they do not produce anything like a 'photographic' quality image and will not be discussed here.

Swellable papers can be identified by the following: they tend to be more glossy than porous papers; the ink may take a long time to dry and the paper feels very smooth. If a drop of water is placed on the surface of swellable paper it results in a slippery film being formed.

Porous papers can be identified as they are not as glossy; the ink does not need time to dry and may be advertised as 'instant dry' and the paper can have a slight 'sticky' feel. A water droplet on the paper is simply absorbed resulting in no visible change to the paper.

Inkjet Print Life Expectancy

The choice of paper and inks in a inkjet printer can have a dramatic affect on the prints life expectancy particularly when that print is exhibited. Henry Wilhelm's website (www.wilhelm-research.com) offers excellent information on testing of inks and papers for archival stability. He has noted that when using new HP printers with their designated inksets in conjunction with HP Premium Plus Photo Paper that a display permanence rating of 73 years was achieved. Conversely, using the same printer and designated inkset but using Staples Premium Glossy Paper resulted in a display permanence rating of two year!

Wilhelm also deals with the question of permanence of inexpensive third-party inks. Many of his results are presented in the September 2003 PC World Magazine News and Trends section. He notes that while third-party inks may save money they generally do not have good permanence ratings. Additionally, they may lead to clogging the printer head.

Storage Standards

There are no international standards with regard to the long term storage of digital prints. Current recommendations are that all digital prints be stored to the same standards as traditional photographic images. (See the AABC Preservation Toolkit (<http://aabc.bc.ca/aabc/toolkit.html>.) *Photographic Media Storage* for information on the storage of traditional photographic images.

Inkjet prints which are to be exhibited should be framed following general conservation standards. This is particularly true for porous papers. Porous papers, with no polymer coating, are more susceptible to deterioration from gaseous pollutants. Dye based inks on porous paper are especially at risk from ozone.

New inkjet papers and inks are constantly being introduced and as noted the combination of paper and ink can have a significant effect on the life expectancy of the inkjet photo. As many archives are not only collectors but creators of archival records you may want to ask the following questions about the inkjet printer you are using.

What type of printer is in use?

What type of ink is used in the printer?

Does the printer company (i.e. Epson) provide information on the long-term stability of the ink recommended for the printer?

What type of paper is recommended for the printer?

Are alternate 'third party' papers also recommended?

What is the long term stability of the paper?

Most of this information should be available on the printer company's websites. However, it is always useful to check independent websites, such as Wilhelm-Research or Inkjet Art (www.inkjetart.com).

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People and Places

Kelly Stewart has recently been appointed as the archivist for the New Westminster Museum and Archives. She was previously the Records and Information Manager for the Sto:lo Nation.

The Vancouver Office of Library and Archives Canada welcomes **Greg Kozak** who will be completing a finding aid project this Spring.

Marie-Hélène Robitaille has left her position with CBC Radio's "The Round-up" to take on a new challenge as the Archiviste - Télévision for Radio-Canada Colombie-Britannique.

The District of West Vancouver has appointed **Lois Enns** to the newly created position of Records and Information Analyst / Information and Privacy Officer. She will be responsible for managing three program areas: the Records and Information Management Program, the Archives Program (corporate and community archives), and the Freedom of Information and Protection of Privacy Act Program. Ms. Enns was formerly the Archivist for the District. The District will be seeking a fulltime archivist in 2005.

Heather Gordon will be leaving her current position as Records Management and Information Analyst for the City of Coquitlam for a new job as the Assistant Manager of the City of Vancouver Archives.

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Postcards



View of the Granite Dells in
Prescott, Arizona
January 2005

When the Newsletter Editor suggested that I submit a "Postcard from the Edge," I thought - perfect - I do feel on the periphery down here in Republican land.

At the end of November 2004 I accepted a job to set up an "archive for aviation safety and security" at Embry-Riddle Aeronautical University. There is no university-wide records management and the material they have is scattered across campus. No records have been transferred with any kind of deed of gift or other document that would transfer ownership and I spend quite a lot of time talking about the nature of records, how they are used and how we should be housing, arranging and describing them. It's exhausting, but I do enjoy the challenge!

Prescott is cute, the people are friendly and it has a good brew pub. The only one thing I am really missing is half decent coffee. I miss BC too, but hope that the listserv and newsletter communities will keep me connected. Cheers to all! *Jenn*

From:
Jenn Roberts
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Prescott, AZ 86301 USA



To:
AABC Members

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Archivia Enterprises

[Archivia Enterprises](#) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

To learn more, visit our website at www.archiviaent.com. E-mail: trevor@archiviaent.com.

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