

AABC Newsletter

Volume 10 No. 2

Spring 2000

ISSN 1193-3165

AABC Homepage

aabc.bc.ca

How to join the AABC

aabc.bc.ca/aabc/meminfo.html

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

Submissions, suggestions or comments are welcomed and should be sent directly to :

Leslie Field, editor
c/o UBC Archives
1956 Main Mall
Vancouver, B.C.
V6T 1Z1

(604) 822-5877 (PH)

(604) 822-9587 (FX)

e-mail: leslie@lesliefield.com

Editorial Board:

Marta Maftai
Jennifer Mohan
Patti O'Byrne
Barb Towell

Submission deadlines:

Summer - June 15, 2000

Fall - September 15, 2000

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97 or via e-mail

Table of Contents

Features

- [**Preserving the Long-Term Authenticity of Electronic Records: The InterPARES Project**](#)
[by Heather MacNeil](#)

News

- [AABC Conference](#)
 - [Invitation to Opening Reception](#)
- [Report on the AABC Planning Workshop, 11-12 February 2000](#)
- [Notes](#)
 - [South Vancouver Island Regional Group](#)
 - [The Archivist's Toolkit](#)
 - [Thank You](#)
 - [Opting out of paper copy of AABC newsletter](#)

Columns / Regular Items

- [President's Message](#)
- [Executive Minutes \(Dec. 13, 1999 and Jan. 17, 2000\)](#)
- [British Columbia Archival Network \(Part 2\)](#) by Bill Purver
- [Guide to Archival Repositories Updates](#)
- BC Preservation Service Update: [Preservation and the World Wide Web, \(Pt. II\)](#) by Rosaleen Hill
- [AABC Contact information](#)

Last updated
March 21, 2000

**Preserving the Long-Term Authenticity of Electronic Records:
The InterPARES Project
Heather MacNeil, University of British Columbia**

As every archivist knows, the records created by individuals and corporations as evidence and memory of their actions need to be preserved, sometimes permanently, to protect individual and corporate rights, to serve the interests of social and historical accountability, and, more generally, to provide essential sources of information for research and study. Responsibility for the long-time preservation of records traditionally has fallen within the purview of the archival profession. As more and more records are created and maintained in electronic form, however, archival preservation methods require some adjustment to take into account the new reality of media fragility and technological obsolescence. As a result, the term preservation, as applied to electronic records, no longer refers to the *passive* protection of their physical carrier (their medium), it also refers to the *active* protection of their accessibility and authenticity over time. Protecting records accessibility means ensuring their readability and intelligibility over time; protecting their authenticity means ensuring that the records are not inadvertently or deliberately altered or corrupted over time.

Accessibility to authentic records over the long term is a critical need of individuals, organizations, and society in general. The International Research on the Preservation of Authentic Records in Electronic Systems (hereafter referred to as the InterPARES Project) was instigated to address this need. Its primary goal is to "develop the theoretical and methodological knowledge essential to the permanent preservation of authentic records generated and/or maintained electronically, and, on the basis of this knowledge, to formulate model policies, strategies and standards capable of ensuring that preservation." The project officially began in January 1999 and will conclude in January 2002. It builds upon the findings of a previous research project, entitled "The Preservation of the Integrity of Electronic Records," which was undertaken between 1994 and 1997 by researchers at the University of British Columbia. That project <<http://www.slais.ubc.ca/users/duranti>> aimed to establish standards for creating reliable electronic records and for maintaining their authenticity for as long as they reside in the original electronic system. In the course of the research, a number of concepts, drawn from diplomatics and archival science, were defined and elaborated, among them: *record*, *electronic record*, *the components of an electronic record*, *reliability*, and *authenticity*. Such concepts are fundamental to any sort of analysis of electronic records and systems. The InterPARES project differs from its predecessor by focussing on preserving the authenticity of electronic records that are no longer needed for the usual and ordinary course of business but that must be kept for broader social purposes and that either have been or will have to be removed from the original or "live" system. Although the InterPARES project will draw on the basic concepts and methodologies formulated by the previous UBC project, those concepts and methodologies constitute only a starting point.

InterPARES is an international collaborative project, which draws on knowledge from a wide range of disciplines and on the expertise of private, public and academic organizations from countries around the world. This is in recognition of the fact that the method of long-term preservation must be applicable across juridical systems, cultures and technologies and must constitute the foundation of international standards and protocols. The InterPARES collaborators are a consortium of eight national and multi-national research teams representing Australia, Canada, China, France, Hong Kong, Ireland, Italy, the Netherlands, Sweden, the United Kingdom and the United States. Although the research teams are headed primarily by archival scholars, they also include scholars and other specialists

drawn from the humanities and social sciences, and from the computer, mathematical, and chemical sciences. One of the research teams is composed of a number of industries, including the pharmaceutical; chemical and biotechnology industries, as well as the computer, software, and high technology industries, all of which are represented by the Collaborative Electronic Notebooks System Association (CENSA).

The national teams include representatives from national archival institutions. These institutions will play a key role in the project by contributing their expertise to the conduct of case studies and by testing research results. The participating institutions are: National Archives of Canada, National Archives of the United States, National Archives of Italy, Public Records Office (Hong Kong), Public Record Office (U.K.), the Archives Nationales de France, General Archives of the Netherlands, National Archives of Sweden, National Archives of Ireland, and the National Archives of China.

InterPARES is headed by a Project Director, Luciana Duranti, professor of Archival Studies at UBC, who is responsible for the intellectual and administrative direction of the research. She chairs the *International Team*, which meets three times a year and which acts as the Steering Committee of the Project. The team is composed of the chairs of the eight research teams, the representatives of the nine national archival institutions, as well as the Chairs of the Task Forces created during the course of the project. A project coordinator (Peter van Garderen) and a knowledge engineering expert are also members of the international team. This team is responsible for assigning tasks and responsibilities to the various task forces, and for reviewing, discussing and approving task force findings.

Below the International Team are the *national teams*. Their role is to secure funding from their respective national or multi-national granting agencies. Aside from funding administration, the other responsibility of the national teams is to coordinate the work of its members within the represented jurisdiction and to contextualize the InterPARES project findings within their jurisdictions. Funding for the Canadian research team has been provided by the Social Sciences and Humanities Research Council of Canada, which has committed \$845,000 to the project over three years, and by the Vice-President, Research, and Dean of Arts at UBC, who have contributed an additional \$200,000. The Canadian research team is headed by Terry Eastwood, associate professor and Chair of the Archival Studies Program at the University of British Columbia (UBC). Its members are Barbara Craig, associate professor of Archival Studies at the University of Toronto, Babak Hamidzadeh, assistant professor in the Department of Electrical and Computer Engineering, UBC, Heather MacNeil, assistant professor of Archival Studies, UBC, and John Roeder, professor and Associate Director, Department of Music, UBC. The National Archives representatives on the Canadian team are John McDonald, and Bruce Walton.

Separate from the national teams and cutting across them are the *task forces*. The responsibilities of the various task forces are to answer the project's research questions and to carry out the actual research activities. Each task force is composed of individuals from various research teams who have expertise in a particular area of inquiry. There are currently three main task forces: the *Authenticity Task Force*, led by Heather MacNeil, the *Appraisal Task Force*, led by Terry Eastwood, and the *Preservation Task Force*, led by Kenneth Thibodeau from the National Archives and Records Administration of the United States. Each of the task forces corresponds to one of the project's domains of inquiry.

The project's four interrelated domains of inquiry are: (1) Conceptual Requirements for Preserving Authentic Electronic Records, (2) Appraisal Criteria and Methods for Selection of Authentic Electronic Records (3) Methods and Responsibilities for Preserving Authentic Electronic Records, and (4) Framework for the Formulation of Policies, Strategies, and Standards.

Domain 1: Requirements for Preserving Authentic Electronic Records.

The goal of the research in this domain is to identify the elements of electronic records that must be preserved in order to ensure their authenticity over time. The concepts and principles of diplomatics, which were used in the previous UBC research project, will constitute the theoretical basis for the work carried out in this domain. The diplomatic analysis will be tested and refined on the basis of case studies of different kinds of electronic systems that will be carried out in the various jurisdictions represented in the research project. On the basis of the case studies, the Authenticity Task Force will develop a typology of electronic records and identify the requirements for authenticity

associated with each type. The specific questions in this domain are:

- What are the elements that all electronic records share?
- What are the elements that allow us to differentiate between different types of electronic records?
- Of those elements, which will permit us to verify their authenticity over time?
- Are the elements for verifying authenticity over time the same as those that permit us to verify their authenticity in time, i.e., at the point at which they are originally created and transmitted?
- Can the elements be removed from where they are currently found to a place where they can more easily be preserved and still maintain the same validity?

Domain II: Appraisal Criteria and Methods for Electronic Records

The goal of the research here is to determine whether the evaluation of electronic records for permanent preservation should be based on criteria different from those applied to traditional records, and to develop a set of appraisal criteria for electronic records and specific appraisal procedures that meet the conceptual requirements for authenticity identified in domain I. The specific questions in this domain are:

- What is the influence of digital technology on appraisal?
- When in the course of their existence should electronic records be appraised?
- Should electronic records be appraised more than once in the course of their existence, and, if so, when?
- Who should be responsible for appraising electronic records?
- What are the criteria, methods, and strategies that satisfy the conceptual requirements identified in Domain I?

Domain III: Methods and Responsibilities for Preserving Authentic Electronic Records

The goal of the research here is to formulate procedures and rules for implementing the conceptual requirements identified in Domain I. This formulation also includes the assignment of responsibility for the application of procedures and rules. The work done in this domain will focus on the activities associated with each step of the preservation procedure and will result in a comprehensive model for the preservation and authentication of electronic records. The specific questions in this domain are:

- What technological and procedural methods of long-term preservation are in use or being developed? What is their success rate or potential?
- What are the media in use or being developed for long-term storage of electronic records? What is their success rate or potential?
- What methods and media will satisfy the conceptual requirements identified in Domain I?
- What are the technological and procedural methods of authentication for migrated electronic records?

- In what way can archival description be a method of authentication for electronic records?

Domain IV: The Framework for the Formulation of Policies, Strategies, and Standards.

In this domain, the findings of the previous three domains will be synthesized and distilled into a set of principles that will guide the development of international, national, and organizational policies, strategies and standards for the long-term preservation of authentic electronic records and the specific criteria for each type. The distinction among jurisdictional levels stems from the recognition that different jurisdictions and organizations have different needs. The important point is to ensure that policies, strategies and standards are consistent with one another and this is only possible when they are inspired by the same principles. The final product of this domain is a set of principles and criteria, model policies and strategies, and procedural and technical standards for the long-term preservation of authentic electronic records. The specific questions addressed in this domain are:

- What principles should guide the formulation of international policies, strategies, and standards related to the long-term preservation of authentic electronic records?
- What should be the criteria for developing national policies, strategies, and standards?
- What should be the criteria for developing organizational policies, strategies, and standards?

Depending on the research questions being addressed, the task forces are expected to use a wide variety of research methodologies including surveys, case studies, literature reviews, storage media reviews, software testing, and so on. The common methodology, which will guide all research activity, however, will be modeling, which was used successfully in the UBC research project. Modeling methodology generally consists of two parts. The first is to graphically represent the entities identified by the task forces in each domain. An entity can be abstract or concrete (e.g., a concept, such as documentary form, a software component, or a storage medium). What are modeled are the entity's attributes or characteristics, and its relationship to other entities. The second part of modeling is identifying the activities in which the entities are involved. The representation of the activities is done by decomposing them hierarchically at as many levels as necessary and identifying for each activity at every level 1) what guides or regulates it, 2) what is used to perform it, 3) what initiates it, and 4) what results from it. To support the modeling process, every activity, entity, attribute, and relationship named in the models must be consistently and rigorously defined in an interdisciplinary international glossary. The use of modeling serves several purposes. When experts from different countries, disciplines, and perspectives are working together, it is normal for confusion to arise from the use of similar expressions to mean different things, and from the many assumptions, purposes, and interests that each one brings to the table. Modeling requires a rigorous and systematic determination of the meaning and implication of every term, concept or statement that is introduced.

The requirements for preserving authentic electronic records, as defined in the first two research domains, will be modeled at the International Team workshops. These models will then be used to develop the methodologies and technologies required by the teams working at the various national archival institutions. These teams will test the models and present the results back to the International Team. The results will be used, in turn, to refine the models. The outcome of this iterative process should be a foundation from which model or sample strategies, policies, and standards can be drafted. The project's national teams will then be responsible for contextualizing these model strategies, policies, and standards within their national legal and regulatory environments.

The advantage of using a modeling process is that it helps to eliminate vagueness and conceptual inconsistencies or conflicts and facilitates conceptual integrity. Moreover, if the modeling work is done well, it will be a relatively straightforward process to translate the models developed into working software systems. The models will also help the information technology professionals and software engineers who are charged with building systems to understand exactly what must be built to meet the requirements defined by InterPARES. The software engineering models and the dictionary of terms accompanying the models could even become a common language for the international archival community.

It is important to underline the fact that the InterPARES project is a Canadian-led international initiative. Funding for

the administration of the International team, which includes, among other things, the maintenance of the project's website and the employment of the project coordinator and student research assistants, as well as for the activities of the Canadian research team, is provided by the grants given to the Canadian team by the Social Sciences and Humanities Research Council of Canada and by UBC. The Canadian contribution is, of course, more than financial. InterPARES was inspired by the UBC research and the project director is a Canadian. Moreover, the National Archives of Canada has committed two full-time equivalent positions to the project, and will play a critical role in testing and refining the project's findings. We would like to see the Canadian influence extend even further into the archival community. A web site has been established to communicate the goals and objectives of the research, as well as its findings, and to encourage wide-spread discussion and debate about them. The address of the website is: <http://www.interpares.org>. Archivists are encouraged to visit the website, and to participate in the discussion forums that will be set up as soon as we have preliminary findings to report.

* * *

Archivia Enterprises

Trevor May, B.A., M.A.S.

Archival Consultant

9680 West Saanich Rd., North Saanich, B.C. V8L 5H5

Tel: (250) 656-0588 Fax: (250) 656-0688

E-mail: archivia@islandnet.com

[Back to Table of Contents](#)

AABC Newsletter

Volume 10 No. 2 Spring 2000

AABC Annual Conference - Back to the Future: The AABC After 25 Years

April 28-29, 2000, Richmond Inn - Richmond, BC

The registration deadline for the AABC Annual Conference is fast approaching. Please register by April 7th! Conference registration forms are available at: <http://aabc.bc.ca/aabc/conference2000registration.html>.

The full conference program and an invitation to the opening reception are included below. If you require additional information, contact Deidre Simmons, Chair of the Conference Planning Committee at: dasimmons@pacificcoast.net or by telephone at (250) 595-2939.

Wednesday & Thursday, April 26-27

9:00-4:30

Management of Archives

Jim Burrows, Archives Manager, City of Victoria, leads this 2-day, pre-conference workshop that combines lectures, audiovisuals and exercises to communicate the challenges of archival management.

Topics covered include: management principles, public relations, facility management, human resources, and financial planning.

Location: Richmond Inn

Thursday, April 27th

6:00-8:00

[Opening Reception - Richmond Archives](#)

The Friends of the Richmond Archives invite conference attendees and speakers to attend this reception; local dignitaries will be attendance. Please rsvp Ken Young of the City of Richmond Archives at kyoung@city.richmond.bc.ca or (604) 231-6430 if you plan on attending.

Conference Program

Friday, April 28th **Registration and Coffee**

8:30-9:00

8:30-9:00

9:00-10:15 **Conference Welcome and Keynote Address**

Ian Wilson, National Archivist, will discuss his response to the Canadian Historical Associations reaction to the English Report, as well as the future faced by Canadian archives.

10:15-10:30 Coffee and Refreshments

10:30-1200 Concurrent Sessions

Archival Access in a Legislated Environment

Freedom of Information legislation and ethics of the profession often dictate how archivists deal with access issues. Three different institutions will discuss their challenges and their solutions.

Speakers: Frances Fournier, Simon Fraser University Archives
Mac Culham, Information and Privacy Section, BC Archives
Bill Trott, Office of the Information and Privacy Commissioner

Chair: Jana Buhlmann, National Archives

Initiatives for the Future

The Canadian Archival Information Network and the InterPARES projects are at the forefront of the expanding archival frontier. Learn what is happening with these two exciting initiatives.

Speakers: Peter Van Garderen, InterPARES Project
Bill Purver, AABC Archives Advisor/Network Coordinator

Chair: Preben Mortensen, West Vancouver Archives

12:00-1:30 Conference Lunch - Richmond Inn

Connie Baxter, Executive Director of the Gulf of Georgia Cannery Society, is guest speaker.

1:30-4:30 Concurrent Workshops

Cold Storage for Photographic Material

Rosaleen Hill, BCAPS Preservation Coordinator, will teach participants new strategies for the preservation of volatile photographic materials such as nitrate negatives through cold storage.

Digitization for Archives

Brant Bady, Imaging and Information Technology Analyst with BC Archives, will lead this workshop on the 'dos' and 'do nots' of creating digital representations of archival records and materials.

**Starting at
6:00**

Evening Banquet - Ukrainian Community Centre, Richmond

Guest speaker Carrie Stevenson will present "Developing an Oral History Project: Ukrainian Pioneers in Richmond". The Tropak Dancers will complete the evening's entertainment. Cocktails at 6:00 with the banquet beginning at 7:00.

**Saturday,
April 29
9:00-10:15**

Concurrent Sessions

Archivists of the Future

Gain a fresh perspective on archival issues from the past and in the future as today's archival students discuss their research and writing.

Speakers:

Shadrack Katuu "Archival Education and Training with Special Reference to Africa"

Ian McAndrew and John Horodyski "Ministerial Records and Archival Custody: A Survey of Accessions under Mandatory Transfer Regimes in Canadian Jurisdictions"

Carrie Stevenson "Users, Advocacy and Archives"

Lara Wilson "Appraisal of Photographs: A Consideration"

Chair:

Barb Towell, Greater Vancouver Transportation Authority

Institutional Standards

Diane Haglund will lead a discussion of why standards are vital to the efforts of the archival profession and how their implementation is necessary to preserve our documentary memory.

Chair:

Jane Turner, Archives Association of British Columbia

10:15-10:30

Coffee and Refreshments

10:30-12:00

AABC Annual General Meeting

12:00-1:30

Lunch (on your own)

1:30-3:00

Concurrent Sessions

Archival Outreach

Dealing with how to raise your institution's public profile? This session will provide an overview of three diverse approaches to raising the profile of archival institutions.

Speakers:

Val Billesberger, Mission Community Archives : "MAY I HAVE YOUR ATTENTION PLEASE...": Building Support For Your Community Archives Program Through Outreach.

Sue Baptie, City of Vancouver Archives : "A Fine Balance: Public Outreach/Public Outrage" - A look at conflicting public demands on archival services offered in the age of diminishing resources and some thoughts and ideas from a veteran in the trenches.

Ken Young, City of Richmond Archives : "Spandex and Outreach: Evaluating your options"

Chair:

Marie-Helene Robitaille, Societe Radio-Canada

Acquisition and Use of Archival Records

Acquiring private records poses numerous challenges for archival institutions; learn of Trinity Western University's experience in acquiring the papers of BC politician, Mel Smith. Then discover how historical fact meets fiction as author, Audrey Thomas describes her experience as an archives user.

Speakers:

Audrey Thomas, Author of *Isobel Gunn*
David Twiest, Trinity Western University

Chair:

Deidre Simmons, Conference Planning Committee

3:00-3:30

Conference Wrap-Up

* * *

The Friends of the Richmond Archives

Invite you to attend the

OPENING RECEPTION

Archives Association of British Columbia

Conference 2000

City of Richmond Archives

7700 Minoru Gate

Richmond BC V6Y 1R9

Thursday April 27, 2000

6-8 p.m.

RSVP: kyoung@city.richmond.bc.ca

or (604) 231-6430

[Back to Table of Contents](#)

© 2000 Archives Association of British Columbia

AABC Newsletter

Volume 10 No. 2 Spring 2000

Report on the AABC Planning Workshop, 11-12 February 2000

Jane Turner

On February 11-12, the executive brought together all those who hold a leadership role in the association for a Planning Workshop that was held at the Best Western Sands Hotel in Vancouver. There were 18 participants including members of the executive, committee chairs, and regional representatives. Through a process of small group and joint discussions we identified the challenges and solutions for the most pressing needs facing the AABC. Our conclusions are a reflection of where we are and where we need to go next.

In the process of discussion three major strengths of our association were identified:

- Members who are committed to the value of archives;
- Successful provision of three major centralized programs that have nurtured the development of an inclusive archival network in BC: Preservation Services, Education and Advisory Services, and Network Services;
- Connection to the Canadian archival system for grants, standards, and professional development.

Major problems include:

- Complicated and costly financial and human resources management of centralized programs
- Complicated needs of members with widely different educational needs and institutional experience
- Volunteer burn-out
- Limited financial resources

Throughout our time together, we identified seven major challenges and offered specific solutions to each one: administrative needs, financial needs, membership needs, communication needs, education needs, institutional development needs, and regional needs.

SUMMARY OF CHALLENGES AND SOLUTIONS

1. Administrative Needs:

The challenge for the AABC is to address the huge administrative burden of centralized services, demands of grants, and supervision of contractors;

Solutions:

- Investigate hiring an Executive Assistant
- Promote good record-keeping procedures and practices to pass on reliable documentation to person taking over function
- Revise and approve policies and procedures to provide assistance in establishing responsibility, and

implement in a flexible, consultative manner

Responsibility: Executive

2. Financial Needs:

The challenge for the AABC is to provide a stable financial structure.

Solutions:

- Investigate hiring an Executive Assistant
- Extend use of accounting and book-keeping services of Malish & Clark
- Investigate new sources of funding such as Involve BC and Casino funds.
- Continue and develop the role of the Finance Committee
- Educate all members on how to manage AABC finances

Responsibility: Executive, Finance Committee, Education Committee

3. Membership Needs:

The challenge for the AABC is to address the decline in membership participation and volunteer burnout, and to encourage participation of veteran and new archivists.

Solutions:

- Investigate hiring an Executive Assistant
- Develop a volunteer management program
- Identify and target needs of component groups of members
- Publicize benefits of membership to all component groups and potential new members in newsletter and brochure

Responsibility: Executive, Membership Committee, Advocacy Committee

4. Communication Needs:

The challenge for the AABC is to promote responsive and collegial communication between members, and with the public.

Solutions:

- Enhance coordination of different aspects of programs and services by use of inter-committee discussions and meetings
- Promote use of Internet and Archives-BC as communication tools as much as possible to decrease costs
- Develop communications policy to ensure newsletter and Archives-BC communication is coordinated.
- Increase advocacy and public relations efforts

Responsibility: Executive, Internet Committee, Advocacy Committee

5. Education Needs:

The challenge for the AABC is to develop more comprehensive educational opportunities to enable members to develop a thorough grounding in approved archival practices and procedures.

Solutions:

- Develop an education survey to clarify needs of members, and analyze results to re-evaluate education plan
- Consider a week-long institute, and investigate options for delivery of distance educational opportunities
- Develop a graduated curriculum, with courses to be taken in sequence
- Develop educational opportunities for all levels, including advanced
- Develop educational standards
- Provide certificate to those who successfully attend workshops

Responsibility: Executive, Education Committee

6. Institutional Development Needs:

The challenge for the AABC is to develop standards for institutions to ensure that the archival network in BC is capable of preserving records in the community or region in which they were created.

Solutions:

- Develop institutional standards in a consultative, non-threatening manner
- Consider linking grants and institutional standards by requiring use of RAD, and requiring implementation of Advisor's recommendations.
- Consider ranking institutions, with different levels able to apply for different levels of grants.
- Consider more effective ways of distributing grant money

Responsibility: Executive, Education Committee, Grants Committee, Membership Committee, Internet Committee, Advocacy Committee, Preservation Committee

7. Regional Needs:

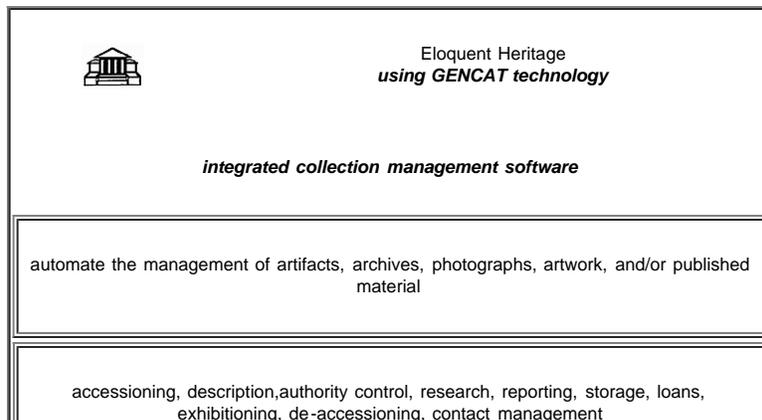
The challenge for the AABC is to promote the development of regions by using regional representatives.

Solutions:

- Provide travel support in regions with vast geographical areas, and consider use of sub-regions to limit travel
- Provide more educational opportunities, information kits, brochures
- Provide assistance with advocacy and public relations at the local level
- Provide assistance with intimidating grant application forms

Responsibility: Executive, Regional Representatives

* * *



World Wide Web access using CHIN Certified & RAD compliant GENCAT technology



1-800-663-8172
www.eloquent-systems.com

[Back to Table of Contents](#)

© 2000 Archives Association of British Columbia

AABC Newsletter

Volume 10 No. 2 Spring 2000

Notes

South Vancouver Island Regional Group

The South Vancouver Island Regional Group met on February 8, 2000. Twenty-two individuals, representing 16 institutions, attended this meeting held at the Esquimalt Archives. The Group discussed several issues including AABC strategic planning, institutional standards and the mandate of the Group. In addition to this meeting, Esquimalt Archives' staff gave Regional Group members a tour of the Esquimalt Archives. The next South Vancouver Island Regional Group meeting is tentatively scheduled for June.

Michael Carter
AABC South Vancouver Island Regional Representative

The Archivist's Toolkit

The Archives Association of British Columbia (AABC) is pleased to announce the launch of a new web-based resource, "The Archivist's Toolkit." The "Toolkit" has been designed as a community resource to assist those working primarily in small and medium-sized archives in the province. This resource is now accessible at <http://aabc.bc.ca/aabc/toolkit.html>.

"The Archivist's Toolkit" has been created to allow people working in archives in B.C. to share working-level knowledge and to have access to examples of best practices employed in archival institutions in the province. As such, the AABC views this resource as a perpetual "work-in-progress." Archives and archivists are strongly encouraged to make suggestions for the listing of hyperlinks to other online resources and/or to submit examples of good practices for mounting on the AABC site.

General comments and suggestions regarding the "Toolkit" are encouraged and should be directed to the AABC through its email address at aabc@aabc.bc.ca.

Thank You

On behalf of the executive of the AABC and its members I would like to thank the following individuals who served the organization during the past year.

**Archives Advisor /Network Coördinator Advisory
Committee**

Internet Committee

Erwin Wodarczak (Chair)

Wendy Hunt (Chair)

Heather Gordon

Erwin Wodarczak

Cheryl Linstead

Conference - Local Arrangements Committee

Lynne Waller

George Brandak

Conference - Program Committee

Deidre Simmons (Chair)

David Wardle

Cheryl Linstead

Peter Johnson

Education

Jana Buhlmann

David Wardle

Linda Wills

Elections and Nominations

Jim Burrows

Finance Committee

Lynne Waller

Heather Gordon

Leslie Field

Ann Carroll

Membership Committee

Marnie Burnham

Carrie Stevenson

Dovelle Buie

Newsletter Editorial Board

Jennifer Mohan (Chair)

Barb Towell

Patti O'Byrne

Marta Maftai

Leslie Field (Technical Editor)

Preservation Advisory Committee

Ken Young (Chair)

Jacqueline O'Donnell

Jennifer Roberts

Public Awareness, Advocacy and Legislation Committee

Aaron Vidaver (Chair)

Evelyn Peters McLellan

Richard Dancy

Melanie Reaveley

Raymond Frogner

Peter Johnson

Chris Petter

Grants Committee

Barb Towell

Francis Mansbridge (Chair)

Dorothy Lawson

Wendy Hunt

Laura Cheadle

Stephen Fleming

Frances Fournier

David Webber

I would also like to thank our regional representatives including: Barbara Simkins/Valentine Hughes (Central & North Vancouver Island), Michael Carter (South Vancouver Island), Val Billesberger (Fraser Valley), Linda Wills (Okanagan), Shawn Lamb (Kootenay-Columbia), Lillian Weadmark (B.C. Northwest), and Ramona Rose (Central Interior-BC Northeast).

Chris Hives

Opting Out of Paper Copy of AABC Newsletter

AABC members currently receiving the paper version of the newsletter are reminded that the publication is also currently available on the Association homepage <<http://aabc.bc.ca/aabc/newsletter/>>. Those willing to forego receiving a paper copy in favour of accessing the on-line version (and saving the AABC money in the process) are invited to contact Leslie Field (leslie@lesliefield.com). Members who choose this option are notified by e-mail when each new issue of the publication is available.

[Back to Table of Contents](#)

AABC Newsletter

Volume 10 No. 2 Spring 2000

President's Message

In thinking about what to say in my last President's message, I began reflecting on the AABC's activities over the past year. Unfortunately my undisciplined mind didn't stop there and I found myself drifting back over the last decade. Suddenly it occurred to me that since 1990 I have been on the executive of the AABC or the CCA for all but a six month stint in 1998/99. For six years of that period I served as chair or president of the respective organizations. I mention this voluntary professional servitude not to be boastful nor as a cheap ploy to elicit sympathy nor to offer people an opportunity to openly question my personal judgment. Obviously, this is not something one does for the fame and the glory – this is, after all, the archival community. Much time is devoted to doing thankless tasks and, at times, the best you can hope for is to attempt to avoid major disasters. So, if not explained by ego or some deep-rooted self-destructive tendencies, why do or should people offer their services to professional organizations? I suppose in my case the easy answer is that I believe very profoundly in the AABC and the CCA and their objectives. What really stands out for me over the past decade is that I, and the wonderful colleagues with whom I have been very fortunate to serve, have been able to effect positive changes in the two archival organizations. All this is to say that while there have been numerous challenges in the archival community, they have been more than offset by opportunities. Although perhaps not always enjoying a linear development the archival community has made great progress in the past ten years and it gives me great satisfaction to think that my efforts have, in some small way, contributed to this progress. Participating on organizational executives or committees is something that I would recommend very highly to everyone as an excellent opportunity to contribute to the archival community while at the same time deriving a very useful and enriching personal experience.

As I suggested above it is the sense of accomplishment that provides the rewards for participating in professional activities. The 1999/2000-year for the AABC has been no exception. Although we got off to a rather inauspicious start with two key vacancies on the executive, we quickly made up for lost time.

Perhaps this year's most significant accomplishment has been the changes introduced to our financial accounting and budgeting process. These modifications will simplify and streamline what have at times been complex and ad hoc procedures. It is also anticipated that these changes will ease the significant burden that has traditionally fallen on AABC treasurers.

In 1999/2000 the Association re-instituted the Archival Preservation Service. This, in conjunction with the network co-ordinator/archival advisory and education activities have played, and continue to play, a vital role in the development of a provincial archival network. We are pleased to report that the grant funds received from the provincial government and the CCA to support these important initiatives arrived in a timely manner thus reducing what has, on occasion, been a rather stressful process. I should also add that we are very grateful to the provincial government for approving a small administrative grant for this year which will help us underwrite some of the infrastructure expenditures incurred in our delivery of province-wide programs. This year we benefited from a sustained and positive dialogue with representatives of our granting agencies. This communication has been very beneficial in providing the Association with some level of flexibility and has also helped us to more clearly understand the priorities and concerns of our resource allocators.

Communication, in a variety of forms, was an important focus for the Association in 1999/2000. In the summer the

executive hosted a meeting that included Association contractors and committee chairs. This forum was intended to share information and plans about the Association's various services and programs. We built upon the important foundations laid at that meeting with a strategic planning workshop held in February that included regional representatives.

During the past year the Association pursued new and innovative ways to improve communications and to disseminate information. The Association moved to an in-house, web-based newsletter, developed a provincial electronic mailing list, and mounted *The Manual for Small Archives* on the web. These initiatives were undertaken with a number of goals in mind - - most important of which were to reduce costs as much as possible while at the same time promoting the maximum dissemination of information. Even in introducing these information technology initiatives, the executive has been acutely aware of the importance of not pushing the membership faster than it is prepared to go. So as to avoid disenfranchising AABC members who do not have access to the Internet, we have undertaken to, whenever possible, provide paper copies of information available on the web. This concern will undoubtedly diminish over time as more and more people have access to the web but, in the meantime, we have to be patient and take care to ensure that members of the archival community do not feel excluded from the new developments.

The Archives Association of British Columbia has long enjoyed a well-deserved reputation for innovation. Various initiatives sponsored by the Association have included the BC Archival Union List, "Manual for Small Archives", and the province-wide archival and preservation services. It seems that this trend has continued this year with the introduction of the "Archival Toolkit". More fully described elsewhere in the newsletter, this resource will provide a wealth of information useful particularly to those working in our medium and smaller institutions. The goal of the "Toolkit" has been to pull together disparate information within a single resource and present this information in a clear and meaningful way in order to provide practical information to those engaged in the preservation of our documentary heritage.

These, then, are some of the AABC's major accomplishments over the past year. So what does the future hold for the Association? My crystal ball prognostications suggest that things look rather promising. First, it would seem that the odds are pretty good that there will be a full executive slate to begin the next year. This group will benefit from significant changes to the financial management of the Association as well as improvements to the membership database and information-gathering process. AABC grant applications for next year have received preliminary approval from our two granting agencies. These positive prospects notwithstanding, there will certainly be many challenges for the Association in the upcoming year.

Although somewhat outside of the control of the AABC, the new Canadian Archival Information Network initiative will certainly add to the work of the Association. It would appear that funding for this new CCA grant program was included as part of new spending announced for the Heritage Department in the recent federal budget. The AABC has moved to establish a committee that will provide advice to the executive as to how to allocate the funds made available to British Columbia under this program. What is not clear at this point is the exact amount of these funds and the timing of the formal announcement.

Of those things over which we have greater control, perhaps the most pressing concern for next year will be the operation of the newly integrated education/advisory program. The Education Committee which will oversee the work of the new Education and Advisory Archivist will be called upon to co-ordinate the delivery of workshops, provision of advisory services, the review and revision of curriculum for the basic CAEP courses, and finally the development of other specialized educational opportunities. While very challenging this represents a great opportunity for the Association to rethink how these important services are delivered to the Association membership.

Speaking of membership, there will undoubtedly be a great deal of work for that committee next year. The executive began to address this issue when it responded to the significant decline in individual membership this year by approving a reduced membership fee for unpaid volunteers and retired archivists. The process of encouraging delinquent members to return to the fold should be combined with efforts to identify new potential members that could be recruited to join the Association. As I suggested in an earlier president's message expanding the membership is critical both to ensure that we have an adequate financial base to operate the Association and that we have the human resources necessary to provide the volunteer labour to oversee the organization's activities. The Association should

also consider the implications of the changing membership demographics as institutions (including general members) now represent a majority of the AABC membership.

The Association will definitely benefit from close co-operation with the BCA and the Provincial Archivist to jointly articulate and pursue a vision for the on-going development and maintenance of an inclusive provincial archival network. Other areas in which this co-operation would be very important include the development and adoption of comprehensive provincial archival legislation and public awareness activities such as a provincial "Archives Day". To effectively pursue these important initiatives it is imperative that the Association and senior provincial bureaucrats are on the "same page".

Additional challenges for next year include the continued development of institutional standards and policies and procedures for the organization. While recognizing some of the practical limitations, the AABC should continue to explore ways in which to both support and benefit from the existence of the Association's regional structure.

Suffice it to say that there is certainly no shortage of important initiatives and challenges to which the Association might usefully turn its attention in 2000/2001. The reality of the situation is, however, that the AABC will likely remain an organization whose activities are largely circumscribed by the participation of volunteers. The preliminary return of the membership renewals on which we asked people to indicate their willingness to participate in various Association activities paints a rather bleak picture. While a very tiny fraction of respondents have indicated their willingness to volunteer, the vast majority have declined or simply avoided filling out the section all together. With the small core of people upon whom the AABC has relied for the past several years getting increasingly burned out and less willing to invest the time necessary to keep the organization afloat, it will be imperative to identify and attract "new blood" to more equitably share around the responsibility for operating the Association.

I will close my ramblings by expressing my personal gratitude to the Association contractors for their on-going excellent work and to all the volunteers who have contributed their time to serve on AABC committees and in other capacities. In particular, I would like to thank my colleagues on this year's executive. This fabulous group of hard-working, dedicated and team-spirited individuals invested a significant amount of time and energy in the service of the Association. I wish Jane and the returning executive as well as the new members the best for next year and hope that they find the experience as enjoyable and rewarding as I have.

[Back to Table of Contents](#)

AABC Newsletter

Volume 10 No. 2 Spring 2000

AABC Executive Minutes

Minutes of the December 13, 1999 AABC Executive Meeting

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held November 8, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives gave a report of a meeting between himself, Lynne Waller and Gary Mitchell, Provincial Archivist. The purpose of the meeting was to provide Mr. Mitchell with an update regarding developments in the Association. The agenda included an initial discussion of the form and substance of grant applications for the 2000-2001 fiscal year. In addition, the group discussed the inclusion of funds in grant applications to facilitate administrative support for the operation of AABC programs. The President noted that the meeting was positive and productive and reinforced the importance of communication between the AABC and the BCA.

Chris Hives reported that Patricia O'Byrne has agreed to serve on the AABC Newsletter Editorial Board and that the Alberni District Historical Society will also designate an individual to serve on the Board. Such participation further expands the scope of representation from different regions of the Province. The Executive is grateful to all individuals who have agreed to serve on the Board and looks forward to hearing their perspectives on future issues.

3. Treasurer's report

Lynne Waller presented the AABC's financial statements from October 31, 1999. The Association is expecting the second installment of grant funds from the Province shortly.

The Treasurer reported that efforts to reduce expenditures in the administration account have been successful.

Lynne Waller noted that the Director's Liability Insurance papers had been prepared. On the authority of the Executive, the Treasurer selected Chambers Olsen as the agent and London Life will likely be the new underwriter. It is hoped that the purchase of insurance from this provider will result in a reduction of costs from the last fiscal year.

Lynne Waller expressed concern at the expenditure of time required to complete the tasks currently encompassed within the position of treasurer. Her position is that this investment of time is an inappropriate requirement for a volunteer position. She reminded the Executive that at last year's annual general meeting a motion was approved to contract out some of the bookkeeping duties. While additional services from Malish and Clarke have alleviated some of the burden, the Treasurer feels that additional support must be developed. She would like to see additional services in place for the start of the next fiscal year.

The Executive concurred with Lynne Waller. While appreciating all of her time and effort, the Executive recognizes that steps must be taken to alleviate the burden of this position. The Executive approved investigating expanded

bookkeeping services.

Action: Lynne Waller will develop a proposal and budget for the expansion of bookkeeping services.

Finally, the Treasurer reported that the Finance Committee would not be meeting until January 2000.

5. Newsletter Editorial Board

Jane Turner reported that she had been in contact with a member of the Newsletter Editorial Board. This board member expressed an interest in convening a meeting of the Board to address issues relating to the guiding editorial view of the Newsletter and possible future directions for the Publication. She would like to see the Editorial Board take on a more active role within the Association.

As efforts have been made to compose the Board of individuals from various parts of the Province, a meeting of the Board becomes a financial issue. As a result, the Executive recommends that the Board communicate via e-mail and phone with the goal of convening for a planning meeting during the AABC conference in April.

6. AABC Grants 2000-2001

Chris Hives distributed copies of the AABC's grant applications. He reviewed the content of these documents with the Executive and the Committee Chairs present, highlighting notable changes from previous years.

7. AABC's relationship with contractors

Jane Turner distributed an article she had clipped for the November 22nd issue of *the Globe and Mail*. The article discussed a judicial decision relating to distinctions between contractors and employees. The Executive discussed the contents of the article in relation to the structure of current and future contracts for services.

8. Spring Planning forum

The Executive discussed the structure of a planning forum to be held mid-February 2000. This meeting of committee chairs and regional representatives will provide an opportunity for feedback and long-term planning. In addition, the Executive would like to use the meeting to discuss work plans and budgets for the 2000-2001 fiscal year.

Action: Dorothy Lawson will invite Regional Representatives to the Spring Planning Forum. Marnie Burnham will contact Committee Chairs about the meeting and make arrangements for accommodation.

9. AABC Conference 2000

The Executive reviewed a conference overview provided by the Conference Program Committee Chair, Deidre Simmons. The Executive was impressed by the preliminary list of sessions and speakers.

The Executive decided to review the budget for the event prior to setting registration fees. This will be addressed during the next meeting of the Executive.

10. Committee reports

Dorothy Lawson reported on a meeting of the B.C. Archival Preservation Service Advisory Committee. A survey of members revealed a desire to establish a participation certificate for attendance to workshops offered by the Association.

Aaron Vidaver discussed recent meetings of the Public Awareness, Advocacy, and Legislation Committee. He reported that he had been in contact with Gary Mitchell regarding the establishment of a provincial "Archives Day". He will work on drafting a letter to the Provincial Government requesting the establishment of this day. He suggested July 20th as a possible date for the event as this is the anniversary of B.C.'s entry into confederation.

Erwin Wodarczak reported on developments of the Internet Committee. He noted that the B.C. Archives listserv has over 60 subscribers. In addition he welcomed Heather Gordon as a new member of the Committee.

11. Manual for Small Archives

Leslie Field provided the Executive with a demonstration of the new on-line version of the Manual for Small Archives. This document will be made available shortly via the AABC's homepage. The Executive was impressed by the structure of the project.

Next meeting: January 17, 2000, 1 pm

Minutes of the January 17, 2000 AABC Executive Meeting

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held December 13, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives discussed the most recent issue of the AABC Newsletter. He noted that distribution occurred within one week of the submission deadline. The switch to an electronic format has allowed for significant cost reductions and greater efficiency in production. In addition, he mentioned that he had received several positive comments relating to the President's message in the current issue of the Newsletter. As this message described planned changes to the delivery of the Education Program, he was encouraged by the supportive comments of members.

The President reported that Tahra Fung, a student in the MAS program, will be working with the AABC's records as part of a professional experience project. Tahra Fung will be contacting members of the Executive as part of a survey of the AABC's records keeping practices.

Chris Hives briefly clarified the relationship between contractors and AABC committees. He noted that contractors should not be considered members or ex-officio members of AABC advisory committees as there would be an obvious conflict in contractors participating on the administrative body overseeing their work. Contractors meet with committees at the discretion of the Committee Chair.

The President discussed the development of a position description for the Education and Advisory Archivist for the 2000/2001 fiscal year. The Executive hopes to post the position by mid-February. Chris Hives will request input from the Education Committee regarding the wording and structure of the posting.

3. Treasurer's report

Lynne Waller presented the AABC's financial statements from November 30 1999. She provided the Executive with a quick lesson on reading and interpreting the various sections of the monthly statement.

The Treasurer noted that the AABC has received the final grant payment for the 1999/2000 fiscal year. She commended the granting agencies on the efficiency with which funding has been delivered this year.

Lynne Waller reported that she has been working with Evelyn Peters to develop a preliminary budget for this year's AABC conference. In addition, they are working on a budget template to be used for the planning of future conferences.

In February, the AABC will begin contracting out a portion of accounts management. For a two month trial period, Malish and Clark will pay bills and monitor expenditures from the Archives Advisor and Preservation Advisor Program accounts. By increasing accounting services, the AABC will be able to reduce the burden placed on the

Treasurer.

5. AABC Grants 2000-2001

Francis Mansbridge discussed the recent meeting of the Grants Committee and their recommendations regarding grant applications. The Committee received sufficient successful applications to expend all of this year's grant allocation. However, he expressed concern at both the number and quality of grant applications received. He noted that there were several weak or incomplete applications. Jane Turner suggested working with institutions in a more structured way to improve the quality of future applications.

Francis Mansbridge reported on efforts to obtain final project reports from past grant recipients. These reports must be submitted to CCA. Institutions with reports left outstanding are unable to apply for grant funding.

6. Education Program

Chris Hives presented responses from the Education Committee and the Education Coordinator to the proposed changes to the Education Program. The President appreciated their thoughtful contributions to the discussion. He reviewed drafts of replies to their comments.

The Executive concluded that the establishment of the Education and Advisory Archivist position will require a shift in the role of the Education Committee and the Archives Advisor/ Network Co-ordinator Advisory Committee. The Executive will work together with committee members in redefining the roles and responsibilities of the Education Committee.

7. Nominations Committee

Joni Mitchell has completed her term as Chair of the Nominations Committee. The Executive addressed the need to appoint a new Chair for the 2000/2001 fiscal year. In addition, as Jane Turner was appointed Vice-President following last year's Annual General Meeting, she will need to be nominated as president for the 2000/2001 year.

8. Request for membership list - B.C. Archives

Marnie Burnham presented a request from Frances Gundry for a list of the names and addresses of AABC Institutional members. The B.C. Archives is in the process of developing a survey for distribution to archival institutions in the Province. The Executive discussed the request and decided to provide a list of names and addresses. The Executive expressed an interest in viewing the result of the Survey.

9. Spring Planning Workshop

The Executive discussed the agenda for the upcoming planning workshop with the Regional Representatives and the Chairs of AABC Committees. Jane Turner agreed to moderate the sessions with Marnie Burnham acting a recorder. The first day of this two day workshop will involve exploring issues facing the AABC. The second day will be oriented toward creative problem -solving.

Marnie Burnham agreed to develop a list of workshop attendees with contact information. Each member of the Executive agreed to provide Jane Turner with a written statement outlining their perspectives on the issues facing the Association.

10. AABC Conference 2000

The Executive reviewed the proposed outline for the 2000 AABC Conference as submitted by the Conference Program Committee. Lynne Waller discussed developments in the conference budgeting process. The Executive concluded that the conference registration fee should be set at \$70 (\$35 for students) for members and \$100 for non-members.

Next meeting: 13 March 2000 1 pm

[Back to Table of Contents](#)

© 2000 Archives Association of British Columbia

British Columbia Archival Network (Part 2)

by Bill Purver

In Part 1 ([AABC Newsletter, Winter 2000](#)) of this examination of the development of the British Columbia Archival Network, the role of archival institutions of all sizes around the province in adapting to new archival realities was emphasized. That new reality has included a recognition by archives of the need to carry out standardized practices and to use established principles and new technologies to exploit those standards in providing service to their users. The concept of network has developed beyond the traditional, cooperative approach of institutions in the province for mutual assistance and advocacy to one of a technological network where archives are a part of a common gateway to a variety of shared "virtual" resources.

B.C. Archival Network Today

The Archives Association of British Columbia (AABC), as a result of the vision and enthusiasm of its members, has established or provided access to model resources of this kind through its BC Archival Network web site and its various components, including the AABC and BC Archival Resources web sites and the BC Archival Union List (BCAUL). The BC experience in network building has been cited as a model by the Canadian Council of Archives (CCA) and its Canadian Archival Information Network (CAIN) <http://www.cdncouncilarchives.ca/cain.html>, as well as by various projects and studies in Europe.

In addition to professional accolades, the BC Archival Network has received tremendous support from users, defined as both participating archives and their clients. User statistics for the first 12 months of operation (Feb. 1999-Jan. 2000) of the AABC's new BC Archival Network server show more than half a million hits on the site. Union list access, as one component of the network, indicates that almost 30,000 database sessions (each session can involve any number of searches or index scans) were established in the first year of the new server's operation.

In addition to the BCAUL, the BC Archival Network web site provides user-friendly access to information about publicly-accessible archives in the province through its online "Guide to Archival Repositories in BC", its annotated listing of "Web Sites of Archives in BC", its listings of online historical photograph and archival exhibit resources, and to other resources of interest to both the general public and archivists. The AABC section of the web site, in addition to providing information about the programs, services and activities of the Association, provides various online resources for the benefit of archives and archivists in the province, including a Grants page, an "Online Job Board", a page for web publication of press releases and news stories, and the recently announced "Archivist's Toolkit", a hands on resource designed primarily for people working in small and medium-sized archives in the province.

At the time of writing, 47 archives in the province (as listed on the "Web Sites of Archives in BC" section of the BC Archival Network site) have now established their own web sites. In addition, the vast majority of archives and archivists throughout BC have access to email and use the web on a regular basis. Among the general public, the number of users of the Internet and the World Wide Web continues to increase exponentially on a daily basis. In this environment, the public now expects that institutions of significance to their community and society have a "web presence". The AABC, in accordance with the wishes of its members, has indicated its desire to continue to assist archives in the province to develop such a presence and to create a means to provide a common, virtual gateway to the documentary heritage of the province.

Two initiatives, one new and one ongoing, have been designed to assist archives and users of archives in this regard. The first, the Canadian Council of Archives' Canadian Archival Information Network (CAIN), has been designed to provide necessary financial resources, expertise, and a national "virtual" gateway to further the goal of providing coordinated access to national archival resources. The AABC, as the provincial representative on the CCA, is entrusted with the task of carrying out the broad objectives of CAIN at the provincial level, through its ongoing development of the BC Archival Network gateway and its various components, and of assisting institutions in becoming full participants in the national network.

Canadian Archival Information Network (CAIN)

The development of a national archival system has been the foundation of the work of the Canadian Council of Archives since its inception. The CCA's vision of a Canadian Archival Information Network (CAIN) has developed through a series of annual national forums, beginning in 1996. Highlighting the successes of the BC Archival Union List and the Archives Network of Alberta, these forums led to various coordinated CCA activities relating to planning and advocacy work for CAIN. In 1998, Carman Carroll was hired to coordinate advocacy work on behalf of CAIN. At the beginning of this year (2000), a national CAIN Coordinator, Kristina Aston, was hired by the CCA to oversee ongoing development at the national level.

CAIN has received support from a wide variety of sources. Dr. John English, in his commissioned report on the future of the National Archives and National Library, advocated its establishment. This has been echoed in a report by the House of Commons Heritage Committee and in a formal statement of support by the National, Provincial and Territorial Archivists Conference. The new (2000) federal budget has allocated new federal funds for the development of heritage resources on the Internet. It is expected that later this year, federal CAIN funding will be announced.

In anticipation of this, the CCA's CAIN Steering Committee, in adapting the CAIN "blueprint" report authored by the earlier CAIN Implementation Planning Committee, has continued to carry out detailed planning work on CAIN implementation. Work on a national gateway for CAIN is proceeding, as well as plans for the administration and adjudication of new CAIN grant monies.

Provincial allocations of federal CAIN funds for British Columbia, which are expected to be sizeable and available over a four-year period, will be coordinated by the Archives Association of BC. In addition to maintaining and developing province-wide programs, the AABC will be responsible for the adjudication of grant money available to its institutional members.

The CCA, in its various deliberations, has identified several funding streams for which CAIN monies can be allocated. Predominant among these funding streams is the establishment of provincial/territorial archival union lists, designed in a manner compliant with national gateway and system requirements. As British Columbia has such an established union list in the form of the BCAUL, individual institutions in the province will be able to access funding from the start for CAIN-eligible projects.

The CCA, through reports of its CAIN Steering Committee, has identified the importance to all CAIN projects of the use of standards, and in particular the use of the Rules of Archival Description (RAD) as the CAIN-compliant archival descriptive standard. As new technological developments will impact greatly the changing nature of format standards and database and delivery systems, the CCA has recognized in the development of its funding stream options the importance of building a national data pool compliant with fundamental archival principles and the national descriptive content standard, RAD, which embodies these principles.

The building of this national data pool of standardized descriptions of archival material is the basis for the first two funding streams identified by the CAIN Implementation Planning Committee in its "blueprint" report. The first stream provides funding for the preparation of RAD-compliant fonds level descriptions, while the second stream provides money for technical network infrastructure and functional/operational requirements to provide integrated access to these descriptions. The third category identified in the "blueprint" document will be of great interest to institutions in BC, that of funding for digitizing of finding aids and actual holdings, as well as the establishment of virtual exhibits and other online tools and resources. The fourth category relates to funding for training and professional development, while the fifth category permits the limited use of funds by the CCA, provincial associations and participating

institutions for administrative expenses in the carrying out of CAIN-funded projects.

More information on these proposed funding streams and their rationale can be found in the CAIN blueprint document available on the web at http://www.cdncouncilarchives.ca/cain_ip.html.

British Columbia Archival Network (Future Directions)

The future role of the AABC in coordinating BC's presence on CAIN is being examined now by the present AABC Executive. It is expected that a significant portion of the provincial allocation of CAIN funding will be directed to institutional projects in the province. In addition, the AABC has also recognized, through the establishment for the 2000-2001 fiscal year of the new "BC Archival Network Services Program", the need to continue the development of a coordinated provincial gateway to archival resources and to develop new uses and functionalities of these resources for use by archives and users of archives in the province.

The BC Archival Network Services Program has been designed to allow the AABC to maintain its present network resources, including the British Columbia Archival Union List, develop and design new systems for the delivery of these resources, and continue assistance to participating institutions in the exploitation of these resources for their own uses. In the next year, it is expected that work will be continued to assist institutions in the use of various functionalities of the BCAUL system, including the filter file capability of the BCAUL, and the ability to create customized listings of holdings with appropriate hyperlinks to union list descriptions. In addition, it is expected that the program will encourage and assist institutions in the creation of their own web resources, including the mounting of full finding aids on the web, and the integration of these with the BCAUL gateway through hyperlinks from individual descriptions. A new prototype for the entire union list system, which provides for more functionalities and greater integration of resources, has been created and it is expected further work to develop this will be carried out over the coming program year.

The British Columbia Archival Network today is the sum total of the efforts of every one of its participating archival institutions. Its development in the future will be determined by the desires and goals of all archives in the province. Given the rate of technological change in the world today, it is impossible to predict what the archival network, either provincially or nationally, will look like in even five years time. What is important for the future is that incrementally, the network be built on standards which will transcend the various technological advancements to come and will be built with an eye to producing tangible results that are of benefit to archives and users of archives in the province.

[Back to Table of Contents](#)

A Guide to Archival Repositories in B.C.

by Bill Purver

GUIDE UPDATES

The following recent changes should be noted in the hardcopy version of *A Guide to Archival Repositories in British Columbia, 2nd Edition* published by the AABC in April, 1996. These changes have been updated on the Internet version of the *Guide* at: <<http://aabc.bc.ca/aabc/bcguide.html>>.

1. West Vancouver Museum and Archives

email address: pmortens@district.west-van.bc.ca

2. Satellite Video Exchange Society

new contact name: Stuart Folland

new email address: videoout@telus.net

3. Greenwood Museum (Greenwood Heritage Society)

new contact name: Wendy King

new fax number: (250) 445-6355

new email address: wenking@direct.ca

4. Trinity Western University Archives and Special Collections

new web site: <http://www.twu.ca/library/archives.htm>

5. Mission Community Archives

new email address: maius@telus.net

web site address: <http://sites.mssn.csc.bc.ca/mca/>

6. Esquimalt Municipal Archives

new phone number: (250) 414-7100 (local 2440)

new fax number: (250) 414-7114

7. Craig Heritage Park Museum and Archives (District 69 Historical Society)

web site: <http://www.macn.bc.ca/~d69hist/>

8. Elphinstone Pioneer Museum

web site address: <http://www.gibsonslibrary.bc.ca/museum/index.htm>

9. Delta Museum and Archives

web site address: http://deltastudies.deltasd.bc.ca/Delta_Museum/museum1.html

10. Anglican Diocese of BC Archives

email address: synod@acts.bc.ca

11. Anglican Diocese of Caledonia Archives

new email address: jadavies@citytel.net

12. Alder Grove Heritage Society

new phone number: (604) 857-0555

email address: history@valley.net.bc.ca

13. Armstrong Spallumcheen Museum and Art Society

new mailing address: P.O. Box 308, Armstrong, B.C. V0E 1B0

web site: <http://www.sd83.bc.ca/schools/hpes/highland/museum.html>

14. Alert Bay Library and Museum

email address: abplb@island.net

web site: <http://www.alertbay.com/library/>

15. British Columbia Teachers' Federation

contact name: Stacey Overby

phone number: (604) 871-2232

email address: soverby@bctf.bc.ca

16. Canadian Airlines International Corporate Archives

email address: andrew_geider@cdnair.ca

17. Creston Archives (Creston and District Museum)

web site: <http://www.crestonvalley.com/museum/>

18. Gulf of Georgia Cannery Society Archives

new email address: lynne_waller@telus.net

19. Mackenzie and District Museum

email address: chrisj@perf.bc.ca

20. Fort St. John-North Peace Museum

email address: fsjnpmuseum@ocol.com

21. Saanich Municipal Archives

email address: castleg@gov.saanich.bc.ca

22. Trail City Archives

email address: jdforges@cityoftrail.com

23. U'mista Cultural Centre

email address: umista@island.net

web site: <http://www.umista.org/>

24. Union of B.C. Indian Chiefs Resource Centre

web site: <http://www.ubcic.bc.ca/resource.htm>

25. Greater Vernon Museum and Archives

web site: <http://www.okanaganinfo.com/museum/museum1.htm>

26. Barkerville Historic Town

web site: <http://www.heritage.gov.bc.ca/bark/bark.htm>

27. Historic Hat Creek Ranch

web site: <http://www.heritage.gov.bc.ca/hat/hat.htm>

28. Historic Yale Museum

web site: <http://www.heritage.gov.bc.ca/yale/yale.htm>

29. Archives of the Archdiocese of Vancouver

contact name: Archdiocesan Archivist

phone number: (604) 443-3207

fax number: (604) 443-3206

30. Saanich Pioneers' Society Museum and Archives

contact name: Laurette Agnew , Archivist

email address: laurjimag@home.com

new days and hours of operation: Monday and Saturday, 10:00-14:00
(Appointments on request for special arrangements.)

31. Sooke Region Museum

email address: info@sooke.museum.bc.ca

web site: http://www.island.net/~srm_chin/

32. South Peace Historical Society Archives

web address: <http://www.dcpl.dawson-creek.bc.ca/calverley/HiSoc.html>

33. City of Victoria Archives

new web address: <http://www.city.victoria.bc.ca/depts/archives/>

34. Salt Spring Island Historical Society Archives

contact name: Mary Davidson , Manager

phone number: delete 2nd phone number: (250) 537-9784

35. Enderby and District Museum

email address: edms@jetstream.net

web address: <http://www.sjs.sd83.bc.ca/subj/ce/museum/index.htm>

36. City of White Rock Museum and Archives

contact name: Chak Yung , Archivist

new email address: Mail@WhiteRock.Museum.bc.ca

37. Comox Archives and Museum

New Entry:

Address: 1729 Comox Avenue, Comox, B.C.

Mailing Address: 1809 Beaufort Avenue, Comox, B.C. V9M 1R9

Web Site: <http://www.island.net/~cams/>

Contact Person: Archivist

Phone Number: (250) 339-2885

Fax Number: (250) 339-7110

E-mail address: cams@island.net

Days and Hours of Operation:

Fridays and Saturdays, 1-4 pm. Appointment necessary for internet and research use.

Holdings:

Total Volume: 3 meters

Inclusive Dates: 1920 - Present

Acquisition Policy/Holdings Summary:

The Comox Archives and Museum Society acquires records and historical reference material relating to the town of Comox and parts of the Comox peninsula. Holdings include textual records, photographs, oral histories, unpublished manuscripts, publications, pamphlets and information files.

[Back to Table of Contents](#)

AABC Newsletter

Volume 10 No. 2 Spring 2000

Preservation and the World Wide Web – Part II

The Internet has numerous preservation web sites. This annotated list will be expanded and updated on the AABC web site in the Preservation Service section.

[Part I](#) can be found in the Fall 1999 AABC Newsletter.

Standards Organizations

Standards that relate to paper permanence, photograph standards, environmental standards etc can be found at the following web sites. At each web site standards are not available for browsing but orders can be placed either on-line or by snail mail.

Standards Council of Canada www.scc.ca

International Organization for Standardization www.iso.ch

American National Standards Institute www.ansi.org

National Institute of Standards and Technology www.nist.gov

Publications such as "Environmental Guidelines for the Storage of Paper Records" by William K. Wilson (NISO-TR01-1995)

National Media Lab www.nml.org

This web site has useful information on modern media. Magnetic Media by John Van Bogart can be found here.

CD-Info Company www.cd-info.com

This web site is run by the CD-Info Company and has some interesting articles on

Research Libraries Group – Preservation www.rlg.org/preserv/

This is one section of RLG's excellent web site. A wide variety of information on digital imaging can be found here.

Kodak www.kodak.com

Kodak's site has, in addition to copious amounts of information about current products, useful information on digitizing and Permanence, Care and Handling of CD's which can be found at :
www.kodak.com/US/en/digital/techInfo/permanence.html

Also available is the full list of Kodak publications.

Image Permanence Institute www.rit.edu/ipi

The Image Permanence Institute site is very interesting and should be surfed regularly to see what's new. In their New Products and Publications section you can order publication such as "The Storage Guide for Color Photographic Materials", A-D Strips and several other publications.

Specs Bros. Video Restoration www.specsbros.com

Useful FAQ section particularly the 7 point 'white paper' on Basic Inspection Techniques to Sample the Condition of Magnetic Tapes'.

The following sites have fairly extensive lists of preservation information leaflets.

www.solinet.net

From the home page go to Preservation Services and then click on Leaflets. Here you will find a range of preservation bibliographies, internet resources, services and suppliers and the full range of Solinet handouts.

National Archives and Records Administration www.nara.gov/arch/

The NARA site has a very useful FAQ section with subsections on Building Environment and Standards, Digital Media etc.

Library of Congress <http://lcweb.loc.gov/presv/>

The section "Caring for the Library of Congress Collection" has useful areas such as preservation reformatting, Emergency Preparedness and Response.

See also: <http://lcweb.loc.gov/preserv/pubs.html> for the Library of Congress Preservation Publication Series.

[Back to Table of Contents](#)

AABC Newsletter

Volume 10 No. 2 Spring 2000

AABC Contact Information

Executive

President

Chris Hives
chives@interchange.ubc.ca
Phone: (604) 822-5877
Fax: (604) 822-9587

Vice President

Jane Turner
jturner@uvic.ca
Phone: (250) 721-8258
Fax: (250) 721-8215

Treasurer

Lynne Waller
lynne_waller@telus.net
Phone: (604) 275-5805
Fax: (604) 275-8935

Secretary

Marnie Burnham
mburnham@archives.ca
Phone: (604) 666-9699
Fax: (604) 666-4963

Individual Member at Large

Dorothy Lawson
dlawson@direct.ca
Phone: (604) 947-9526
Fax: (604) 947-9529

Institutional Member at Large

Francis Mansbridge
nvmchin@island.net
Phone: (604) 987-5618
Fax: (604) 987-5609

Committee Chairs

Education Committee

Jana Buhlmann
chefarch@ican.net
Phone: (604) 666-9644
Fax: (604) 666-4963

Grants Committee

Francis Mansbridge
nvmchin@island.net
Phone: (604) 987-5618
Fax: (604) 987-5609

Membership Committee

Nominations and Elections Committee

Jim Burrows
jimb@city.victoria.bc.ca
Phone: (250) 361-0375
Fax: (250) 361-0394

Public Awareness, Advocacy and Legislation Committee

Aaron Vidaver
vid@runcible.org

B.C. Archival Preservation Service Advisory Committee

Ken Young
kyoung@city.richmond.bc.ca

Internet Committee

Erwin Wodarczak
ewodar@interchange.ubc.ca
Phone: (604) 822-5877
Fax: (604) 822-9587

AA/NC Advisory Committee

Wendy Hunt
whunt@bcma.bc.ca
Phone: (604) 638-2848

Phone: (604) 231-6430
Fax: (604) 231-6464

Fax: (604) 736-4566

Newsletter Technical Editor

Leslie Field
leslie@lesliefield.com
Phone: (604) 822-5877
Fax: (604) 822-9587

[Back to Table of Contents](#)

© 2000 Archives Association of British Columbia