

AABC Newsletter

*Honorary Patron
The Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia*

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Ministerial Records Regimes in Canadian Jurisdictions: A Synopsis

By Ian McAndrew and John Horodoyski(*)

With passage of the *National Archives of Canada Act* in 1987, the Canadian parliament declared that records created by ministers of the Crown were no longer private property. Under Section 4 of the *Act*, the National Archives was named as the "permanent repository" not only for departmental records, the institution's traditional domain, but also for the records which had formerly belonged to elected officials heading the various departments—the ministers of the Canadian cabinet. Section 5 gave force to this provision, dictating that "no record under the control of a government institution and no ministerial record, whether or not it is surplus property of a government institution, shall be destroyed or disposed of without the consent of the Archivist." From this point forward ministerial records at the federal level have been public records, and cabinet officers are permitted neither to destroy them, nor to maintain possession upon departure from office. (1)

The research project reported in this paper was designed to study various aspects of the ministerial records dilemma in Canada, and its final product will have several aspects. One will be an extensive literature review exploring many issues related to the topic: the ministerial records question; the executive records question in the United States; certain academic debates in public administration related to secrecy in government; and pertinent aspects of British and Canadian constitutional theory. The remainder of the report will be comprised by a comparative analysis of regimes currently in use in Canada at the federal, provincial, and territorial levels, and an evaluation of these culminating in a set of conclusions regarding methods for assembling a ministerial records regime with maximum strength and effectiveness. Due to time constraints, this paper only addresses one of these topics—presenting, in a brief synopsis, a 'status report' on the various kinds of ministerial records regimes currently in place. In doing so, the paper argues that none among the current systems—not even that created by the *National Archives of Canada Act*—represents a comprehensive set of regulations, and that all require significant alteration if they are to serve effectively as instruments for enforcing mandatory transfer. Also due to time constraints, it has been necessary to omit discussion of legal regimes in those jurisdictions where ministerial records are still regarded as private property (Saskatchewan, Prince Edward Island, Newfoundland, and Quebec.)

METHODOLOGY: At its outset, the researchers aimed to collect data from all thirteen major Canadian public repositories; that is, from the National Archives of Canada, each of the ten provincial archives, and two territorial archives. (Nunavut was excluded from analysis due to its nascent presence in Canada.) For this reason, the researchers created a data gathering instrument, a questionnaire, to be mailed to each of the thirteen major Canadian public repositories. Unfortunately, that data, however limited, was in itself an aberration on the questionnaire. Out of a total of thirteen respondents, only two institutions were able to provide statistical figures on the questionnaire. (Another institution did provide figures, though, was rejected by the researchers due to their status as "approximations" of numbers, and not the "actual" figures.) As questionnaires were slowly returned, it became quite evident of a problem both in the design of the questionnaire and as a result, for the respondents in attempting to fulfill the requirements of tracking accession figures for ministerial records. In hindsight, the designers of the questionnaire admit their discretion in the overall design of the questionnaire as "over-zealous" in an attempt to procure accessions' figures of ministerial records for such an extensive period of time. Furthermore, the operational logistics and physical manpower available in each archival jurisdiction to obtain those figures via database manipulation was never fully explored by the researchers,

as it was believed to be a reasonable exercise to complete. The configuration for the electronic tracking of a specific series or class of records by each institution may have been more time consuming or difficult than had been previously considered. Further research may determine if internal computer systems of the institutions are not able to provide accruals of ministerial records because the query of *ministerial record* is most probably not applicable or available to existing configurations.

STATUS REPORT: The most striking feature of ministerial records regimes in Canadian jurisdictions to emerge from this comparative survey is their variety. While it is beyond the scope of the study to attempt accounting for the deeper origins of the various systems in place, it is worth noting that their diversity is as broad as that distinguishing the political and legal cultures, and the archival traditions, distinctive to Canada's regions, provinces, and territories. The following status report is organized into a typology, grouping together those jurisdictions that share similarities. Examined first are those jurisdictions, including both territories examined in the study, where ministerial records are considered to be public records, but in which little attempt has been made to address the ministerial records question through exerting managerial control. Second, the systems in the balance of provinces are presented, those in which the need for managerial control has been recognized. Finally, the system employed by the National Archives of Canada is examined.

Northwest Territories, Yukon, and New Brunswick: In the Northwest Territories, Yukon, and New Brunswick, ministerial records are considered to be public records. In each instance, while legal regimes at least have this to speak in their favour, there are still significant dilemmas—ones related to statutory ambiguity. Beyond these problems, moreover, which are in fact characteristic of legal regimes in all provinces and territories, control of ministerial records in these jurisdictions is also characterized by an absence of managerial, or archival, control.

Nowhere in the archives acts of Northwest Territories, Yukon, or New Brunswick, nor in the New Brunswick *Public Records Act*, are ministerial records either defined or mentioned. Indeed, in each case the basis for recognizing these materials as having the status of public property is tenuous, or derivative. In the Northwest Territories, for example, the responding archivist explained that "certain ministerial records come under the *Archives Act*," referring to the statute declaring that "public records" includes materials in all forms and formats "held by or under the control of a government body." Government bodies, in turn, are defined to include "a department or division" of the territorial government.⁽²⁾ The Yukon *Archives Act*, similarly, defines "public records" as materials in all forms and formats "deposited, on file, or held with or in any department or agency of the government of the Yukon."⁽³⁾ In New Brunswick, the *Archives Act* stipulates that public records are those covered under the *Public Records Act*, and this statute provides a *de facto* definition of public records as "books, papers and records kept by or in the custody of any provincial or municipal officer in pursuance of his duty as such officer."⁽⁴⁾

The dilemma with regimes of this sort is, quite simply, that they establish ministerial records as public records only in that they imply an equivalency between department records and ministerial records. In turn, the problem at the heart of this dilemma is that statutory implication, which is legally ambiguous by its very nature, has been used to resolve the traditional legal ambiguity surrounding ministerial records: an ambiguity deriving from the fact that ministerial records, under British and Canadian Constitutional tradition, have customarily derived their official status from the conventions of ministerial responsibility and cabinet confidentiality rather than from archives or records laws. The result, then, is that little is clarified: in fact, statutes currently in place in Northwest Territories, Yukon, and New Brunswick may actually assist supporters of private property regimes in their opposition to public records regulations because they allow for defensible arguments that that no statute has revoked or overruled the principles of ministerial responsibility and cabinet confidentiality.

If this legal ambiguity is troubling, what is distinctive in Northwest Territories, Yukon, and New Brunswick, is that there are no scheduling mechanisms in place. In the territories, under systems controlled by the Cabinet Secretaries rather than the public archives', it does not appear that schedules are not employed at all.⁽⁵⁾ In New Brunswick, admittedly, there is at least the possibility of control through this mechanism in that ministers ordinarily file certain among their records along with department records residing in their offices. However, according to one of the responding archivists from New Brunswick, "[ministers'] public records are sometimes kept separately," indicating that there is no legal authority over ministerial records classification—which, of course, will affect archival acquisition.⁽⁶⁾ Scheduling, albeit an imperfect mechanism in the best of circumstances, may be the implement that

archivists in Northwest Territories, Yukon, and New Brunswick will want to lobby for if they pursue future attempts to strengthen the ministerial records regimes in their jurisdictions.

Nova Scotia, British Columbia, Ontario, Manitoba, Alberta: Archivists in the five jurisdictions next under consideration are forced to rely on laws no more clear than those in Northwest Territories, Yukon, and New Brunswick. Once again, some variation exists. In all cases, however, the relevant laws make no mention of ministerial records, while leaving their status open to interpretation by failing to eliminate vagueness from definitions of public records. In some cases, like Manitoba, the legal regime resembles very closely certain of those already described here. Public records in this jurisdiction are defined as recorded information in all forms and formats "received or created, or deposited, on file, or held with or in any department or agency."⁽⁷⁾ In other cases, matters are even less clear. Alberta, for instance, has clear stipulations in the *Government Organization Act* that the Lieutenant Governor in Council may impose regulations over "records in the custody or control of a department," and determines that "the office of a member of the Executive Council" is included in the definition of a department. In this jurisdiction, however, there is no formal definition of public records.⁽⁸⁾ Nova Scotia and Ontario laws feature *de facto* definitions similar to that in Manitoba, but neither jurisdiction has enacted a formal definition.⁽⁹⁾ The British Columbia regime is much like that in Alberta, except that offices of members of the Executive Council are not overtly included in the definition of "department."⁽¹⁰⁾

As previously noted, ambiguity in legal status is a feature of archives legislation in all provinces and territories. The point should be emphasized as a conspicuous flaw of these regimes—but it need not be belabored further. On a more optimistic note, it can be said that archivists in Nova Scotia, British Columbia, Ontario, Manitoba, Alberta do, at least, have authority to impose schedules. In British Columbia, for instance, general records control imposed throughout government by means of the ARCS and ORCS is supplemented by a set of special schedules designed for less conventional categories, such as special media records and so on. The characteristic feature of the British Columbia system relevant here, however, is that one of these special schedules, schedule 102906, has been designed for Executive Records: "the administrative and operational records of the offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions." The terms of 102906 dictate, first, that executive records must be classified according to the general requirements of the system, whether under the ARCS or the ORCS; and, second, that "longer retention period or full retention for a given record series" shall also apply. Overall, the system has clear benefits in that the application of a special schedule serves as a backstop, so to speak, to regular scheduling requirements by creating a two-tiered mechanism in attempt to ensure that no records will slip through.⁽¹¹⁾

In Manitoba, to take a second example, most scheduling of ministerial records takes place consistently across government at the series level. The overall body of government records is subdivided, as is common across jurisdictions, into fonds corresponding to the departments, independent agencies, Crown corporations, and so forth. Distinctive to Manitoba, though, is that within each fonds is a series designated for the records of the executive head of the agency. In some cases this results in a straightforward inclusion of one minister's records in one department fonds. In other cases, as when a minister may be responsible, say, for a department and a Crown Corporation, the records of the individual would be divided into two series, each belonging to a different fonds according to the business activity from which they derive. Finally, a separate fonds has been established for the office of the Premier in order to account for the special and distributed responsibilities of this position.⁽¹²⁾

Systems in Nova Scotia, Ontario, and Alberta employ similar mechanisms to those in British Columbia and Manitoba. In Nova Scotia, one Executive Records schedule has been created, and all ministers are bound to apply it to their office files;⁽¹³⁾ in Alberta, ministerial records are scheduled as department records;⁽¹⁴⁾ in Ontario, a Ministers Records Common Schedule was introduced in 1999, replacing a system whereby department records management staff possessed discretion to create schedules for their minister's office.⁽¹⁵⁾ Regardless of their divergences, all these systems reflect an understanding on the part of their designers of one basic point: that a strong ministerial records regime must delegate significant power to those whose responsibility it is to remove records from their creators—those who may not want to surrender them. This is the basic logic that makes records schedules an effective, or potentially effective, tool. For those interested in the proper disposition of ministerial records as public records, it is difficult to have much sympathy for the view that scheduling authority should be limited because the Cabinet requires secrecy in order to meet government responsibility to the public.

National Archives of Canada: If ambiguity represents a cause for concern in examining ministerial records regimes at the provincial and territorial levels, the federal system has, at least, the advantage of clarity in the *National Archives of Canada Act*; first, in that it explicitly defines "ministerial records," and second in that it actually employs the term in several sections.⁽¹⁶⁾ Both of these features of the *Act* are noteworthy and significant, particularly in light of the fact that no legal authority in any of the provinces or territories makes any mention whatsoever of ministerial records. It is difficult to see how any regulatory regime for records of government in general can redress the long-standing problem of ministerial records—their legal ambiguity—without adopting these aspects of the federal system.

In addition to these provisions, the *Act* also incorporates the advantages of the deposit system that was part of federal acquisitions policy in the decades prior to passage of the 1987 law. This method of acquisition was first conceived by W. Kaye Lamb, Dominion Archivist in the 1950s, who saw strategic opportunity in the fact that ministers would welcome, and likely accept, the offer of free removal and housing services for their records if approached in timely fashion by Public Archives staff. In addition, he also realized that in cases where such efforts were successful, the archives would have taken one major step toward formal accession of the material deposited. Initial terms of custody, as offered to ministers from the outset, entailed no transfer of legal title and granted full control over access restrictions to depositors. The hope, though, was that a large proportion of records in custody would never be reclaimed. As it turned out, the hope was vindicated, a point demonstrated by the impressive growth of federal ministerial records holdings throughout the time that the method Lamb conceived was developing into the deposit system.⁽¹⁷⁾ In 1987 the system was written into the *Act*, in a sense, with the inclusion of the clause establishing that "records of government institutions and ministerial records that, in the opinion of the Archivist, are of historic or archival importance shall be transferred to the care and control of the Archivist in accordance with such schedules or other agreements for the transfer of records as may be agreed on between the Archivist and the government institution or person responsible for the records."⁽¹⁸⁾

Despite all its advantages, though, the system in place at the federal level has notable flaws as well—flaws that may even neutralize its relative strengths in certain respects. While the *Act* gives the archivist considerable authority and discretion, and while it sanctions a system that has proven its effectiveness, Section 6, ss. (1) also contains a highly significant omission in that it merely provides vague allowance for the operation of the deposit system, failing to codify or compel its use in specific terms. There are two problems here. First, the alignment between these two parallel systems, on one hand, and the categories of records they are intended to control, on the other, is unclear. That is, the wording of this section fails to mandate that schedules are to be the authorized instrument of transfer for records of government institutions, while "other agreements," or the deposit system, are applicable only to ministerial records. Thereby, the *Act* leaves open to interpretation the disposition of all records; in theory, a government would have reasonable legal grounds for issuing an Order in Council applying "other agreements" to any class or category of records, or, in effect, to enact in policy an interpretation of the law declaring that the use of schedules is optional. Second, and more relevant here, is that the *Act* does not state outright what the "other agreements" provision means. Under these stipulations, for instance, there would be little to prevent a fictitious future government from issuing a directive undermining the archivist's position—again using secondary legislation, but here to give an operative definition to "other agreements" that qualifies or significantly dilutes the mandatory transfer provisions of the *Act*. In such an event we would be forced to learn the hard lesson of vague language in public sector administrative law: authorizing, rather than mandating, transfer procedures at the statutory level does little more than direct individual governments to define the procedure, a measure that will oftentimes result in contradiction of the intent of the legislature.

Admittedly, both of these scenarios are unlikely to come to pass. Nevertheless, these considerations still point toward the need to tighten up the law, to amend the *NAC Act* such that it ensures the deposit system can function with integrity and not be subject to inappropriate interpretation. Or, to re-phrase the same point in more forceful terms, perhaps it could be said that the deposit system was originally flawed in that it was dependent for effectiveness not on legal authority, but rather on intangible factors inherent in its design—the tact and timing of archivists involved in attempting to persuade ministers to deposit, the fortunate fact (for archivists) that ministers would rarely have time to worry about their records on the eve of a government turnover, and so on. Writing the system into law, of course, strengthens its authority. However, doing so still presents potential problems in that the "other agreements" provision as it currently stands gives considerable discretion to a government with secretive tendencies, and, as well, to ministers—for instance, allowing them significant influence over access restrictions, and merely warning them not to classify

ministerial records along with personal records, without creating enforcement provisions.

Conclusion: At the end of the analysis the deposit system must be recognized for what it initially was, and what it was through the first three decades of its operation: an astute, indeed an outstanding, feat of adaptation to adverse conditions by a dedicated and highly perceptive archivist, and a highly effective system for informal acquisition. To acknowledge its strengths, though, should not necessarily preclude consideration of other mechanisms to enhance ministerial records regulations at the federal level. Amendments instituting archival authority to schedule ministerial records—as exists in several provinces—might be in order. To suggest this, in turn, should not be taken as oversight of the problems inherent in systems used in Canadian jurisdictions below the federal level. In particular, provincial and territorial archivists must convince their legislators to follow the example of the *National Archives of Canada Act* in its definition and use of the term "ministerial records."

Since W. Kaye Lamb's time, many concrete and progressive steps have been taken. As of yet, however, there remains no single system in Canada where archival authority over records of cabinet officials is both clear in law and enforceable through mechanisms free of influence from records creators—those potentially having vested interest in keeping them out of the archives. Whether or not we can be of great influence over the law makers who occupy the key position in the affair is an open question. Should we fail to try, though, we will be neglecting important aspects of our professional responsibilities. Worse, we can be assured that legislators will not likely act on their own.

* * *

Citations:

- (1) *National Archives of Canada Act*, Chapter N-2.5 (RS, 1985, c. 1 (3rd Supp.)), s. 4 and 5. For background on the ministerial records question, see Terry Eastwood, "The Disposition of Ministerial Papers," *Archivaria* 4 (Summer 1977): 3-19. For further discussion of cabinet confidentiality doctrines in the Westminster parliamentary tradition—which are the source of what we refer to here as the "legal ambiguity" of ministerial records—see Kenneth Kernaghan, *Freedom of Information and Ministerial Responsibility*, Research Publication 2, prepared for the Commission on Freedom of Information and Individual Privacy, (Government of Ontario.) September 1978; and Geoffrey Marshall, ed. *Ministerial Responsibility*, (Oxford: Oxford University Press, 1989.) For a thorough discussion of ministerial records and the National Archives of Canada, see Carman V. Carroll, "From Deposit to Donation: The National Archives' Acquisition Strategy for Papers of Cabinet Ministers," *Archivaria* 25 (Winter 1987-88): 29-43.
- (2) *NWT Archives Act*, RSNWT 1988, c. H-3, s. 1.
- (3) *Archives Act*, RSY 1986, c. 8, s. 1.
- (4) *Archives Act*, RS [New Brunswick] 1996, Chapter A-11.1, s. 1; *Public Records Act*, RS [New Brunswick] 1998, Chapter P-24, s. 1.
- (5) Specifically, the responding archivist from the Northwest Territories explained that "ministerial records are currently not scheduled and are stored in a vault maintained by the Cabinet Secretary;" the responding archivist from Yukon supplied photocopies of a passage from what appears to be a government circular on records management, which explains in part that "[o]n a change in administration, the Cabinet Secretary is responsible for ensuring the records of each Minister of the government, as well as the Cabinet records held by the Executive Council Office, are transferred to the Yukon Archives."
- (6) In full, the responding archivist explained that "In the offices of ministers, the public records are sometimes kept separately. In other cases, the minister's office (public) records are incorporated and integrated into the records of the department." For information on scheduling in New Brunswick, see Provincial Archives of New Brunswick, "CPRS ONLine!: Classification Plan and Retention Schedules for Administrative Records," <<http://gov.nb.ca/archives/e/>>
- (7) *The Legislative Library Act*, RSM 1987, c. L120, s. 1.
- (8) *Government Organization Act*, ASR, Chapter G-8.5, Schedule 12, s. 14, ss. 2 paragraph (a); and *Government Organization Act*, Schedule 12, s. 14, s. 1, paragraph (h).
- (9) *Government Records Act*, RS [Nova Scotia] 1995-96, c. 7, s. 1; *Archives Act*, RSO 1009, Chapter A.27, s. 3-4.
- (10) See *Document Disposal Act*, [RSBC 1979] Chapter 95, s. 1-2; and *Interpretation Act*, [RSBC 1996] Chapter 238, s. 29. Note that "ministerial office," rather than "department," is the term employed in British Columbia. This usage is confusing when the discussion pertains to records laws

and ministerial records, as it does here. However, "ministerial offices" are equivalent to bodies referred to by other terms in other jurisdictions (e.g., "department," "agency," "government institution," etc.) in that the BC laws explicitly make reference to the bodies within the executive branch—not to the offices of ministers in particular.

(11) Province of British Columbia, "ARCS On-Line: Administrative Records Classification System, 1998 Edition," <<http://www.bcarchives.gov.bc.ca/arcs/index.htm>>

(12) Manitoba Culture, Heritage and Citizenship, "Manitoba Access and Privacy Directory," <http://www.gov.mb.ca/chc/archives/fippa_mn.html>

(13) Nova Scotia Archives & Records Management, "STOR Standard Main Groups, Version 5.3," <<http://www.nsarm.ednet.ns.ca/rm/smg.htm>>

(14) Government of Alberta, "FOIP: Policy and Practices," <<http://www.gov.ab.ca/foip/policy/index.html>>

(15) Archives of Ontario, "Recorded Information Management: Information Bulletin #4: Guideline for the Disposition of Ministers' Records and the Records of Political Staff," <<http://www.gov.on.ca/MCZCR/archives/english/rimdocs/infobl4.htm>>

(16) Section 2 determines that "‘ministerial record’ means a record of a member of the Queen’s Privy Council for Canada who holds the office of a minister and that pertains to that office, other than a record that is of a personal or political nature or that is under the control of a government institution." In subsequent sections, the *Act* refers to "records of government institutions and ministerial records." See Sections 4, 5, and 6 in particular.

(17) Again, see Carroll, "From Deposit to Donation."

(18) *National Archives of Canada Act*, s. 6, ss. 1.

(*) Ian McAndrew is currently enrolled in the Master of Archival Studies program at UBC. His academic background is in American history, and he is currently writing a thesis on the United States Freedom of Information Act.

John Horodyski is completing his second year of the Master of Archival Studies/Master of Library and Information Studies Joint Degree Program in the School of Library, Archival, and Information Studies at the University of British Columbia. He currently works part-time at the UBC Extension Library and has worked for two summers as an assistant archivist at the City of Surrey Archives. He will finish his studies in April 2001 and is hopeful of securing employment within Canada.

* * *

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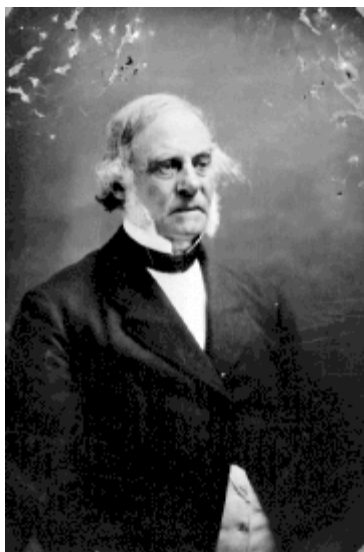
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**British Columbia Archives Week 2000
Sunday, November 19th to Saturday, November 25th**

Background

Why an Archives Week?



Archives Week is an AABC initiative to draw public attention to the importance of the province's nearly 200 archival institutions. Archives Weeks are officially recognized in several American states and promoted by the Archives Society of Alberta. British Columbia Archives Week follows in the tradition of these annual celebrations by inaugurating a new commemorative week. The week of November 19 to 25, 2000 honours past, present and future generations of British Columbia archivists along with the invaluable historical records they and their sponsoral institutions have so carefully preserved.

What Is the Significance of the Dates?

The dates for Archives Week were chosen to include Douglas Day, November 19, a day recognized by public statute. Douglas Day, named after Sir James Douglas (1803-1877), first Governor of British Columbia, commemorates the establishment of the mainland colony and government of British Columbia.

What About Heritage Week?

British Columbia Archives Week intends to build on and support Heritage Week which occurs in February. With careful planning, it will be possible for some archival institutions to have dual celebrations! This will help ensure that the public is more conscious of the role played by archives in support of heritage.

How Is the AABC Supporting Archives Week?

The AABC is supporting the inaugural year of Archives Week in three ways:

1. [Letters](#) were sent to the Honourable Graeme Bowbrick, Minister of Advanced Education, Training and Technology and Minister Responsible for Youth, and the Honourable Ian Waddell, Minister of Small Business, Tourism and Culture, requesting a provincial government proclamation of Archives Week.
2. A poster is being professionally designed and printed for distribution as part of this year's public awareness campaign.
3. This British Columbia Archives Week Web site! Contents include publicity and public awareness tips, links to

other Archives Week Web sites, and for those love quiz game shows, our very own British Columbia Archives Week Quiz based on the new *Encyclopedia of British Columbia*.

* * *

Sample Press Release

This press release, drafted by the Archives Association of British Columbia, is for use by the community archives of BC for their respective Archives Week observances. Feel free to e-mail or save (download) the HTML file for editing with any text or word processing program. An [AABC Background page](#) is also available for archives wishing to include additional information with their press release. A list of [press release tips](#) may also be consulted.

FOR IMMEDIATE RELEASE

[DATE]

Contact: [Contact Name]

[Archives Name]

Telephone: [xxx-xxx-xxxx]

Fax: [xxx-xxx-xxxx]

E-mail: [xxx-xxx-xxxx]

Web: <http://xxx.xxxxx.xxx/>

[ARCHIVES NAME] CELEBRATES ARCHIVES WEEK IN BRITISH COLUMBIA

Come in and share a memory or two with your [COMMUNITY OR ARCHIVES NAME] archivist! Along with other archives in BC, the [ARCHIVES NAME] is celebrating our historical accomplishments. In recognition of the contributions made by archives, the Province of British Columbia has proclaimed November 19 to 25, 2000 as Archives Week. Archives are the foundation through which our society maintains its continuity with the past and preserves the present for future generations. Archivists are trained professionals who select, maintain, describe, and assist the public in locating archival records in their care.

According to Jane Turner, president of the Archives Association of British Columbia, "Archivists are dedicated to preserving local memories and providing public access to the historical resources that constitute British Columbia's rich documentary heritage. Archives Week provides an opportunity for all of us to celebrate the accomplishments of archives in local communities throughout the province. We hope this will become an annual tradition."

Who uses archives? Genealogists use archives to uncover their family history. Students research local and provincial history topics. First Nations researchers rely on archives to prepare traditional use studies as evidence in support of lands claim. Home owners also know archives have the answers for the history and use of their residence and land. Journalists and advocacy groups need reliable archives to hold government accountable for its actions.

The Archives Association of British Columbia, whose Honorary Patron is the Lieutenant-Governor of British Columbia, represents close to 200 archival institutions that preserve historical records. For example, the [ARCHIVES NAME] holds [INSERT INFORMATION ON ARCHIVAL INSTITUTION HERE].

For more information about the records in your local archives, please contact: [NAME, ADDRESS, PHONE, FAX, ETC., OF THE ARCHIVES SENDING OUT THE RELEASE]. For information about British Columbia Archives Week or the Archives Association of BC, visit the British Columbia Archives Week Web site at <http://aabc.bc.ca/aabc/archweek/>

* * *

Archives Week 2000 Activity Ideas

Your archives plays a vital role in documenting and preserving your community or your organization's history. This is what Archives Week is all about: *letting the public or your sponsors know that archives matter*.

There are many ways to publicize your community or organization's archives. One of your first steps should be to visit some other Archives Week and Heritage Week Web sites:

- [Archives Week](#) (New York)
- [Archives Week](#) (Wisconsin)
- [Celebrating Heritage Week in British Columbia](#): 90 Great Ideas (BC Heritage Trust)
- [Citizenship and Heritage Week 1999](#) (Department of Canadian Heritage)

These invaluable sources form the basis of these activity ideas. You will also find these Web sites in the [Linking Up](#) section of the Archives Week Web site.

For the inaugural year of Archives Week, the AABC is promoting the week as an opportunity to emphasize the role archives play in *Preserving Local Memories*. There are two suggested activity ideas in each category. These activities are primarily directed towards community archives, but may be adapted for use by organizational archives.

Talk About Your Archives

- Make a presentation to a local group about your archives.
- Invite prominent individuals or organization in your community to talk about the importance of records and archives in their lives or activities.

Display Your Archives

- Help community businesses and organizations exhibit some of their records in a safe manner.
- Organize an archives festival a la the Antiques Road Show® for the community to share their records with other community members.

Organize Your Archives

- Offer to assist individuals and organizations in ways to better arrange their records.
- Train volunteers to assist you in arranging and describing your archives.

Preserve Your Archives

- Provide advice with the help of the AABC's BC Archival Preservation Service's [Rosaleen Hill](#) on caring for records.
- Act as a liaison and encourage community organizations and individuals to contact you for records preservation advice.

Have Some Fun Outside Your Archives

- Hold a contest for the oldest private or business record in your community.
- Sponsor a short story contest featuring historic records. For inspiration, check out some of the summaries in [The Fictional World of Archives, Art Galleries and Museums](#) Web site.

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Response to the Special Committee on Information Privacy in the Private Sector: Recommendations to the AABC Executive

Report by Richard Dancy

Public Awareness, Advocacy and Legislation Committee

Background

On May 19, 2000 the Chair and Deputy Chair of the BC Legislative Assembly's Special Committee on Information Privacy in the Private Sector (SCIPPS) sent the AABC a copy of the government's Discussion Paper on *Protecting Privacy in the Private Sector*. The AABC was invited to submit a response. Email correspondence with the Office of the Clerk of Committees on June 28, 2000 indicates that a deadline for submissions will likely be set sometime this fall.

This report to the AABC Executive provides an overview of SCIPPS, the issues involved and how these relate to the BC archival community. I recommend that the AABC submit a written brief to SCIPPS and have highlighted a number of issues that I believe should be addressed.

Special Committee on Information Privacy in the Private Sector (SCIPPS)

SCIPPS was established by the Legislative Assembly on July 14, 1999, with a mandate to examine and make recommendations re: (i) protecting personal information in the private sector, and (ii) the impact of electronic documents on privacy and freedom of information for British Columbians.

The creation of SCIPPS is a response to a recommendation of an earlier Special Committee to Review the Freedom of Information and Protection of Privacy Act, which reported to the Legislative Assembly in June 1999 and called for a new committee to consider regulating privacy in the private sector. There is considerable overlap between SCIPPS and the previous committees in terms of membership.

SCIPPS is also a response to federal legislation in this field. In 1998, the federal government tabled Bill C-54, the *Personal Information Protection and Electronic Documents Act*. After public hearings in both the House and Senate, it was re-introduced in October 1999 with slight revisions as Bill C-6. Bill C-6 was passed and received Royal Assent on April 13, 2000. Part I contains provisions regulating the collection, use, retention, disclosure and access to personal information held by private-sector organizations. It comes into force on a staggered time-table:

January 1, 2001 for the federally regulated private sector (e.g. banking, air lines);

January 1, 2002 for the federally regulated health sector (e.g. hospitals);

January 1, 2004 for all organizations that engage in commercial activities anywhere in Canada.

The application to “all commercial organizations” in 2004 is controversial in that it seems to be a federal intrusion on provincial jurisdiction. The government hopes to avoid constitutional wrangling with the provision that the federal Act will not apply to any province which adopts “substantially similar” legislation of its own. Accordingly, one of the main tasks of BC’s SCIPPS committee is to recommend whether BC ought to:

do nothing legislatively and simply allow the federal Act to apply to BC in 2004;

pass essentially identical mirror legislation for the provincially regulated private sector, so that the same terms apply federally and provincially;

pass independent legislation which may go beyond and differ from the federal Act; or

revise the BC *Freedom of Information and Protection of Privacy Act* to include the private sector.

Since Bill C-6 forms the starting point, it is necessary to examine it briefly.

Federal Bill C-6

The immediate motivation behind Bill C-6 is commercial:

The European Union’s *Data Protection Directive* (1998) restricts the ability of EU members to exchange data with other jurisdictions unless the latter have adequate privacy protection measures in place. Bill C-6 is meant to provide such protections, thereby ensuring that Canadian businesses are not disadvantaged in European trade.

It is feared that Canada is falling behind in the development of e-commerce and that one of the reasons for this is Canadians’ lack of confidence in the security of their personal information in an electronic environment. Bill C-6 is meant to provide the protections which will bolster Canadians’ trust and willingness to engage in electronic transactions.

The economic focus is clear from the formal title of the Bill: “An Act to support and promote electronic commerce by protecting personal information....” The Act is primarily concerned with the collection, use, retention and disclosure of personal information in electronic business transactions.

Bill C-6 has 5 parts. Part 1 deals with privacy protection rights in the private sector; Part 2 addresses the use of electronic records in business transactions and their legal admissibility; and Parts 3, 4 and 5 amend other federal Acts. Only Part 1 has been controversial and the core of it is actually contained in an attachment to the Bill – Schedule 1, which is the Canadian Standards Association’s *Model Code for the Protection of Privacy*. The CSA Code was approved in 1996 as a voluntary code for self-regulation by private sector organizations and establishes 10 principles of fair information practices. Bill C-6 simply incorporates the CSA Code verbatim and thus makes these principles legally binding on all commercial organizations. Individuals will have recourse to the Privacy Commissioner in the event of complaints and the Commissioner will also have audit powers.

The 10 principles of fair information practices are (summarizing):

1. Accountability (someone to be designated as responsible for an organization’s compliance with fair information practices).
2. Identifying Purposes (purposes for which personal information is collected to be identified at the time of collection).
3. Consent (knowledge and consent of the individual to be required for the collection, use, or disclosure of personal information).

4. Limiting Collection (collection of personal information to be limited to that which is necessary for the purposes identified by the organization).
5. Limiting Use, Disclosure, and Retention (personal information not to be used or disclosed for purposes other than those for which it was collected and to be retained only as long as necessary for the fulfillment of those purposes).
6. Accuracy (personal information collected to be accurate, complete and up-to-date).
7. Safeguards (security appropriate to the sensitivity of the information to be in place).
8. Openness (policies and practices relating to the management of personal information to be readily available).
9. Individual Access (right of individuals to have access to their own personal information and to request correction).
10. Challenging Compliance (right of individuals to challenge an organization's compliance with fair information practices).

Part 1 of Bill C-6 qualifies and interprets these principles, especially the principle of consent (by making provisions for exceptions) and specifies the mechanisms by which compliance can be challenged and remedies determined and applied.

Implications for Archives in British Columbia

Whatever legislation BC adopts (or does not adopt), the CSA Code will almost certainly form the basis for regulating information privacy in the private sector in this province. BC archives will have to deal with two Acts: the provincial FOI Act for the public records in their holdings and Bill C-6 (or a BC version) for the private records.

In general, the problem for archives arises from the fact that Bill C-6 and the CSA Code were framed with a certain context in mind: the use of personal information in current electronic business transactions. This is a very different context from that of the archives reading room, where personal information contained in private fonds will be disclosed and used. Yet the same regulations will apply to both contexts. This creates some unintended consequences which may hinder the capacity of archivists to carry out their work and the capacity of citizens and researchers to gain access to archival records.

Here are some of the issues:

(1) BC public sector archives acquire private sector records. Which Act will apply to these holdings? Bill C-6 says nothing about this scenario. The BC FOI Act says explicitly that private records held by public body archives are not subject to the FOI Act.

A BC Act should state explicitly whether it applies to private records donated to public archival institutions. There should be consistency between public and private sector legislation, so that archives can adopt a single standard for privacy protection for all records in their holdings, public or private.

(2) The principle of consent (CSA Code #3) poses difficulties for archives. When an archives acquires private records containing personal information, is this considered a new "collection" of personal information? Even if record subjects consented to their personal information being collected by the private body, they were never asked for their consent to that information being transferred to an archives. It would not be practicable to get their consent now or to require companies to ask for consent for possible future transfers. Nor would it be feasible to get record subjects' consent to the disclosure of their personal information to researchers. If taken literally and in a purist sense, the principle of consent would destroy archives.

Bill C-6 provides for exceptions to the principle of consent:

Consent for *collection* is not necessary if “the collection is solely for journalistic, artistic or literary purposes” (s. 7(1)(c)).

Consent for *use* is not necessary “if it is used for statistical, or scholarly study or research” and the organization informs the Privacy Commissioner before the information is used (s. 7(2)(a)).

Consent for *disclosure* is not necessary if it is disclosed “for statistical, or scholarly study or research” and the organization informs the Privacy Commissioner before the information is disclosed (s. 7(3)(f)).

Consent for *disclosure* is not necessary if the record is 100 years old or more, or the individual it is about has been dead for 20 years or more (s. 7(3)(h)).

A BC Act should make explicit under which category the situation in the archives reading room falls. If it is *disclosure* (which seems the most intuitive), it is impractical to require an archives to inform the Commissioner before every disclosure. Researchers would have an impossibly long wait before gaining access to records.

The provision for disclosure without consent after 100 years after record creation or 20 years after record subject’s death is consistent with the BC FOI/POP Act. It is worth noting, however, that the Special Committee to Review the Freedom of Information and Protection of Privacy Act heard many complaints about the length of this time limit. In its Report to the Legislature the Committee in fact recommended lowering the threshold to 70 years after creation of the record or 20 years after subject’s death. If there are to be separate Acts for public and private sectors, they should be consistent on this point and the lower threshold figure is preferable.

The provision of a time limit beyond which all records can be disclosed implicitly recognizes that the sensitivity of personal information diminishes with the passage of time. A BC Act should make this principle explicit and give archives discretion to act in this matter accordingly.

(3) The principle of limiting use of personal information to the primary purposes for which it was collected and retention of the data only for as long as required by those purposes (CSA #5) would also, if taken literally, destroy archives – since it denies the legitimacy of any secondary use of records in research for purposes un contemplated by the records creators.

A BC Act should explicitly state that the use of personal information for archival, historical, heritage, statistical or research purposes is a legitimate use of records.

(4) The principle of individual access (CSA #9) may challenge present practices when it comes to negotiating access restrictions with donors. Under Bill C-6, an individual would have a right of access to his or her own personal information held in an archival fonds, regardless of the restrictions placed on records by a donor agreement. This is probably a good thing for archives, but it may be something that potential donors should be informed of.

(5) The fact that archives fit only uneasily into the framework of Bill C-6 (and most likely into that of a provincial counterpart Act as well) provides another reason why BC needs an Archives Act, which could be a place where these issues are explicitly addressed.

SCIPPS Activities to Date

SCIPPS will likely present its Report to the Legislative Assembly sometime in the fall or spring. Its deliberations and activities can be followed on its web site, which includes minutes and hansard for all meetings to July 4, 2000.

SCIPPS advertised and held three public hearings early in 2000, in Victoria, Vancouver and Richmond. Committee members have expressed disappointment in the turnout and in the lack of public input, debate or even apparent interest

in the topic. Most of the presentations have been from businesses and privacy advocacy groups.

The government's Discussion Paper was prepared by the Information, Science and Technology Agency (ISTA). It discusses the evolution of regulation in this field and highlights some of the issues for public debate. ISTA has itself held some public consultations on the topic. It has been monitoring the federal legislation, prepared briefs and presentations to SCIPPS and will likely be responsible for any BC law which is drafted.

There are a couple of points that emerge from Hansard which the AABC should keep in mind when/if it drafts a brief:

(1) One of the concerns expressed by business and taken seriously by the Committee is a worry over "patchwork" regulations, i.e. a different privacy regime in every province and different again from that regulating federal affairs. This would be bad for business, hence the interest in "harmonization."

The AABC can address this by affirming the 10 principles of the CSA Code, but recommending that BC improve upon the federal law in terms of how these principles are qualified so that unintended consequences harmful to archives can be avoided. Since we are dealing here with inactive archival records, in any case, it should have little impact on the conduct of current business.

(2) SCIPPS members fear they are only hearing from "special interest lobbies" rather than from the general public or citizen.

The AABC will likely be lumped in as another "special interest group." Nevertheless the AABC should make its case not only with reference to archives and archivists but above all to the right of citizens to have access to the historical record as a means of understanding their society, evaluating past policies and practices, protecting their rights, and holding individuals and organization (public or private) accountable. The ACA's brief to the Senate Committee on Bill C-6 contains many good examples, e.g. the use of residential school records (containing personal information) as evidence of past abuses. We need to make the point that there needs to be a balancing between the individual's right to privacy and the citizen's right to understand, scrutinize, evaluate and hold accountable; and that archivists have long experience working with such a balance and self-regulation (e.g. Code of Ethics).

3. Quebec alone in Canada has already had legislation regulating privacy in the private sector (since 1994). SCIPPS members have often asked presenters to tell them about how their Quebec counterparts have fared. Most of them are unable to say and in fact there seems to be very little information about the situation in Quebec.

The AABC should do some research on how archives have been affected in Québec and the views of Quebec archivists on their provincial Act.

Recommendations for AABC Action

The AABC should prepare a written brief to SCIPPS. It should consider making a personal appearance before the Committee. It should aim to submit its brief sometime this fall.

Although this means there is relatively little time to spare, ideally the following should be consulted in the course of drafting the AABC response:

the AABC's submission to the BC Special Committee reviewing the FOI Act (Trevor Livelton and Terry Eastwood appeared, Terry made a presentation);

the ACA re: its presentation and experiences with the federal hearings on Bill C-6;

Quebec archivists re: the Quebec legislation and its impact;

BC archival institutions re: impact on their activities; and

other associations representing the BC historical profession and heritage institutions re:

possible collaboration (for example, the ACA brief was co-authored by the ACA, the Canadian Historical Association and the Institut d'histoire de l'Amérique française).

In my opinion the AABC should:

support legislation for privacy protection in the private sector; and
support independent BC legislation in this field.

An independent BC Act on privacy in the private sector should:

incorporate the 10 principles of fair information practices as set out in the CSA Code and Bill C-6 (thus be “substantially similar” to the federal Act), but qualify these in such a way as to remove the largely unintended consequences detrimental to archives and research (thus improving on the federal Act); and

be consistent with the BC FOI/POP Act (amending the latter if necessary).

An independent BC Act should contain one or more clauses dealing with archives which explicitly state:

whether the Act applies to private sector records donated to public sector archives;

that the secondary use of records containing personal information for archival, historical, heritage, research or statistical purposes is a legitimate exercise of the citizens’ right to gain access to the historical record of their society’s past;

that the sensitivity of personal information contained in records diminishes with the passage of time;

that an archives can acquire private sector records containing personal information without the consent of records subjects;

that an archives can exercise discretion to disclose personal information in archival records without consent if it determines that an individual’s privacy rights will not be violated by the disclosure;

that an archives should be subject to the Commissioner’s review in the event that an individual complains about unfair information practices, but does not need to inform the Commissioner before every disclosure;

that records should be open after 70 years from date of creation or 20 years from death of the records subject, whichever is earlier, as the Special Committee to Review the FOI/POP Act recommended for public records (Recommendation 8 of their Report).

Resources

SCIPPS web site: http://www.legis.gov.bc.ca/cmt/priv_ps/

BC Information, Science and Technology Agency (ISTA) material on privacy in the private sector

http://www.ista.gov.bc.ca/FOI_POP/PSP.htm

BC Special Committee to Review the FOI/POP Act web site: <http://www.legis.gov.bc.ca/cmt/foi/previous.htm>

AABC’s presentation: <http://www.legis.gov.bc.ca/cmt/foi/hansard/fi0224.htm> (Hansard for February 24, 1998).

Bill C-6: http://www.parl.gc.ca/36/2/parlbus/chambus/house/bills/government/C-6/C-6_4/C-6_cover-E.html (official version)

http://www.privcom.gc.ca/english/02_06_01_01_e.htm (unofficial version from Privacy Commissioner's website – easier to download)

Privacy Commissioner of Canada's material on Bill C-54 / C-6: http://www.privcom.gc.ca/english/02_06_e.htm

ACA material on Bill C-54 / C-6 <http://aca.archives.ca/official.com/c54/index.htm>

Canadian Historical Association brief on Bill C-54 / C-6

http://www.yorku.ca/research/cha/html/english/burgess_bull_e.html

Institut d'histoire de l'Amérique française brief on Bill C-54 / C-6

<http://www.caM.ORG/~ihaf/dossiers/resumeC54.html>

Quebec Act Respecting The Protection Of Personal Information In The Private Sector

http://doc.gouv.qc.ca/cgi/telecharge.cgi//P_39_1/P39_1_A.HTM?table=lois&user=x&html&doc=/P_39_1/P39_1_A.RTF.ZIP&/P_39_1/P39_1_A.HTM

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AABC Newsletter

Volume 10 No. 4 Fall 2000

Notes

Beginner's Toolkit

"**Getting Started : Establishing and Archives**" the first in a series in the new **Beginner's Toolkit**, is now available at: <http://aabc.bc.ca/aabc/beginners_toolkit_getting_started.html>

This toolkit is offered as an aid to small institutions throughout the province to the first steps in establishing an Archives. It explains key definitions and, using the CCA *Guidelines for Developing an Acquisition Policy*, provides a format for writing a mandate statement and acquisition policy. It also offers basic information on environmental standards for archives, where to acquire archival supplies, and where to get help through membership in the AABC, CAEP workshops, and CAAP and CCA grant programs. The guide is provided by the BC Archival Education and Advisory Service. For further information, contact Deidre Simmons (dsimmons@aabc.bc.ca).

Vernon Archives Expansion

Over sixty people attended the opening of the addition and renovation of the Vernon archives held September 14, 2000. Provincial archivist Gary Mitchell, after reminding the assembled throng of the importance of archives, cut the ribbon and let the donors, volunteers, visiting archivists and staff into the new premises. The expansion added a 785 square foot fireproof storage vault to the existing 294 square feet of the archives which was then remodelled into a larger office, research area, and library. The \$55,000 funding came from the Vancouver Foundation, Vernon Foundation, four major donors, and many small donations from the community. Three years of fundraising included teas, a book sale, and sponsoring of individual metal shelves. The effort has proved more than worthwhile as more and more good archival material shows up at our door. The question most asked at the opening was "So when are you planning your next expansion?"

Linda Wills

Archivists' Picks -- Best of British Columbia

As a public service (and to generate a little playful controversy), the AABC Newsletter is inviting AABC contractors (and other travelling archivists) to submit their choices of "Archivists' Picks" from around BC.

Questionable appraisal techniques are encouraged and the lists should NOT be viewed as a justification for "documentation strategy."

The first to submit a list of favourites is *Bill Purver* of the AABC's [BC Archival Network Service](#) program:

Bill's Best of British Columbia -- Top 8

- *Favourite Complimentary Hotel Breakfast* - Heritage Inn, Nelson

- *Favourite Used Book Store* - The Book Shop, Main Street, Penticton
- *Favourite Barbecue Pork Bun* - Kam's Bakery, 8th and Main, Vancouver
- *Favourite View from a Motel Window* - (Tie) Passage View Motel, Campbell River ; Jasper Way Inn, Clearwater
- *Favourite Off-the-Highway Burger* - Teriyaki burger at the pub across the highway from the Overwaitea, Burns Lake
- *Favourite Floating Pub* - Dinghy Dock Pub, Protection Island (Nanaimo)
- *Favourite Public Swimming Pool on a Hot Day* - Village Pool, Lytton
- *Favourite Potential Retirement Location* - (Tie) Kaslo ; Naramata

* * *

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AABC Newsletter

Volume 10 No. 4 Fall 2000

President's Message

Advocacy Adventures by Jane Turner

Since early spring, the Executive has been discussing how we can better position the AABC to promote the value of archives and archivists to the people of British Columbia. Our deliberations have resulted in the following initiatives: establishing British Columbia Archives Week, inviting the Lieutenant-Governor to act as Honorary Patron, collaborating with heritage groups, and developing a special Conference theme to explore public awareness and advocacy issues.

The Executive hopes that these four initiatives will work together to raise public awareness about the objectives of the AABC to establish and strengthen a sustainable and inclusive network of archives and archivists in BC through the provision of a wide range of community services and resources.

British Columbia Archives Week: Preserving Local Memories, November 19-25, 2000

I am pleased to announce that the AABC is planning to hold our first annual Archives Week. I have written to the Honourable Graeme Bowbrick to request that he proclaim in perpetuity the third week in November as British Columbia Archives Week. Both the British Columbia Historical Federation and the Archaeological Society of British Columbia have written to the Minister in support of our request.

This year, the week will be held November 19-25, 2000. In my letter to Mr. Bowbrick, I presented the justification for an Archives Week:

Why an Archives Week? Archives are the foundation from which our society maintains continuity with our past, and preserves the present for future generations. Archives care for the records that document all aspects of the public and private life of our society, including official records that protect citizens' rights and hold elected officials accountable to the public. For these reasons we think it is important to mark the accomplishments of our community archives network, including the provincial BC Archives, with a new celebratory week.

Archives Week provides an exciting opportunity to all archival institutions to promote the value of archives to members of our local communities, our funders, our supporters, and the general public. I urge you to use this public awareness opportunity by arranging for special displays and activities within your own institution, and by working with local organizations in your communities such as schools, libraries, and museums.

I would like to thank David Mattison, of the Public Awareness Advocacy and Legislation Committee, for his hard work on this project. He has done a tremendous job in developing a complete communication package and website to assist you with your plans. Examples from the website are included in this newsletter. Be sure to check out the British Columbia Archives Week page that has been added to the AABC website at the following address:

<http://aabc.bc.ca/aabc/archweek/index.html>

The AABC has hired the services of Emyrs Miller, an award-winning graphic artist from Victoria, who is in the process of producing a poster to advertise Archives Week celebrations. These posters will be mailed out by the middle of October to members, as well as to all archives, schools, libraries and museums throughout British Columbia. A digital copy of the poster will be added to the website soon.

I hope you will all begin to make plans for the upcoming celebration. Be sure to send in your stories about what you did for Archives Week so we can all hear about it in the next newsletter. Please let me know if you have suggestions about how we might improve our support to you for Archives Week 2001.

Honorary Patron:

In July, the Lieutenant-Governor accepted the invitation of the Executive to act as Honorary Patron of the AABC. The Executive sought this status to raise public awareness about the valuable contribution the AABC makes to British Columbia society. We now join company with other distinguished groups such as the British Columbia Historical Federation, Maritime Museum of BC, Friends of the Royal BC Museum, and the Hallmark Society.

The Lieutenant-Governor's patronage provides the AABC with added public visibility and credibility that enhances our purpose of contributing to the preservation of British Columbia's documentary heritage. It means the Lieutenant-Governor is willing to give his name to support our cause and provide some recognition that what we do matters and is of importance to all British Columbians. This Executive initiative is a small part of our attempts this year to raise the profile of archives. It's about public awareness, promotion and advocacy of archives, which I think is a good thing.

Collaboration with Heritage Groups:

We have already experienced benefits from collaborating with other heritage groups in the province. The direct support of the British Columbia Historical Federation and the Archaeological Society of British Columbia has been demonstrated in their submission of letters of support to the government for Archives Week.

The British Columbia Historical Federation's journal, *British Columbia Historical News*, has recently developed a regular column under the direction of Fran Gundry entitled, "Archives & Archivists." The column has brought archival issues before its readers, and draws connections between the value of archives and their vital role in understanding our past. Gary Mitchell, Provincial Archivist, and Bill Purver, our AABC Network Coordinator, have both contributed thoughtful pieces to the column. In future Fran anticipates that the column will also explore archival holdings and access issues, which will be of direct interest to BCHF readers. We applaud the initiative of the BCHF to promote archives in this way. If you haven't already done so, be sure to take time to read this informative journal.

On August 28th, Heather Gordon, Lynne Waller and myself met with Jim Hamilton and Kirstin Clausen of the British Columbia Museums Association to discuss collaborative efforts to better serve our joint members. We had a useful introductory session in which we explored several issues, including: reduced membership rates for those institutions holding membership in both organizations; reciprocal individual membership benefits for educational opportunities and conference attendance; and jointly sponsored educational opportunities. The Executive will continue to explore ways in which we can work together on common concerns.

Conference 2001: "The Place of Archives in Heritage"

Conference plans are progressing nicely. We are fortunate to have two experienced and energetic members who have kindly agreed to accept the position of chairs of the conference committees. Jennifer Mohan is chair of the Programme Committee, and Mickey King is the chair of the Local Arrangements Committee. The Executive appreciates the willingness of Jennifer and Mickey to serve our members in this capacity.

Both committees will be working closely together, and both will be meeting in the next few weeks. If you have suggestions you would like the committees to consider, please contact one of the committee chairs.

I have invited the Lieutenant-Governor to attend our conference, and to make a special appearance at our opening reception so I can introduce him to our members and supporters.

Call for an AABC Response to *Protecting Privacy in BC*:

Richard Dancy, member of the Public Awareness Advocacy and Legislation Committee, has prepared a background report on the BC government paper, *Protecting Privacy in the Private Sector*. Richard's report provides a thorough background to the issue, and lays out his recommendations for AABC action.

For those of you who have some knowledge of and interest in access and privacy issues, please offer to join Richard in a small working group to assist him with this task. Take time to review the report, and call Richard to discuss it. This is an important task, and we need input to ensure the AABC response reflects our jointly considered opinion.

Richard's report can be found elsewhere in the newsletter, and has been added to the AABC website for your review. It can be found at the following address:

http://aabc.bc.ca/aabc/report_on_privacy.html

AABC's Willard Ireland Prize:

I am pleased to announce the UBC School of Library, Archival and Information Studies has awarded the Willard Ireland Prize of \$200.00 to Prisca Giordani, as second year student in the Archival Studies program. We extend congratulations to Prisca, and offer our best wishes for her archival career.

Other initiatives:

The Executive met with our contractors and chairs of committees on August 28th at the beautiful new Richmond City Hall for our summer roundtable. It was a beneficial time to review progress on work and coordinate plans for the next few months.

AABC grant applications submitted to the Canadian Council of Archives and the BC Government have been approved, and regular payments are being received. This support makes possible our continued work to develop an inclusive and sustainable network of archives throughout communities in British Columbia. At the request of the Honorable Graeme Bowbrick, I extend his best wishes to everyone involved in our programs.

As part of the BC Community Archives Advisory and Training Program grant, Mr. Bowbrick has also approved \$1,500 to support the Fraser Valley Emergency Response Project. The Executive intends that this project will serve as a model for other regions, and, in addition to preparing archives to respond to disaster, will serve to demonstrate the benefits of regional cooperation. We look to hearing how the Fraser Valley project is developing. The Executive hopes other regional groups will consider applying for regional CAAP grants to work together on similar projects to prepare regional emergency response plans.

Upcoming plans:

During the next few months the Executive will be reviewing programs and plans in preparation for the next round of grant applications for the 2002-2002 fiscal year. We continue to prepare for the CAIN project, and continue to hope that federal money for the project will be released soon. Be assured we will let you know as soon as this happens. If you have any comments or suggestions about future plans and directions of the AABC, please don't hesitate to contact me. I would be happy to talk with you, and would welcome your contributions to the planning process.

Archivally yours,
Jane

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AABC Executive Minutes

Summary of AABC Executive Meeting Minutes, 29 May 2000:

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held April 17, 2000. Dovelle Buie will forward the minutes to Bill Purver for posting on the AABC website. The Executive agreed that every effort will be made to publish the approved minutes on to the AABC website as soon as possible after each meeting.

2. President's Report

Jane Turner asked the Secretary to update the AABC's profile and contact information with the Canadian Almanac & Directory and with the Vancouver Public Library's Community Organization Directory.

Jane Turner reported that the past President, Chris Hives, has submitted all annual reports to our two granting agencies: the Canadian Council of Archives and the British Columbia Archives.

An Administrative Grant of \$10,000, as part of the Community Archives Advisory and Training program, has been received from the BC Government. A letter of thanks has been sent to the Hon. Graeme Bowbrick, Minister responsible for the Information, Science and Technology Agency.

Jane Turner attended the British Columbia Historical Federation (BCHF) conference in Port Alberni on May 4, 2000. Jane spoke at the opening plenary as a member of a panel to discuss common heritage interests, and working together for common ends. The President suggested that there could be benefits to the AABC joining the BCHF as an Associate Member.

Action Dorothy recommended that the AABC should join the BCHF in principle, after some further investigation of what privileges Associate Members receive.

While in Port Alberni, the President had an opportunity to meet with Ann Holt and Valentine Hughes from the Port Alberni Historical Society, who raised a number of questions and concerns regarding the single fee category for institutional membership.

The Treasurer, Lynne Waller, pointed out that it costs \$40,000.00 a year to run the AABC. This figure does not include the costs of running the programs. With limited sources of revenue beyond that of membership dues, Lynne stressed that the Membership Committee should try to obtain a balance between offering affordable institutional membership fees and providing enough revenue to enable the AABC to operate.

Action Dovelle Buie will ask the Membership Committee to examine the issue of institutional membership fees for varying sized institutions in the AABC. The Executive would like the Membership Committee to examine how other associations handle the administration of institutional membership fees, and to advise the Executive on how to proceed. Recommendations will be presented to the AABC membership at the 2001 Annual General Meeting.

Jane Turner met with the Provincial Archivist on May 15, 2000. They discussed funding opportunities for the AABC, various options for the Conference in Victoria, 2001, and the value of initiating an Archives Week for BC. The Provincial Archivist emphasized the important of the role of community archives benefiting their local communities in the province.

Jane Turner reported that the ACA has requested a letter of greeting from the AABC to honour their 25th anniversary, which will be celebrated at the conference.

Action Heather Gordon will bring a letter of greeting from the AABC to the ACA conference in Edmonton in June.

3. Treasurer's Report

Lynne Waller reported that due to Malish and Clark's income tax season rush, there has been a delay in receiving the AABC's financial statements from April 30, 2000. The Treasurer reported on the current sound financial standings of the AABC, and noted that the AABC is in good standing with all grants.

Lynne reported that she and Jane will be meeting with Malish and Clark on June 12, 2000 to see the Annual Financial Review, and will provide the Executive with copies of this Review once received.

Action The Executive agreed that Lynne will arrange to budget for a financial audit in 2001-2002. Lynne will arrange to add \$7,500.00 to the AABC's Guaranteed Investment Certificate investments to bring our total principal invested to \$27,500.00 for this month. Over the next year, the executive plans to purchase additional GIC's with surplus funds. The goal is to increase our 'prudent reserve' to \$45,000.

Lynne Waller presented the Conference Budget that documented projected and actual costs for the April 2000 Conference held in Richmond. The Treasurer reported that the Conference was financially successful. The Executive joined Lynne in thanking Evelyn Peters McLellan and her husband Andrew for their work on the design of the Conference budget. Jane also thanked Lynne and the Finance Committee for all their hard work.

The Treasurer reported that interviews were held in the morning of May 29, 2000 for the position of Financial Manager for the AABC. Three candidates were interviewed from the fourteen applications received after posting the position on the Certified General Accountants and Certified Management Accountants websites.

Action The Executive agreed that the position of Financial Manager be offered to the first ranked candidate.

4. Executive Liaison Responsibilities

The Executive agreed on the following Executive liaison responsibilities for Committees:

Dorothy Lawson -- Preservation

Dovelle Buie -- Membership

Heather Gordon -- CAIN, Internet, and Newsletter

Jane Turner -- Education, Public Awareness/Advocacy/Legislation, and Nominations

Laura Cheadle -- Grants

Lynne Waller -- Finance Committee

5. Conference 2000 Review and Recommendations

The Executive joined Jane Turner in thanking Deidre Simmons (chair), David Wardle, Cheryl Linstead and Peter Johnson of the Program Committee; and George Brandak (chair) and Lynne Waller of the Local Arrangements Committee for organizing an extremely successful conference. Deidre has updated the conference procedural manual that was initially developed by Susan Hart and Lynne Tibbett in 1992.

Deidre recommended the Executive consider the following points for future conferences:

1. Announce the location of the next conference at the AGM, and appoint the chairs of the Planning Committee and the Local Arrangements Committee as soon as possible.
2. Appoint committee members and start planning in September.
3. Pass on the files of the previous conference committees to the incoming committees.

The Executive accepted these recommendations, and also agreed to:

1. Establish a deadline for registration, and implement penalty fees for late registrations.
2. Establish cancellation policies for workshops.
3. Extend the free lunch hour (on the Saturday typically) to provide time for various committees to meet.
4. Investigate the feasibility of developing a conference registration database to assist in managing the conference registration.

Action Dovelle will work with the Membership Committee on further developing the functionality of the membership committee database to also include conference registration management functionality.

6. Conference 2001

Jane Turner reported that the AABC 2001 conference will be held in Victoria at St. Ann's Academy on April 27 and 28, 2000. The theme will be the Place of Archives in Heritage. Heather Gordon developed and distributed an outline of the goals and objectives of the conference. The Executive thanked Heather for her work and suggested that the document could be passed on to the chair of the Program Committee for consideration, as soon as the chair is appointed.

7. Conference 2002 Location

The Executive discussed ideas for the 2002 Conference. Jane Turner will further investigate one of the potential locations discussed.

8. Committee and Program Reports

The Executive discussed committee membership in general.

Action Dovelle will arrange with the Membership Committee to have a listing of all committees (with the names of the people on the committees). The listing will be published in the Membership Directory.

Jane Turner reported that the Education Committee was working with Deidre Simmons, our new Education and Advisory Archivist, to establish workplans and priorities for the year.

Dorothy Lawson reported that the Preservation Committee will be meeting on June 5, 2000 in New Westminster.

Heather Gordon reported on the Internet Committee. The Canadian North West Archival Network (CNWAN) and the Northwest Territories test data has successfully been migrated. A number of descriptions will be uploaded shortly. There have been a number of updates to BCAUL and the Guide and that the updates are made almost immediately. Heather also noted that the BC Archival Network Services Coordinator, Bill Purver, is planning to continue to make available outdated job descriptions that were posted on the AABC Job Board as guidelines for people developing job descriptions and advertisements.

Jane Turner reported on the BC CAIN (Canadian Archival Information Network) Committee, which she recently appointed as Ad Hoc Committee to advise the Executive on the administration of CAIN funds. The Executive discussed and reviewed the Committee's draft report. As the Executive Liaison to the BC CAIN Steering Committee, Heather will ask for further clarification of the Committee's recommendations, and report back to the Executive.

Dovelle Buie reported that the Membership Committee recommends that the Sechelt Community Archives application for Institutional Membership be accepted. There was some discussion concerning the evidence of on-going financial

support in the application. Once clarified, the Executive approved the Sechelt Community Archives institutional membership application.

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, will be e-mailing the Executive with membership numbers in the next few days. Since members have until July 1, 2000 to renew their membership, final numbers will not be available until after July 1st. Overall, membership renewals have been going very well. Dovelle indicated that, with her assistance, the Membership Committee will be examining the design and functionality of the membership database. Marnie plans to speak with Chris Hives in order to coordinate the newsletter mail-out with the membership renewals. Jane Turner asked Dovelle about the status of developing information packages that could be used by regional representatives for distribution to potential members.

Action Dovelle will arrange for the Membership Committee to develop the creation and distribution of information packages for potential AABC members.

Jane Turner discussed the mandate of the Public Awareness, Advocacy, and Legislation (PAAL) Committee, and plans for their first meeting on June 12 at UBC.

Jane Turner discussed plans for an ad hoc Institutional Standards Committee, which will include representatives from small community archives across the province.

9. Regional Representatives

Discussion of Regional representatives work-plans, budgets, terms of reference was deferred to the next Executive meeting.

The meeting was adjourned at 4:56 pm.

Next meeting: 10 July 2000, 1:00 p.m. Location: UBC Special Collections.

* * *

Summary of AABC Executive Meeting Minutes, 10 July 2000

President's Report

Jane Turner reported that Semo Nurme, long-time member and supporter of the Alberni District Historical Society, passed away. Jane has written, on behalf of the AABC, a letter of condolence. Jane noted that she and the Treasurer want to arrange a meeting with Provincial Archivist and Frances Gundry to discuss Archives Week, the 2001 AABC Conference, and other issues related to funding. Jane Turner pointed out that three of the AABC contractors, Bill Purver, Deidre Simmons, and Rosaleen Hill, met on July 5, 2000.

Treasurer's Report

The Treasurer will invest a further \$7,500 in GICs in mid-August if, in the opinion of the Treasurer and Finance Committee, the financial position of the Association warrants the investment at the end of July 2000.

Canadian Archival Information Network (CAIN) Priorities

Ann Carroll, Chair of the CAIN Committee, arrived to outline CAIN priorities with the Executive. Ann Carroll and Heather Gordon led the Executive in the discussion. The Executive endorsed the Committee's recommendations that Year One should focus on BC Archival Network / AABC Website Review; AABC Internet System Review; and BCAUL (British Columbia Archival Union List) Descriptions Review and Update. Following Year One, the priorities for CAIN funding should focus on grants directly for institutional members. The CAIN Committee will advise the Executive on the development of priorities, plans, and options for Institutional members in applying for CAIN funding. The Executive felt that CAIN related workshops and grant writing would be helpful to include at the 2001 AABC

Conference.

Collaboration with the Heritage and Information Sector

Jane discussed the benefits of the AABC joining as an associate member of the British Columbia Historical Federation (BCHF). In an effort to raise the profile of archives by collaborating with like-minded organizations in the heritage sectors, the Executive decided to apply for membership as an affiliate member with the BCHF. Jane noted that on August 28th, from 9:30 am to 11:00 am, the AABC will be meeting with three members of the British Columbia Museums Association (BCMA).

Conferences

Jane Turner reported that the Chair of the Local Arrangements Committee for the AABC Conference 2001 will be Mickey King from Sister of St. Ann. Michael Carter, the regional representative for South Vancouver Island, has already indicated that he will be of assistance in the planning of the 2001 Conference.

At the ACA's request, the Executive will invite the ACA to hold their annual conference in Vancouver 2002, to be held in conjunction with the annual AABC Conference in late May early June. Frances Mansbridge with the North Vancouver Museum and Archives will host the 2004 conference North Vancouver.

Regional Representatives Mandate and Workplans

Dorothy distributed documents to the Executive outlining background considerations for the Regional Terms of Reference. Dorothy will circulate the document outlining background considerations for the Regional Terms of Reference and the rough draft Terms of Reference to the Regional Representatives. Jane will be copied on the responses and Dorothy will send a summary to Jane for her review.

Committee and Program Reports

Education Committee (standing)

Jane reported that the contract with Patty O'Byrne, Education and Advisory Services Assistant, has been established. Plans going ahead for the program including a review of the core curriculum. A survey has been distributed to examine educational needs of the membership. The Committee is considering the potential for holding an institute in 2002 for providing a core curriculum. Jane also indicated that there has been some discussion on the Education Committee about the benefits and feasibility of holding workshops on grants and grant writing.

Preservation Service Advisory Committee (ad hoc)

Dorothy reported on the Preservation Committee stating that they are attempting to establish a plan for the year, including the Contractor's work schedule.

Internet Committee (ad hoc)

Jane suggested there may be benefit in the AABC using a specific software product in workshops on archival automation. This may help with the process of descriptions done for the CAIN grants. Heather will solicit the views of the Internet Committee on the subject.

Membership Committee (standing)

Membership renewals are going very well. Currently there are 219 members with about 108 not renewed. Dovel also showed the Executive the membership informational package that Marnie Burnham had put together for a sample.

Public Awareness, Advocacy and Legislation Committee (PAAL) (ad hoc)

Jane reported on Archives Week. The Executive passed a motion requesting the Honourable Graeme Bowbrick to proclaim in perpetuity the third week in November as British Columbia Archives Week, centered on Douglas Day (November 19), to be established annually by the AABC's Public Awareness Committee. For the year 2000, the AABC Public Awareness Committee has recommended November 19 to 25th. The PAAL Committee will coordinate the development of a poster.

Institutional Standards Committee (ad hoc)

Jane reported that the Institutional Standards Committee is scheduled to have their first meeting on Wednesday July 12th. The Committee will bring a report to the AABC Roundtable in August 2000.

Second Annual AABC Roundtable

The second annual AABC Roundtable is set to go ahead on August 28th. The focus of the meeting will be on relationships to CAIN and the 3/4 year plan.

The next Executive meeting will be on Monday September 25, 2000 at 1:00 pm.

[Complete Executive minutes available at: <http://aabc.bc.ca/aabc/10jul00.html>]

* * *

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BC Archival Education and Advisory Service

Community Archives Education Program (CAEP) - Education Survey Questionnaire Results

The results of the education survey of AABC members have been tallied and the Education Committee will be using these statistics to propose revisions to the Education and Advisory Services program for the next 2 or 3 years. Thank you to the 80+ members who responded in a timely fashion. With a total membership of about 330 institutional and individual members, this represents a 25% response. The responses were consistent enough to indicate trends in 3 areas of the province – Vancouver Island, the Lower Mainland, and the Interior/North.

Many of you, particularly outside the Lower Mainland, cannot afford time away or the cost of travel to attend workshops. As a result your responses to the distance education proposal was positive. For the same reasons, the proposal for a 5-day institute was of interest only to a few. For those members who did not respond (75%), remember that we can only address your needs if we know what they are.

The survey indicates that a good proportion of our members have attended one or more of the core curriculum workshops. Out of a list of 15 suggested topics for specialized workshops, more than half of the respondents requested a workshop on Copyright. More than half also requested a workshop on Oral History and archives. Next in order of interest were Freedom of Information for small archives and Grant-writing. Eleven other suggestions were offered by members, all good ideas that will be considered.

The Education Committee will be meeting again at the end of September to discuss the best way to proceed with the survey information:

1. core curriculum
2. intermediate and advanced workshops
3. distance education
4. conference workshops

Thank you to the 31 institutions which offered their facility as a workshop venue. We have taken some of you up on that offer already.

The 2000/2001 Community Archives Education Program brochure was mailed to all members in early August. If anyone did not receive the brochure or if you know someone who would be interested, contact me and I will send it out. Two workshops are being held in September. *Principles of Conservation Management and Emergency Planning* is being held by Rosaleen Hill in Vernon, and the first *Introduction to Archival Practice* to be given in 2 years is being given by Patti O'Byrne in Prince George. That workshop is full and overflowing, indicating that we will have to plan another one soon.

For information about any of the services of the BC Archival Education and Advisory Service consult the website or contact:

Deidre Simmons
Education and Advisory Archivist
1513 Laurel Lane
Victoria, BC V8S 1Y2
Tel: (250) 595-2932 / Fax: (250) 595-2963
Email: dsimmons@aabbc.bc.ca

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BC Archival Network News

CaNWAN Welcomes the Northwest Territories Archival Network

The Canadian Northwest Archival Network (CaNWAN), housed on the AABC's online system, is pleased to welcome the addition of the Northwest Territories Archival Network.

CaNWAN now provides integrated access to archival descriptions on four provincial and territorial union lists: the British Columbia Archival Union List (BCAUL), the Archives Network of Alberta (ANA), the Yukon Archival Union List (YAUL), and the Northwest Territories Archival Network (NWTAN).

The network is accessible on the web at: <http://aabc.bc.ca/aabc/canwan.html> .

Links to Full Finding Aids from BCAUL

Although designed as an online fonds-level registry of archives in the province, the British Columbia Archival Union List (BCAUL) provides the ability to link from union list descriptions to full, multi-level finding aids on the web.

A number of archives in BC have exploited this functionality to provide another means of access to their full online inventories. The following are examples of the different kinds and formats of finding aids now being linked to from the union list.

(Note: click on the "finding aid" link from each BCAUL description noted below.)

University of British Columbia Archives - Jean Coulthard fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UBCARCH-71>

Nanaimo Community Archives - Frank J. Ney fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.NCAI-90>

Quesnel and District Museum and Archives - Boyd family fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.QUE-2999>

University of Victoria Libraries Special Collections - Walter Bapty fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UVICSP-55>

University of Victoria Archives - Alan Austin fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UVICARCH-230>

City of Victoria Archives - William Wilson fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.CVIC-62>

City of Vancouver Archives - Civic Theatres Department fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.CVAN-600>

For more information about using this functionality of the BCAUL, people are asked to contact the AABC's British Columbia Archival Network Service program at: bpurver@aabbc.bc.ca.

BC Archival Union List -- New Descriptions on the Database

Participating archives (now 164 institutions throughout the province) are reminded that new and revised BCAUL descriptions should be compiled by the institutions themselves and 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 by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabbc.bc.ca).

The following are new or revised descriptions recently submitted and added to the BC Archival Union List at <http://aabbc.bc.ca/aabc/bcaul.html>:

City of Richmond Archives:

Community Arts Council of Richmond fonds
Eric Rathborne fonds
Fraser Delta Area Girl Guides fonds
Noel McConnell fonds
Richmond Youth Soccer Association fonds

City of Vancouver Archives:

Nellie McCay fonds

City of Victoria Archives:

Ainslie James Helmcken fonds
Louise B. Anderson fonds
Michaelis family fonds
Thomas Shanks McPherson estate fonds
Tourist Auto Camp fonds
P.E. Wilkinson collection
A.O. Noel Wilkinson fonds
Henry King fonds
W. Allan Fraser fonds
Rebecca "Beth" Harvey collection
Petra Caroline Hansine Amsden fonds
Duncan D. McTavish fonds
Victoria Commonwealth Games Society fonds
Arion Male Voice Choir fonds
Victoria Chamber of Commerce fonds
Madge Hamilton collection
William E. John fonds
Native Sons of British Columbia, Post No. 1 fonds
Joseph Wilson fonds
Joseph E. Wilson fonds
W & J Wilson Ltd. fonds
William Wilson fonds
H.U. Knight fonds
City of Victoria fonds

Fort Steele Heritage Town Archives:

A.C. Nelson fonds
A.M.O. Gold fonds
Alex Price collection
Cranbrook Food Bank Society fonds
Creston Hotel fonds
Debbie Qualtieri fonds
Denine Marasco fonds
Emm Anderson collection
Fort Steele Water Works fonds
H.B. Pilcher fonds
Howard and Ed Spielman fonds
Interior Lumber Manufacturers' Association fonds
Isa Barr collection
Jim Burgess collection
Kate Ruoss fonds
Kootenay Weavers fonds
Linda Mathiesen fonds
Maisie D. Linton fonds
Mitchell Firman fonds
Ruth Long collection
Thomas S. Baker fonds
Dr. J.H. Henderson fonds
Mabel E. Jordon collection
Skookumchuck in the Rockies Ranch Camp fonds
Fort Steele Post Office fonds
Smith family fonds
Bayard O. Iverson fonds
Fort Steele mining collection
Ministry of Recreation and Conservation photograph collection
Walter Van Arsdalen fonds
Michael Phillipps fonds
Barry Beaulac collection
Bruce Ramsey collection
Catherine Conroy fonds
Donna Lomas fonds
East Kootenay Court Services fonds
Esther Lister collection
Fee Hellmen fonds
Hudson's Bay Company collection
Naomi Miller collection
Pioneers' Association of East Kootenay fonds
Sally Diefenbach collection
Cranbrook Agency Co. fonds
Alfred Brock Smith fonds
Charles Mair family fonds
Fort Steele house collection
Ministry of Recreation and Conservation fonds
Eric Joe sous-fonds
Al Kerr and Patrick Frey sous-fonds
Thomas T. McVittie fonds
Kimberley Goldfields Consolidated Ltd. fonds
Ragnvald (Reg) Egge fonds
Sydney Hutcheson fonds
Bruce Ramsey fonds
Loretta Mangan fonds
Loretta Mangan photograph collection

Fraser-Fort George Regional Museum:

Ivan Anderson fonds

Timber and Forestry Branch fonds
Myron Carlos Burr fonds
Prince George Citizen fonds
Community Heritage Society fonds
Earl Jaeck fonds
Kennedy-Wilson family fonds
McLean family fonds
Nora Miller fonds
Northwood Pulp and Timber Ltd. fonds
Ethel Rhodes fonds
Fred Shearer fonds
Joe Stabiki fonds
Craftsman Studio fonds
Wally West fonds
Fraser-Fort George Regional Museum oral history collection

Nanaimo Community Archives:

Alice Fiddick fonds
Arthur and Alice Leighton fonds
Chase River Parent-Teacher Association fonds
Committee to Action Nanaimo fonds
Court Nanaimo Foresters' Home No. 5886 fonds
Doreen Mortimer fonds
Estelle Watchorn fonds
Frank A. and Ethel Ney fonds
Frank J. Ney fonds
Jessie Hill Richmond fonds
Nanaimo Regional General Hospital Society fonds
Nanaimo Symphony Orchestra fonds
Northfield School fonds
Office of the Mayor fonds
Sarah Louise Wright fonds
School District 68 History Project Committee fonds
School District No. 68 fonds
Society Promoting Environmental Conservation fonds
South Wellington Parent-Teacher Association fonds
Wellington Parents Action Committee fonds
Wright family fonds

Powell River Historical Museum and Archives:

Cranberry Waterworks District fonds
Powell River World Day of Prayer Committee fonds
Townsite Heritage Society fonds

Satellite Video Exchange Society:

Satellite Video Exchange Society fonds

Trinity Western University Library:

Lyle Wicks fonds

University of British Columbia Library Special Collections:

Arne Johnson fonds

Veterans Against Nuclear Arms, Lower Mainland (B.C.) Branch fonds
United Transportation Union, Local 422 fonds
Fisheries Council of British Columbia fonds
Tallheo Cannery fonds
Canadian Union of Public Employees Local 1004 fonds

University of Victoria Archives:

Victoria College Craigdarroch Castle Alumni Association fonds
Frank Sylvester fonds
David Mcrae fonds

West Vancouver Museum and Archives:

West Vancouver Transportation Company fonds
West Vancouver Ferry Company Limited fonds

Guide to Archival Repositories in B.C. -- Recent Updates

The AABC's online archives directory, A Guide to Archival Repositories in British Columbia (<http://aabc.bc.ca/aabc/bcguide.html>), now contains information on 185 publicly-accessible archives in the province.

The following is information recently updated on the Guide:

1) Hazelton Pioneer Museum and Archives

New contact name: Archivist
New email address: library@wrinch.hnet.bc.ca

2) Kelowna Museum

New email address: info@kelownamuseum.com
New web site: www.kelownamuseum.com

3) Kamloops Museum and Archives

New fax number: (250) 314-2016
New email address: kma@direct.ca
New web site: <http://www.city.kamloops.bc.ca/museum/>

4) Alder Grover Heritage Society

New contact name: Dennis Johnson , President
New email address: aghs@direct.ca

5) Japanese Canadian National Museum and Archives Society

New contact name: Reiko Tagami
New address: 120 - 6688 Southoaks Crescent, Burnaby, BC V5E 4M7
New phone number: (604) 777-8000
New fax number: (604) 777-7001
New web address: www.shinnova.com/jcnmas/index.htm

6) Gulf of Georgia Cannery Society

New contact name: Lynne Waller , Collections Officer

New phone number: (604) 664-9159

New email address: gogcoll@pch.gc.ca

New days and hours of operation:

"The Library and Archives are open to the public Tuesday through Friday from 9 am to noon and from 1 pm to 4:30 pm. An appointment is recommended."

7) Silvery Slocan Museum

New web site: www.slocanlake.com/newdenver/nd-museum.html

8) Satellite Video Exchange Society

New contact name: Raquel Alvaro

New email address: videoin@telus.net

New days and hours of operation: Monday-Friday, 12:00-5:00 (by appointment)

New total volume:

23.8 m of textual records, ca. 5000 photographs, ca. 400 prints: posters, 120 videocassettes, and 54 audio cassettes

New inclusive dates: 1971 to present

New predominant dates: 1973-1993

9) University of Victoria Archives

New hours of operation: (Sept.-April) Monday-Friday, 8:30-4:30 ; (May-August) Monday-Friday, 10:30-4:30

10) University of Victoria Libraries Special Collections

New hours of operation: (Sept.-April) Monday-Friday, 8:30-4:30 ; (May-August) Monday-Friday, 10:30-4:30

11) University of Northern British Columbia Archives

New contact names: Michael Taft, University Archivist ; Ramona Rose, Assistant Archivist

New phone numbers: (250) 960-6603 or 6602

New fax number: (250) 960-6610

New email addresses: taftm@unbc.ca ; roserm@unbc.ca

New days and hours of operation: 8:30-4:30, Monday-Friday

New total volume: approx. 750 metres

New inclusive dates: 1894-2000

New predominant dates: 1952-2000

New acquisition policy/holdings summary:

"The University of Northern British Columbia Archives collects all documents related to the administration of the university, its programs, committees, research units, student services and activities, and special events. The Archives also collects the private papers of groups and individuals connected to the university and to founding organizations such as the Interior University Society and the Implementation Planning Group that preceded UNBC. The Archives also collects material of cultural and historical interest to northern British Columbia, especially material related to primary resource industries, Native Peoples, European settlement, natural history, and local history."

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 and new submissions for the Archivist's Toolkit, should contact the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: bpurver@aabbc.bc.ca).

For more information about the program, including project reports, people are asked to consult the BC Archival Network Service homepage at <http://aabbc.bc.ca/aabc/bcans.html>.

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BC Archival Preservation Service

Environmental Standards for Archives in Canada

The Canadian Council of Archives has recently published *Guidelines for Humidity and Temperature in Canadian Archives*.⁽¹⁾ This publication by Stefan Michalski of the Canadian Conservation Institute attempts to explain the recent reevaluation of relative humidity and temperature standards in archives and other heritage institutions. Michalski also offers some low, moderate and high cost practical strategies for the long-term preservation of a range of archival materials.

In the last few years the accepted relative humidity and temperature standards have been re-evaluated. Prior to this re-evaluation it was generally accepted that minimal fluctuation of both temperature ($\pm 2^{\circ}$) and relative humidity (± 3 to 5%) was considered optimum for the long-term preservation of collections. Maintenance of these setpoints was often difficult, costly and required sophisticated HVAC systems. Because of these reasons, in part, setpoint fluctuations were reviewed to determine what damage could be anticipated from allowing wider setpoint fluctuations.

The control of both relative humidity and temperature is important because both can have a profound affect on the life expectancy of your collection. A general rule is that with every 5° C increase in temperature reaction rates double. Or to put it another way archival records stored, for example, at 20° C records will have half the life expectancy of those stored at 15° C. The general rule for relative humidity is "half the RH, more than double the life".⁽²⁾ Of course, there are limits as to the practical control and desirability of greatly reduced temperatures and relative humidity to various media.

A current theory is that as most archival records come to an archives from an uncontrolled environment (an office, historic house, basement) they have already been subjected to wide fluctuations in relative humidity and temperature and so much of the damage that is caused by these fluctuations has already occurred. Because of this, it is now thought that the stringent environmental standards set for the long-term preservation of archival collections can perhaps be somewhat relaxed. The need for control of relative humidity and temperature fluctuations is still required but the allowable setpoint fluctuations could be increased.

Michalski ranks archival records based on their chemical and mechanical stability. Three categories of archival records based on their chemical stability are listed: high, medium and low chemical stability. (For a more complete list see the Information Bulletin).

High chemical stability includes: rag paper, parchment, alkaline paper, most black and white silver gelatin photographs etc

Medium chemical stability includes: mildly acidic papers, most black and white silver gelatin negatives etc.

Low chemical stability includes: strongly acidic paper, poorly processed photographs, most colour photographs etc.

Mechanical damage to archival records is ranked by comparing high, medium and low vulnerability records against +/- 5, 10, 20 and 40% relative humidity fluctuations. The damage is ranked qualitatively -none to tiny; none- small damage etc. In Table 4 – Estimated Mechanical Risks to Records - it is only at the +/- 20% fluctuation level that small-severe damage is noted. However, as the footnote points out mechanical damage refers to irreversible deformation, fracture, and delamination. This damage is cumulative so that several thousand fluctuations of "small" can accumulate to 'severe'.⁽³⁾

Michalski has compiled data from a variety of sources regarding the effects of chemical and mechanical actions on archival materials. From this "Guidelines and Strategies – cost-saving and low, low/moderate-cost strategies" were compiled with regard to relative humidity and temperature recommendations.

"Guidelines and Strategies" Summary of relative humidity and temperature recommendations						
Low/Moderate Cost Strategies				Moderate/higher Cost Strategies		
Record Type	Temp	RH	Storage Required	Temp	RH	Storage Required
Medium stability	If summer > 25° C then A/C to 20° C	Low as possible – don't overtax system	High value records – moisture proof encl.	Extend winter cond. Year round e.g.. 10° C	Extend winter RH e.g.. 30%	HVAC
High value Low stability	5° C –	40-65% - uncontrolled RH floats	Refrigerated room/Cold storage vault	Cold storage e.g. 5° C +/- 2° C	50% +/- 10%	Refrigerated room/Cold storage vault
Low stability- all but magnetic mead	-20° C	50%	CMI system or other like system - records must be in room with RH less than 50% when packed	-20° C	CMI system or other like system ⁽⁴⁾ - records must be in room with RH less than 50% when packed	
Records – high vulnerability to RH fluctuations				Cool	50% +/- 10%/week setpoint drift to 60% in summer and 40% in winter okay	
Records – require to				18-25° C +/- 2° C in one day	45-55% +/- 5%	

maintain precise dimensions e.g. aerial photos							
--	--	--	--	--	--	--	--

So, how do we interpret this re-evaluation of environmental standards and what does it mean in practical terms to small archives with a limited budget and a "one size fits all" storage environment? Well.....

1. A cooler, drier environment benefits the entire archival collection.
2. For medium to low chemical stability records such as cellulose acetate and cellulose nitrate negatives and most colour photographs cold storage is the way to proceed.

For information on cold storage for photographic collections contact the BC Archival Preservation Service. If you would like a "Cold Storage for Photographic Collections" workshop scheduled for your region contact:

Deidre Simmons
AABC Advisor and Education Coordinator
1513 Laurel Lane
Victoria, BC
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3. Archival storage boxes can provide an effective microenvironment which minimize relative humidity fluctuations within the box, and hence the relative humidity fluctuations affecting the records stored within the box. To determine the efficacy of this in your collection area implement an environmental monitoring program. One effective method is to use two dataloggers to monitor the environment simultaneously. One datalogger is used to monitor the relative humidity and temperature in the room and the other datalogger is used to monitor the relative humidity and temperature within the archival storage box. At the end of the reading period, the data from the two locations should be evaluated to determine what is happening inside the box and what, if any, modifications should be made with regard to relative humidity and temperature control within the room.

4. For a mixed collection (high, medium and low chemical stability and variable mechanical stability) the weaker links (e.g. magnetic media) define the storage requirements. Therefore, the cooler and drier the environment the better, without going down to cold storage temperatures. **So what does this mean in terms of target temperature and relative humidity?** A good compromise for a mixed collection would be 45% +/- 10% and 18- 20° C. The temperature could be lower as long as the relative humidity could still be kept at 45% relative humidity.

5. **How can you achieve and maintain a relatively stable 45% +/- 10% and 18- 20° C?** For most small archives with one or two storage rooms the use of portable humidifiers and dehumidifiers is definitely an option in creating the appropriate storage environment.

So in conclusion, I would suggest that it is worth the effort required to read the CCA Information Bulletin 15 - *Guidelines for Humidity and Temperature in Canadian Archives*. In addition to the practical suggestions offered in 'Guidelines and Strategies- Cost Savings and low-cost strategies' the comprehensive footnotes provide interesting, useful and essential background information.

References:

(1) Michalski, Stefan. *Guidelines for Humidity and Temperature in Canadian Archives*, Canadian Council of Archives Preservation Committee Information Bulletin 15, Canadian Council of Archives, Ottawa, 2000.

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(3) Michalski 2000:11

(4) McCormick-Goodhart, Mark. *Methods for Creating Cold Storage Environments, Care of Photographic Moving Image & Sound Collections*, Institute of Paper Conservation, Leigh Lodge, 1999.

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