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

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

(604) 822-5877 (PH)
(604) 822-9587 (FX)
e-mail:
chives@interchange.ubc.ca

Editorial Board:

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Bury Media and Supplies

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"With Respect to Original Order": Changing Values in Archival Arrangement

by [Robert Edwards](#)

Writing on archival arrangement - as with archival writing generally - has featured a number of colourful metaphors and analogies used to convey the spirit of the archivist's mission. Most commonly, the archivist is said to be "the keeper of society's collective memory" - a responsibility to be undertaken only with the greatest objectivity, if one wished to indeed be a keeper, rather than a creator or interpreter. Hence, to the Dutch archivists Muller, Feith and Fruin, archives were comparable to the fossilized skeleton of a dinosaur, to be painstakingly reconstructed by the archivist-as-palaeontologist. And in the late 20th century the prevalent metaphor seems to be that of archival arrangement as archaeology, the practitioner striving to peel back (or plough through heedlessly, depending on one's point of view) the most recent layers to reveal the truths that lie below.

This paper will not be an attempt to document and analyse the use of metaphor in writing in the field of archival studies. The use of scientific metaphors, however, is an accompaniment to an aspect of the theory and methodology of archives that this paper will examine: an increasing concern for objectivity⁽¹⁾ in methodology and practice expressed by writers in this field, as they have attempted to grapple with the meaning, significance and practical implications of the principle of "original order" and its relationship with the more general principle of *respect des fonds*. To the extent that these methodological principles are, necessarily, a "janus-faced intermediary" between a theory of archives (that is, ideas concerning the characteristics of archival documents and the value that may be derived from them) on the one hand, and the practice of the archival profession, on the other, their content and meaning will change as developments in one sphere inform the other.⁽²⁾ One of most notable of these developments in archival practice is the application of computer technology, which has facilitated the recording and presentation of documentary and administrative relationships.

Archival theory views the documents produced by a person or organisation in the course of its life as a source of unique - and, it might be added, uniquely objective⁽³⁾ - information about not only that agency, but also the society of which it is a part. This is because archives, as the theorists say, are "created and received in the course of personal or organisational activity", and are thereby "interrelated as to meaning"; "authentic as to procedure"; and "impartial as to creation".⁽⁴⁾ An action such as the creation of a document is invariably affected by considerations of form that are dictated by the legal and social context - the same legal and social context, of course, in which the actors involved in the document's creation exist. By considering a document in broad context, including the complex of relations it possesses with the other documents created by the same entity or "creator", archival theory holds that its informational and probative value is of singular significance. If removed from the documentary context in which it was created - if, when it is no longer of use to its creator, custody of it passes into other hands, and in the process its position within the total body of documents of its creator (the "*fonds*") is changed - much of this value, it is thought, may be lost.

Hence, in reaction against the institutional practice that scattered the *fonds* of private companies, individuals and government agencies across subject categories and other classifications, *respect des fonds*, as articulated as a principle of archival practice by the French in the mid-19th century, directed the maintenance of archives as discreet bodies of documents associated solely with their creator. This idea had been expressed elsewhere, under other names; the Italians called it *metodo storico*, for example. However, as developed and expressed elsewhere, particularly, but not exclusively, in Italy, theory concerning the nature of archival documents contained the idea that the preservation of the

context of documentary creation required more than assuring that the documents of different creators would not be combined.(5)

According to this additional aspect of the theory of archival *fonds*, it was thought that archival documents derived their qualities from all of the circumstances of their creation, including their relationships - in space, time, function, activity, and other regards - with the other documents of their creator. Preserving the bond that archives shared by virtue of their common origins in the activities of one creator was only part of the picture. In creating documents a person or organisation carried out myriad activities in the context of many different functions and responsibilities, and logically, such variation in circumstances would be reflected in the significance and meaning of each document. The key to preserving this documentary context was the preservation of the order or structure of the *fonds* - the patterns of creation and use that formed through time, manifesting interrelationships between document, activity, function and form, an appreciation of which was essential to realising the full value of archives.

Stated in such terms, as a mere theoretical pronouncement on the nature of archival documents, the principle of original order - as official methodology of the 1990's has come to consider it(6) -- appears to be a logical extension of the ideas underlying *respect des fonds*. Historically, as methodology - as a principle, based on theory, which is used to inspire, direct and shape practice - it has received different interpretations. Such interpretations have tended to produce great potential for confusion: Was it a principle solely applicable to arrangement of archival documents that, during their active life, were subjected to an integrated and centralised system of arrangement encompassing the *fonds* of many independent agencies, as in the case of the registry systems of Northern Europe, for example?(7) Or was it independent of a central registry context, being not merely an aspect of administrative theory but instead grounded in a theory of document creation more fundamental in nature and of much broader application?

In Muller, Feith and Fruin's 1898 manual of archival arrangement and description original order is advocated in the context of the registry system. In the Dutch manual the *fonds* (the "*archieff*") was "the whole of the written documents, drawings and printed matter, officially received or produced by an administrative body or one of its officials".(8) The registry would appear to have been integral to this process, an arm or organ of or within the creator, that interprets function, action and documentation relationships so as to create the patterns that the principles of arrangement are to respect and preserve. Under the registry system *fonds* possessed a backbone, a main series of documents to which, once restored, most other documents could be related and grouped as subsidiary series.

Critics of the manual's ideas on original order asserted that this concentration on the restoration of the registry order of archives was to engage in museum work, valuing the original order as an end in itself, and that the original order was often much less useful to the conduct of research than arrangement by subject. . Not so, countered the authors; while an organisation of records by subject heading may be helpful to some users for some purposes, an arrangement of archival documents "according to their organisation in a registry provides a satisfactory basis for making searches under an innumerable variety of subjects and can be consistently applied."(9) Furthermore, under this system, they said, arrangement is based on the work of registrars, who had worked with the documents and had understood their nature, and whose practice was designed to meet the requirements of preservation and use.

In the Dutch manual, and within the context of the central registry system, original order appears to have referred, in a general and all-encompassing way, to the pattern of arrangement within the *fonds*.(10) Similarly, Hilary Jenkinson wrote that arrangement within the *fonds* or "archive group" (or sub-group) required one to "get back to the original order designed for our Archives by their compiler, the *ordre primitif*".(11) T.R. Schellenberg, however, used "arrangement by provenance" or "principle of provenance" at this level of analysis, reserving "original order" for arrangement within series, or what he terms "filing order".

Within the record group or subgroup (the latter seeming to designate a administrative division with sufficient independence to justify status as an independent creator for the purposes of arrangement by provenance, i.e., by administrative origin) there were to be records of a single provenance. The archivist, Schellenberg said, must not mix the records of one group or subgroup with those of another. Agency by agency, bureau by bureau, office by office - by administrative division or subgroup -- is the guiding principle of arrangement.(12) Within the group or subgroup were record series, the discrete outpourings of administrative units; they were not to be broken up into subject or other subjective categories, for to do so would violate both the principle of provenance and of original order.(13)

But, ultimately, arrangement need only respect - if you will - "parallel" provenance:

The principle of provenance has no bearing on the placement of series in relation to one another. The way series are arranged in relation to one another is important mainly from the point of view of their usability, not from the point of view of their integrity as evidence of organisation and function.[\(14\)](#)

There were apparently no horizontal linkages, no way in which file units adhered to each other as series in ways significant other than by virtue of the connection each possessed independently, along vertical lines of authority, function, and activity to and through the whole. There could be related series, but these were not "organic" relationships. It was as if the children of a family were bound together only by the fact of their common parentage, not, additionally, by their bonds to each other as siblings of varying age and sex.

Schellenberg did recognise the possibility of a connection between file-level arrangement or filing order and activity and function, and thought that logically, if the original filing order within a series is reflective of "organic activity" - if "it has any value" in this regard - "the original order should by all means be preserved."[\(15\)](#) But it is difficult to reconcile much of what he says elsewhere with this recognition (and this would include his treatment of series arrangement discussed above). For example, the principal of original order, said Schellenberg, was founded on the registry principle, and "(t)his principle can be applied whenever records are properly arranged before their release to the archival institution (as they are in German registry offices)." But he goes on:

In most modern filing systems, the original order given record items contributes little to an understanding of organic activity, and an archivist should therefore preserve the order only if it is useful... (N)o modern (filing) system reflects fully the activities of the body that produced the records organised by it... (T)he arrangement of the individual record items does not contribute to an understanding of the activity that is reflected in the series a whole... Methods of filing are unimportant to an archivist, except from the point of view of their utility in making records accessible...[\(16\)](#)

Presumably, other than the work involved in applying a rational and purposive (and hence subjective) filing order to a series, there was nothing lost if the order in which the files were kept while they were active was lost irretrievably. The series was composed of pieces of non-organic material that would fit together many different ways (filing system) to form a single unit. But, if the connection of each series to the living organism (administrative context) and, in turn, the connection of the organism to the environment (the documentary context and the actual activities as performed, i.e., historical fact or the actual interactions of the organism with the society of which it was a part) were to be maintained, the material of which any given series was composed could not be allowed to mix with that of any other series.

Schellenberg's series - which were based, in order of descending priority, on arrangement, record type, and activity - do not appear to have allowed for the inter-series relationships that might be discerned where the links between administrative structure, function and activity are ambiguous. Schellenberg's critics - their number, it seems, are legion - have suggested that the identification of series by documentary form suggests the possibility of the designation of false series and, even by Schellenberg's standard, the violation of the principle of original order.

The designation of series based on documentary form or record type may also serve to break apart "natural" series based on function.[\(17\)](#) Archival documents "follow" administrative function - they acquire their significant characteristics through their inter-relatedness within the context of creation in activity linked to certain functions.[\(18\)](#) The important relationships between administration and documents are formed by function, and function therefore must be the lens through which we understand archival documents. According to Dan Zelenyj, today's definitions of series, owing much to Schellenberg, are overly broad. We should be concerned about this, because incorrect designation of series has two effects, the first unfortunate, the second rather tragic: firstly, we will be unable to understand the picture that archives project because our view is out of focus (and we will be ascribing to the information or evidence based on the archives a probative value that it did not possess, insofar as the presentation or description assumed a substantial alteration to original order); secondly, if incorrect designation results in the irreparable physical alteration of original order (by a failure to record the physical arrangement of documents at the time of accessioning)

the information that might have been gleaned through them will be lost forever. Unless we are able to perceive the original order of the documents correctly (which, it must be said, may not be possible, as so many commentators have been at pains to point out), before arranging them, their full value as archives will not be realised.(19)

Such post-Schellenberg archival theory points to a kind of document archaeology in which, if one's methodology is less than scrupulously attuned to rigorous standards of proof, valuable knowledge will be lost. The practice of physical arrangement of documents, like archaeology, is a destructive process; as one digs through the layers, the context is destroyed. Peter Horsman counsels the investigation and analysis of original order not as a two-dimensional concept attuned to the point of document creation, but as process of uncovering all of the variations in internal structure that the *fonds* may have featured in its active existence.(20)

Pursuing the archaeology metaphor further (to a kind of post-archaeology of the future, where sites are explored not by digging through the layers with pick and shovel, but with advanced electronic imaging equipment) the application of *respect des fonds* and original order has come under fire for being insufficiently attuned toward the preservation of the full value of archives. If, says Debra Barr(21), we counsel the restoration of the original order, do we not risk obscuring or even destroying valuable evidence of organic activity taking place after the point in time at which the original order came into existence? This risk becomes real, say Barr, where there are multiple accessions from the same creator. If the policy of an institution is to establish original order for a *fonds*, and to physically arrange the documents in accordance with it, there is a tendency for archivists receiving subsequent accessions to inter-file the documents of the latter into the series already established. In the process, unless the latter accession is subjected to item-by-item numbering to record the order of the documents at the time of their deposit - something often dispensed with for lack of labour resources - the information contained in accumulation taking place after the point in time at which original order is restored will be lost.(22)

Underlying Barr's point is an even greater emphasis on the need for an objective methodology for the arrangement of archival documents. Her conclusion - that respect for original order is insufficient, that to preserve evidence of all organic activity inherent in archival documents we must instead respect the order of documents throughout their active life - necessarily implies that accession order should be kept physically intact; all arrangement should be performed in an intellectual or "virtual" sense only, to prevent the destruction of information.

The second implication or corollary of Barr's position is of greater significance. It is that *respect des fonds*, as a methodological principle - at least as interpreted and espoused by Michel Duchein and others - must be modified. Following, in essence, the direction taken by Peter Scott and his followers in Australia, she has given priority to the series and the natural and organic order within it. Natural document series may have multi-creator provenance. Functional series - again, established only "on paper" - are not broken up in response to shifts in external structure(23), not even if this involves the transfer of their functional essence to a different creator. By following the series - by examining through its history the various linkages with administrative structure and successive document orderings, using descriptive techniques and finding aids that can relate multi-creator provenance - rather than dismembering it, the amount of information drawn from it can, say Barr and others, be maximised.(24)

The concept of the *fonds* as a an "organic" entity consisting of the documents of a single creator, the principle of document order as a methodological concept relating to a point in time rather than through time and, most importantly, a habit of thinking of the document arrangement as first and foremost a physical process, have perhaps acted together to obscure more fundamental principles, concerning the nature of archival accumulation and accumulations, that are in fact held in broad consensus. It appears that original order as a concept based in the registry principle, and "original order" as a term referring to natural patterns of archival accumulation that are not manifestations of a discreet and overarching ordering function (order imposed) but rather of activity itself (inherent or natural order), are quite distinct and quite incompatible. Schellenberg's writing reflects a kind of lip service to the latter while adopting the former as paramount and overriding. Later writing by Terry Eastwood may represent an internalisation of the natural order idea and a coming to grips with its implications. As our methods of analysis and presentation of archives become more sophisticated, particularly under the influence of technology, arrangement principles as understood in the past will necessarily evolve to reflect changes in the values emphasised.

Notes

1 I have in mind here a sensitivity toward bias and high standards for the justification of belief.

2 Trevor Livelton, *Archival Theory, Records, and the Public* (Lanham, Maryland & London: The Society of American Archivists and The Scarecrow Press, Inc., 1996): 33

3 Not, as Terry Eastwood says, "that their creators and authors are free from prejudice", rather, the circumstances of their creation tend to rule out an attention to one's historical legacy. Terry Eastwood, "What is Archival Theory and Why is it Important?," *Archivaria* 37 (Winter 1994) : 127.

4 *Ibid.* 127-128. See also Heather MacNeil, "Archival Theory and Practice: Between Two Paradigms," *Archivaria* 37 (Winter 1994) : 9

5 See, for example, Livelton, 28-29

6 Bureau of Canadian Archivists. *Planning Committee on Descriptive Standards* (Ottawa: The Bureau, 1990)

7 As I understand it, the "registry principle"(registraturprinzip) dictated that records produced by a particular unit of government were to be kept, in the archival institution, in the order they were maintained in when they were active.

8 Quoted in T.R. Schellenberg, *Modern Archives* (Chicago & London: The University of Chicago Press, 1956): 12.

9 *ibid.* 176

10 *ibid.*

11 Hilary Jenkinson, *A Manual of Archive Administration* (Oxford: Clarendon Press, 1922), 87

12 T.R. Schellenberg, *The Management of Archives* (Washington, D.C.: National Archives and Records Administration, 1965), 95

13 *ibid.* 95

14 *ibid.* 100

15 *ibid.* 100-101

16 *ibid.* 101-102

17 Dan Zelenyj, "Linchpin Imperilled: The Functional Interpretation of Series and the Principle of Respect des Fonds," *Archivaria* 42 (Fall 1996): 126-36

18 *ibid.* 129

19 *ibid.* 130

20 Peter Horsman, "Taming the Elephant: An Orthodox Approach to the Principle of Provenance," In *The Principle of Provenance: Report from the First Stockholm Conference on the Archival Principle of Provenance, 2-3 September 1993* (Stockholm: Swedish National Archives, 1994)

21 "Protecting Provenance: Response to the Report of the Working Group on Description at the Fonds Level," *Archivaria* 28 (Summer 1989), 141-145

22 *ibid.* 143

23 "Introduction." In *The Archival Fonds: From Theory to Practice*, ed. Terry Eastwood (Ottawa: Bureau of Canadian Archivists, 1992),

24 Colin Smith, "A Case for Abandonment of 'Respect'," *Archives and Manuscripts* 14 (No.1) 154-168; 15 (No.2) 20-28.

Robert Edwards has degrees in history and law from the University of Alberta. Before entering the Master of Archival Studies program at UBC in 1999, he worked as a labour lawyer and a freelance writer and editor.

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British Columbia Archives Week 2000 Round-Up

Letter to AABC from Minister Cathy McGregor

Dear Jane Turner:

I wanted to express my thanks for the Archives Association of British Columbia's (AABC) initiative to designate "Community Archives Week" in British Columbia. It was a wonderful and long overdue idea.

Community archives, individually and collectively, need to showcase their successes and activities. All too often, people are not aware of the effort and dedication that community archivists, volunteers and supporters contribute to the preservation and maintenance of our province's documentary heritage. Archives and archivists need to continue to get the message out - we have a wonderfully diverse and colourful history and our archives are the "custodians" of that heritage.

I was very happy to participate in the November 20, 2000 inaugural celebration for "Community Archives Week" in British Columbia. The Secwepemc Museum and Archives, in Kamloops, was an excellent location to "kick-off the week as it reflects the importance of retaining and preserving the past so that our future will be a better place. The gathering of Shuswap elders and councillors along with community archivists from the Thompson-Nicola and Upper Okanagan Valley illustrated the contribution that archives bring into our contemporary lives.

We set aside the week of November 19 to 25, 2000, to celebrate the achievements of our community archives, but I know the work is done each and every week. Please extend to all the community archivists and volunteers, my thanks and appreciation for their efforts and service in bringing life to our province's history.

Sincerely,
Cathy McGregor
Minister

* * *

Prince George Celebrates BC Archives Week

In celebration of BC Archives Week a book panel discussion on "the extraordinary lives of ordinary people" was held in Prince George at the PG Public Library. The theme of the evening "Capturing Community Memories: The Writing of Local History" was discussed by local authors Jack Boudreau, Dr. Valerie Giles, Shirley Gratton, Dr. Mary-Ellen Kelm and Dr. Eldon Lee. The present popularity of local history was evident as one of the authors, Jack Boudreau, holds the distinction of having two of his history books on the top 10 of BC's Best Sellers list. His latest work Grizzly Bear Mountain tells the story of Red Mountain, a region known for its grizzly bear habitat, situated above the community of Penny. His earlier work Crazy Man's Creek depicts pioneer life in the North. Dr. Valerie Giles, a Prince George based writer and researcher, reflected on her experiences in writing "Remembering" a local newspaper column.

Shirley Gratton, instrumental in the publishing of the community history of Salmon Valley, Saga of a Pioneer's Dream encouraged other community members to get involved in the writing of their community history. Dr. Mary-Ellen Kelm discussed a community history project that she was involved in – the creation of a resource guide to local history entitled Past Perfect: Local History and How To Find It published by the Local History Committee of the PG Public Library. Dr. Eldon Lee, a medical physician and long-time Prince George resident who has written eight books on local history read passages from Scalpels and buggy whips: medical pioneers of Central BC. The event was attended by 30 local history enthusiasts and sponsored by AABC and the Northern BC Archives, UNBC.

Submitted by Ramona Rose
Assistant Archivist
Northern BC Archives
Regional Representative
Central Interior BC Northeast

* * *

Archives Week in Port Alberni

The Alberni District Historical Society celebrated Archives Week in a rather unusual way. The Port Alberni Friendship Centre approached us for any information we had about activities the Friendship Centre had been involved in over the last 30 years. They were getting ready to celebrate their anniversary & no one had kept any records, other than their constitution. We were only too happy to oblige & the search began. Our records went back to 1964 when the idea to form this organization first took hold. The most excitement was over the collection of newspaper clippings we had. I spent almost 3 hours photocopying the lot! This was NOT all done at once!

On Friday, November 24th, the Port Alberni Friendship Centre held an Open House beginning at 1PM & continuing well into the evening. There were lots of dedications, exchanging of songs by various Bands, drumming, dancing & a free welcoming supper of salad, fish soup & a main course that included salmon, prawns & crab legs. On display, on the walls around the hall, for all to see & enjoy, were posters displaying the news stories we had supplied. They were mounted on colorful bristol board & set up chronologically from the early '60s right up to the announcement about this celebration. The pride, surprise & laughter generated was a delight. I was there for about 2 hours & enjoyed every minute of it. This is the sort of thing that makes running community archives so rewarding.

Valentine Hughes

* * *

A True Story of Archives Week at UVic Archives and Special Collections

by Jane Turner

On November 23rd, UVic Archives and Special Collections invited politicians, sponsors, users, donors and the media to a special event celebrating Archives Week. We prepared several archival displays of some interesting documentation from the Victoria College fonds, the UVic fonds, the Peggy Abkhazi fonds, and the newly acquired Raging Grannies fonds. We sent out about 100 invitations, ordered in refreshments, made arrangements to close the Reading Room for the afternoon, and invited the Raging Grannies to perform. A winning combination, don't you think? I certainly did.

In preparation for the event, I used the AABC's professionally prepared press release, adapted it for this event as instructed, and sent it to our communications department for final vetting before release. My pleasure and pride in the process that I had helped to so carefully prepare ended abruptly when the phone rang. It was the UVic Communications Officer telling me it wasn't news to have an Archives Week event, and it certainly wasn't news to have the Raging Grannies come to the University. I was a bit taken aback by this, and started babbling about the Grannies interesting protest role in society, and how their archives augment the Victoria Women's Movement Archives that I collect.

"You have their archives?" the officer asked, somewhat incredulously.

"Y-e-s," I replied, somewhat puzzled.

"Now, that's news!" he answered, and authorized the press release.

The next day I got a call from Ian Dutton, a reporter with the Times Colonist newspaper in Victoria, and we set up an appointment.

Ian threw me off balance right away by telling me that when the fax came in to the news office, everyone stood around the machine and laughed saying who would want to go to a dusty old archives? Well, it turned out, Ian did.

"Wow!" he said, looking at my desk, "You look busy! I'd like to photograph your desk! This doesn't look like a sleepy old archives!"

"Let me tidy it up a bit first," I said, grabbing at all the piles of AABC reports and charts and financial statements and grant applications and e-mail print-outs over-flowing my desk in, I admit ashamedly, an unorganized fashion.

"Oh, don't touch it!" cried the photographer.

I quickly diverted them to a wonderful new acquisition documenting the research trip of a UVic marine environmental scientist to the Arctic in 1953. As I posed for a photograph in front of the records, pretending to be studying them, they soon forgot about the sorry state of my desk.

When we settled down to talk, I was crest-fallen to find out Ian has no intention of talking about Archives Week. And he certainly didn't want to talk about the research expedition to the Arctic, or about the amazing photographs documenting Inuit life in the 1950s. He wanted to talk about electronic records. So I did my best. Half way through the interview I started to imagine the headline in the newspaper the next morning -- "UVic In Crisis Over Electronic Records Disaster!" I panicked and started to back-pedal as fast as I could, talking about the important role for archivists in the development stages of electronic databases, the important research being done at UBC by InterPARES, and how the archival profession is working toward a resolution, etc. etc. etc.

In the end the article didn't appear until after Archives Week, but at least he made mention of it and the proclamation in Kamloops -- although he transformed it into a National Archives Week. He got a few other things wrong too, like a sub-title that declared "Despite ever-advancing technology, an archivist finds the old-fashioned paper trail works best," and misquotes that had me saying "good quality paper will survive insects," and "paper is good." Despite my embarrassment about the article I have received one acquisition because of it, and I have had several phone calls from members of the public thanking me for drawing the issues to their attention. I decided press releases are a mixed blessing.

The day of the event was a busy one as we ushered out the researchers, cleared out the tables from the Reading Room, moved our backlog to an unseen corner, set up a large travelling exhibit entitled "A History of the Gordon Head Campus land from 11,000 B.C.. to 1970," and set out the tea and coffee, cakes and fruit.

The Grannies came early to dress up in their finery, then the guests started to arrive. The politicians didn't come, the news media didn't come, the senior administrators didn't come; but, 50 people did come. Guests included professors and students from the departments of History, Biology, Women's Studies, English, the Humanities Centre; and donors and community supporters.

After a short talk by Marnie Swanson, University Librarian, about the importance of archives and Archives Week, the Raging Grannies were ushered in for one of their outrageous performances. To the great hilarity of the audience, they sang a selection of their protest songs, including "Geriatric Sex," and "We All Live in an Atomic Submarine." Their final song was a great hit, especially with the marine environmental scientists and an extremely shy English professor. It's called "The Family Jewels" and is sung to the tune of "Oh What a Beautiful Morning." Part of the song goes like this:

When so many of us got breast cancer;
No one seemed in a rush with an answer.
But wouldn't you know that they're raring to go
Now that research has shown why the sperm count is low.

CHORUS:

Watch out for those blobs in the water,
Polluting in spite of the rules.
They're not just a hazard to nature,
They're threatening the family jewels.

If your lover has trouble performing,
Remember we gave you a warning.
If you want to be fruitful and to multiply
fish him out of that lake and make sure he's quite dry.

After all that excitement, we settled down to having refreshments, looking at displays, talking about archives, visiting with guests, and lingering with good friends. I silently cheered several people on as they cornered the University Librarian and told her at length how important the archival program was to the University. All in all it was a festive gathering that generated positive support for UVic Archives and Special Collections.

"What more could one ask of Archives Week?" I thought to myself.

* * *

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

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Visit the City of Gardens - AABC Conference 2001

Please join us at the Annual AABC Conference which will be held April 27-April 28, 2001 in beautiful Victoria. The theme of the conference is: "The Place of Archives in Heritage". All sessions and conference workshops will be held at the carefully restored St. Ann's Academy, which is a designated Provincial Heritage Site (www.bcpc.com/stanns/index.html).

Be sure to arrive early so you will not miss the opening reception on Thursday evening. Conference attendees have been invited to a reception at Government House, the home of the Honorary Patron of the Archives Association of British Columbia, His Honour The Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia.

Sessions begin Friday morning with featured plenary speaker, Terry Reksten, historian and author. Attendees will then have a chance to hear the story of the restoration of St. Ann's, from an archivist, politician and an architect. Alternatively, you may choose to listen to how different researchers have used archives to promote heritage in their community. You will certainly get a sense of the "broad" interpretation of the term heritage from this session. If you are feeling peckish you may also wish to sign up for the lunch at Samuel's Restaurant in the conference hotel, the Queen Victoria Inn (queenvictoriainn.com). Friday afternoon is set aside for the conference workshops. The Education Committee is currently finalizing the details of these workshops and will reveal the topics early in the New Year. Remember, if you wish to apply for an AABC subsidy you must attend a workshop, so this is your chance! For those of you who do not plan to attend the workshops, the Local Arrangement Committee is gathering together information about all the beautiful gardens in Victoria, so you can plan an afternoon of self-guided garden tours. You will have an opportunity to view the glorious Abkhazi Garden, which will also be discussed in the first session of the day on Saturday (www.conservancy.bc.ca). Friday evening, conference attendees and guests, will have an opportunity to enjoy drinks, dinner and "archival" entertainment at one of Victoria's finest hotels, The Laurel Point Inn (www.laurelpoint.com).

I hope that you will all be refreshed and ready to go on Saturday morning. You will not wish to miss the first session of the day, Heritage Gardens and Archives. Since gardens and archives are of interest to a great many individuals in Victoria, members of the public will have an opportunity to purchase tickets to attend this session. It should be a full house! You will then have an opportunity to grab a coffee and muffin before the highlight of the conference, the Annual General Meeting. After an efficient and painless meeting, bag lunches will be available. You might want to take your lunch into the Novitiate Garden



A-70664
St. Ann's Academy



C-05387
St. Ann's Academy



I-26540
Abkhazi Garden



I-26541
Abkhazi Garden

Photos Courtesy B.C. Archives

located at the rear of St. Ann's Academy or explore nearby Beacon Hill Park. Don't head for an early ferry, but stay to enjoy the final concurrent sessions of the day. One session will focus on how the placement of an archives within an organization impacts its programs. This session will be structured as a roundtable, with representatives from an archives in a museum/historical society, an archives in a parks department, an archives in a clerk's department, and an archives in a records management program. Audience participation is encouraged so bring your questions for discussion by the panel. Or maybe you would like to attend the session that will feature a discussion about two photographs selected from the BC Archives. Panellists will represent the views of archivists, anthropologists, and historians. More details about all the participants will be announced later. This should be an interesting and lively session. At the conclusion of the sessions, you will have your last opportunity to chat with archival colleagues from across the province over a coffee or tea. Provincial Archivist, Gary Mitchell, will round out the conference program with an invigorating closing plenary session.

Hope to see you in Victoria in 2001! Look for more details about conference sessions and registration in late January.

Jennifer Mohan
AABC 2001 Conference Program Chair
Jennifer.Mohan@gems6.gov.bc.ca

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Provincial Archivist's Report

Provincial Archivist's Notes

Greetings and salutations on reaching the new millennium. The year 2000 was an exciting year of change at the BC Archives. But 2001 will be even better.

The BC Archives has undertaken an initiative in Electronic Document Management System (EDMS). This initiative will focus implementing EDMS government-wide; the benefits of having a single approach to electronic records are great. The benefits of having a single system for controlling and managing archival e-records are even greater. It is hoped that by mid-2001, we will be pilot testing one or more of the selected systems.

Our experiences in this area will compliment projects underway in other North American jurisdictions and will assist and support our community archives, especially those within the local government sphere, as they begin to concentrate on preserving and protecting e-records.

But do not think that EDMS is the only initiative for 2001 and beyond. Preservation of archival records held in government offices will be a major push for 2001 as will be a renewed push for archives and records legislation and a new archives facility. The BC Archives and our community will be celebrating the 100th anniversary of the establishment of an independent provincial archives in 2008. What a wonderful idea! Our centennial project - a new building!

As for 2000, the warm-up year to the millennium, we saw the records and information management group rejoin the BC Archives in April. As with any re-organization, the usual tensions and stresses of reuniting two locations and two functions into a single organization were present. Although much of our energies were preoccupied with the reunification, our front line staff maintained our services and profile.

For the year 2000, our Access Services staff handled 4,750 enquiries (10% increase over 1999) with 10,290 visits to the Belleville location. Our web-site took just over 16 million "hits" (previous year was 7.45 million). [For those interested in the impacts of information technology on archives work, we estimate that 168 gigabytes of information were transmitted over the Net.]

Our Imaging Services and Emerging Technologies units added another 7861 scans to the visual records database, bringing the online total to just under 62,000 and updated/added 3000 visual records descriptions. The finding aid project has been very successful as we now have 1532 finding aids on-line (Manuscript and Government Records holdings combined), with 5671 catalogue type entries. With the latest updates to the Vital Event Indexes, there are now over 1 million names available and searchable for our clients interested in the genealogy and other research.

After several attempts over several decades, a group of supportive and energetic archives supporters banded together and created the "Friends of the BC Archives" in October. The inaugural meeting was great with 50 Friends present and a wonderful talk by Dr. Jean Barman on the "Sex and Violence in the B.C. Archives" and it is published in the archives column of the current B.C. Historical News (Winter 2000/2001). I am sure that Ev Moes, the President of the Friends, will be writing for the Newsletter about the Friends and their vision.

The first ever Community Archives Week was a welcome development. To celebrate the week, the Friends of the BC Archives sponsored a talk by Robert (Bob) Turner, curator emeritus of the Royal BC Museum. The illustrated talk was entitled: "Earl Marsh - One Man really can make a difference". Earl Marsh, who died in 1999, bequeathed his collection of photographs, charts, maps, and pamphlets, etc. on the BC Coast Service to the BC Archives.

The Community Archives Week will become one of the most important heritage events in the province. I can only commend the AABC executive for its support of an idea which showcases our efforts, our volunteers and our community commitment.

On December 31, 2000, the BC Archives bade farewell to Barry Byers, our chief conservator, as he set forth onto a well-deserved retirement. For nearly twenty years, we have had the good fortune to work with one of the best conservators in our country. Barry is a rare individual – a specialist in paper conservation and an expert on Emily Carr water colours with a strong sense of practicality and common sense. Few were the problems that he could not resolve. Fewer still, were those who after a conversation did not see the importance of active preservation work. We wish him prosperity and a long and active retirement.

Gary Mitchell
Provincial Archivist

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AABC Newsletter

Volume 11 No. 1 Winter 2001

Notes

CAIN Funding Update

Early in November, AABC received notice from CCA that B.C. had been awarded \$62,000 for the year 2000-2001 and tentatively \$225,000 for 2001-2002, \$225,000 for 2002-2003 and 2003-2004 for projects related to the Canadian Archival Information Network (CAIN). The money for the first year had to be applied for by December 1st and must be spent by the end of March 2001. Money for next year will have to be applied for sometime early this winter. Based on the CAIN Steering Committee's recommendations, which took into consideration the short timeline for applying for, adjudicating and spending the money, the AABC executive sent in an application to CCA for the following projects:

1. Upgrade AABC's internet system to bring the infrastructure to CAIN ready standards, including purchasing the right to use ACT 's (the company we are presently dealing with) system, improving upon this system to suit our needs, entering into a three year service agreement with ACT (with whom we are presently paid up to March 2001), upgrading our Linux version, IT liaison testing and support and administrative costs.
2. Upgrade BC Archival Network/AABC Website. This would involve hiring a consultant to analyze the useability, organization, readability and content of our site and on the agreement of AABC, redesigning the site.
3. BCAUL description review and update. This would include reviewing every record in BCAUL and changing those needing change in order to be ready for CAIN going live by the end of March. This is necessary as RAD rules have changed since BCAUL was launched. It would also include collection of descriptions from new institutional members and associate members, revision of descriptions from certain other institutions and inputting of the data. One or two archivists would be hired to complete the work.

Spending for year 2001-2002 and subsequent years will focus on grants directly to institutional members.

Members of the CAIN Advisory Committee include: Chris Hives, Wendy Hunt, Cheryl Linstead, Erwin Wodarczak, Ann Carroll, Chairperson and Heather Gordon, Executive Liaison.

Ann Carroll
City of Vancouver Archives
ann_carroll@city.vancouver.bc.ca

* * *

Northern B.C. Archives Officially Opens during B.C. Archives Week

On November 22, 2000 the Northern B.C. Archives at UNBC in Prince George officially opened with a Ribbon-Cutting and Donor Recognition ceremony attended by over 75 guests. UNBC President Dr. Charles Jago formally thanked its major corporate sponsors, the Royal Bank and



Photo: (left to right) Dr. Michael Taft, University Archivist; Daryl Barnett, Superintendent for BC North, Canadian National; Shirley Gratton, Acting Mayor, Prince George; Daphne Baldwin; Mr. Art Robin, Vice President and Area Manager, Royal Bank; and Dr. Charles Jago, President, UNBC.

Canadian National and private donors including long-time local resident Daphne Baldwin and Vancouver resident Janis Hamilton. To date, the Archives has received endowed funding totalling \$150,000 with a target of \$1.5 million to operate special projects such as community outreach, an interactive website and a travelling exhibition of northern BC collections. Located on the third floor of UNBC Library, the Archives holdings include: over 3000 document boxes of the former mining community of Cassiar, genealogy records of the Carrier Sekani Tribal Council, over 5400 photographic images by local naturalist Mary Fallis, extensive photographic and moving image collections of Tommy Thompkins, best known for his television and film work on the northern Canadian

wilderness and the records of the Interior University Society.

* * *

Canadian Subject Headings Now on the Web

Ottawa, October 26, 2000 – Earlier this week the National Library of Canada launched a new electronic product, *Canadian Subject Headings* on the Web. Formerly available in print only, the listing of more than 6,000 standard subject headings (in English) relating to Canada is now available free of charge at the Library's Web site at www.nlc-bnc.ca/cshweb/index-e.htm.

If you have a book on B.C.'s Bugaboo Park or a treatise on the formation of the new territory of Nunavut in 1999 but do not know if there are subject headings to describe them, you can find your answer in *Canadian Subject Headings* (CSH). The site is updated on a monthly basis, providing users with the most recent subject headings available for Canadian topics.

The listing can be searched by browsing or by exact or keyword searches. Extensive references and scope notes are provided, and full authority records are displayed in both MARC 21 and thesaurus formats.

For additional information contact:

David Farris, Editor, *Canadian Subject Headings*
Standards and Support Division
National Library of Canada
Telephone: (819) 953-6810
Fax: (819) 953-0291
E-mail: cataloguing.standards@nlc-bnc.ca

* * *

New Canadian Council of Archives Board

Fred Farrell from New Brunswick, Chair (2 year term); Cheryl Avery from Saskatchewan, Vice-Chair (1 year term); Claude Minotte from Quebec, Director (2 year term); Jo-ann Munn Gafuik from Alberta, Director (1 year term); Miriam McTiernan from Ontario as Past Board Member, and Brian Speirs from Nova Scotia as Special Advisor.

* * *

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AABC Newsletter

Volume 11 No. 1 Winter 2001

President's Message

Preparing for the Future

by Jane Turner

The holiday season has been a busy one for the Executive preparing and submitting all program grant applications to the Canadian Council of Archives, and the BC Community Archives and Advisory Training program. We have also been busy preparing for CAIN, the upcoming Conference 2001, the Strategic Planning Workshop, and reviewing Archives Week 2000. And, a few of us have been busily counting the weeks to the AGM on April 28th!

Preparing for CAIN

The long anticipated CAIN fever is finally upon us, and we are already well into year one activities. Thanks to the experienced leadership of the Internet Committee (Erwin Wodarczak, Chair) and the CAIN Committee (Ann Carroll, Chair), the AABC is in good shape to manage effectively the challenging task of working towards a national electronic archival information network that will provide internet access to RAD-compliant descriptions and digitization projects.

The Executive is working hard to ensure that the entire archival community in British Columbia will benefit from this federally funded opportunity. Some money will be spent centrally by the AABC to ensure an adequate infrastructure is in place, and to provide CAIN-specific advisory services to assist all members. The majority of funds will be distributed to institutional members on a grant adjudicated basis, either directly or through the provision of an itinerant archivist to assist institutions in preparing RAD-compliant descriptions. More information is found elsewhere in this issue of the Newsletter.

The entire scope of the four-year project must be managed within the policy guidelines and tight time-frame established by the Canadian Council of Archives. Unfortunately, the timelines are beyond the control of the AABC. While this may cause many of us within the Association some moments of angst, the Executive will work hard to ensure that all members will be provided with as much support and direction as is possible.

If you have any concerns about this project please contact me so we can seek a resolution together.

Preparing for Conference 2001: "The Place of Archives in Heritage"

Under the capable leadership of Program Committee (Jennifer Mohan, Chair) and the Local Arrangements Committee (Mickey King, Chair), the conference planning is well underway. Jennifer's summary of the program is found elsewhere in this issue of the Newsletter, and gives you a flavour of the innovative program that will bring together many diverse members of the broader heritage community so that we can jointly explore our common interest in the place of archives in heritage.

We are pleased to accept the invitation of our Honorary Patron, the Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia to host the opening reception at Government House. We are also thankful to Gary Mitchell, Provincial Archivist, for agreeing to sponsor this event. I hope you will all be able to join us at Government House to start the conference off in style.

And, of course, none of you will want to miss the AGM -- the highlight of the conference, as Jennifer coins it!

Preparing for the Spring Strategic Planning Workshop

The Strategic Planning Workshop will be held on February 23rd and 24th at the Best Western Sands Hotel in downtown Vancouver. The Executive will be joined by Committee Chairs and Regional Representatives to review programs and discuss plans for the future. The agenda will include a review of four-year plans for the Education/Advisory, Network and Preservation programs; plans for and development of regional groups; implementation of institutional standards; and the implementation of CAIN grants. If last year is any indication, I know that the open dialogue and resulting synergy will have positive results for the entire Association, and will enable the Executive to continue to be responsive to the needs of our members.

Preparing for the British Columbia Archives Week 2001:

Archives Week 2000 is now history. It was a busy time for the Public Awareness, Advocacy and Legislation Committee, and I am pleased with the extensive website, the beautiful poster, and stories of several special events that were held to honour and promote the valuable work done by archivists in the province.

The poster and information package about Archives Week was distributed all across the province, from Fort St John to Waglisla to Hope to Zeballos to Ucluelet, and to every nook and metropolis in between. As I compiled the mailing list, I often had to scurry to my atlas to find the place on the map. In the process, I also learned a little of our postal service: the packages went by general delivery and bag delivery to street addresses, postal boxes, and even postal drawers. There were 680 schools on the mailing list, representing the rich diversity of our province - public schools, alternative schools, church schools, native schools, Catholic schools, Muslim schools, and school programs in hospitals. All in all we distributed 1,900 posters to archives, libraries, museums, historical societies, schools (with grade 8 and over), as well as to AABC members. As a result, a lot of people learned a little more about the value of archives.

I received numerous requests for the beautiful poster designed by Emyrs Miller. One woman saw the poster in the Esquimalt Library and phoned to order a copy for her brother in Quebec in the hopes of luring him to beautiful British Columbia. Her lovely thank-you letter eloquently captures the artistic power of the poster. She wrote:

I am fascinated by photographs -- especially old ones. The balance of the photo to the lower left of the poster takes me to the shadowed figure of a man on the logs, and then to the tension of the rope's line holding back the weight of the logs from the pull of the horses. This photograph is so beautifully caught and printed, I can almost hear the snow being compressed by the logs -- the sound of man's work in the silence, long ago.

That is the beauty of old photographs. They are glimpses of our collective lives over time, and I add my experience of walking through the snow in our west coast woods, sensing the silence and snow waiting heavily in the air.

I think, reflecting on this poster as I'm doing again now in leisure, that the border colours enhance the sepia shades of the photograph very well. I especially like the blue background photo positioned to the right of the poster, with archives in storage also bound by rope, so that the whole of the poster has a sense of storage and promise. It's as if these boxes wait for the light of day. I have promised myself to visit the BC Archives in the near future.

On November 20th, the Honourable Cathy McGregor, Minister Responsible for the BC Archives, officially proclaimed the inaugural Archives Week at the Secwepemc Cultural Education Society in Kamloops . All of us in attendance were graciously welcomed by Chief Ron Ignace, President of the Society, and Chief of the Skeetchestn Indian Band in Savona, BC; and Ken Favrholt, archivist and curator at the Museum and Heritage Park.

The Society has redeemed the site of the old Kamloops Indian Residential School, and transformed it into a vital place

dedicated to preserving the language, history and culture of the Secwepemc people (known to non-natives as Shuswap), a nation of 17 bands occupying the south-central part of British Columbia. The ancestors of the Secwepemc people have lived in the interior of BC for at least 10,000 years. Take time to browse through their amazing website and learn more about the work of the Society. You can find it at: www.secwepemc.org/main.html.

Chief Ignace extended to me an open invitation to the AABC to come to the Society's site in Kamloops for our annual conference. The Executive agrees that it would be an amazing opportunity for us to experience the warm hospitality of the Secwepemc people, and to explore the challenges and needs of managing First Nations archives.

In spite of the short planning time for Archives Week, I know of several places that were able to host a public event. The UNBC Archives hosted a panel of local authors discussing local history; the UVic Archives invited the Raging Grannies to perform, in honour of the recent acquisition of their archives; and the Whistler Museum unveiled a new exhibition to honour the occasion. Another amazing event happened in the Village of Belcarra, when the Mayor and Council of the village officially proclaimed Archives Week in their jurisdiction, announcing to everyone the importance of archives, and the accomplishments of our community archives network.

For those of you unable to plan an event because of the short time frame in this inaugural year, mark your calendars for November 18-24, 2001 for next year's Archives Week celebration. If the Association consistently offers this event, we can all rely on Archives Week as a mechanism to promote the value of archives to our local communities. To assist the Public Awareness, Advocacy and Legislation Committee with plans for next year, I would appreciate hearing from you on what we did right, and how we might improve.

Seasons Greetings

Much has been accomplished by our Association this year, and much remains to be done. As we face the remaining tasks together, may the peace and hope of the holiday season be yours this day, and remain with you throughout the coming year.

Archivally yours,
Jane

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AABC Newsletter

Volume 11 No. 1 Winter 2001

AABC Executive Minutes

Meeting Minutes: 25 September 2000

1. Minutes from previous meeting

Meeting was called to order at 1:00 pm.

Through e-mail, the Executive previously approved the minutes for the meeting held July 10, 2000. The minutes were posted on the AABC website on September 7, 2000.

2. Business Arising

Jane Turner and Lynne Waller met with Gary Mitchell and Fran Gundry on July 17, 2000. They discussed the process for inviting the Lieutenant-Governor of British Columbia to become our Honourary Patron, and the CAAT grant application to support Archives Week.

The President, Vice-President, and Treasurer met with the British Columbia Museums Association (BCMA) on August 28, 2000. Jim Hamilton and Kristin Klausen represented the BCMA. The discussion centered around a number of ideas which would enable the BCMA and the AABC to work more cooperatively together. Ideas to better serve joint AABC and BCMA members included: reduced membership rates for those institutions holding joint membership, reciprocal individual membership privileges (for example a BCMA member can come to an AABC conference at reduced rate and vice versa), and jointly sponsored educational opportunities. The AABC Executive were in agreement that the Association is looking forward to extending common courtesies.

Action The Membership Committee, in conjunction with the Finance Committee, will be asked to discuss fee structure ideas for Institutional and Associate members who may belong to both the AABC and the BCMA.

Action Membership Committee will be asked to look into the feasibility of including Institutional and Associate Members as a part of the BCMA Directory.

Action The Education Committee will be asked to examine opportunities for jointly sponsored educational opportunities between the BCMA and the AABC.

Dorothy Lawson will be asked to report on the Regional Representatives' Terms of Reference at the next meeting of the Executive.

3. President's Report

The Executive is pleased that the Honourable Garde B. Gardom, Q.C., Lieutenant-Governor of British Columbia has accepted our invitation to act as Honourary Patron for the Archives Association of British Columbia during the term of his appointment.

The Emergency Plan for the Fraser Valley Region is going well and Valerie Billesberger will be sending out quarterly updates.

Copyright of AABC authored material on the AABC web-site was discussed. The Internet Committee recommended the following copyright statement to the Executive:

Access to these documents and the technical capacity to download and copy them does not automatically imply permission for re-use.

Reproduction, publication, or other use of these documents, or portions thereof, for training or educational purposes is permitted, provided that the Archives Association of British Columbia is cited. Reproduction of these documents for other purposes requires the written permission of the Archives Association of British Columbia.

Lynne moved and Heather seconded to put the statement on the web-site. Motion carried.

The chairs and contractors of the three grant programs will be requested to submit their program plans for 2001/2002. The program plans should include recommended changes, justification for such changes, and projected budgets to Jane by October 18, 2000. The information will be reviewed by an Executive sub-committee on October 23, 2000 and then brought to the Executive meeting on November 6, 2000.

4. Treasurer's Report

Lynne Waller reviewed the financial statements to August 31, 2000 and stressed that the Association is in good standing. A letter was presented to the Executive from the Financial Manager that summarized the financial statements and outlined two major changes in the journal entries: (1) Unrecoverable GST and (2) Finance Administration fees.

The Treasurer reported that the Association's Financial Manager resubmitted the application for GST rebate in July resulting in receipt of a cheque for \$5,386 for the period of April 1, 1999 to March 31, 2000. Customs and Revenue states we are "provisionally approved in full." We are now subject to GST audits making it all the more necessary to be rigorous and complete with our financial records. Receipts linking the expense to programs are a must for all expenses where GST is included.

No word has been received as of yet concerning our application for non-profit registration.

Treasurer reported on the status of the Association's Guaranteed Investment Certificates (GIC's). Lynne explained that the AABC now has \$45,000 in an assortment of GIC's. \$28,421 is in four 30-day cashable terms. The remaining \$17,000 is in two longer term and higher interest certificates. This is the "prudent reserve" of the AABC and should not be used except in case of emergency. Due to the fact that the Association has recently received grant funds (\$27,313 from CCA in September) we are carrying a surplus in the current account and would like to transfer operating capital into GIC's. The plan is to anticipate program expenditures for the next two to three months and place this money in short-term and easily cashable savings certificates. Lynne made a motion that, in consultation with the Financial Manager and the Finance Committee, operating capital will be transferred into short-term GIC's. Dovel seconded the motion. Motion carried.

Action Lynne will work with the Financial Manager and Finance Committee in transferring operating capital into short-term cashable GIC's.

The Executive discussed the Budget. In particular, the Executive stressed the need for pre-workshop budgets and post-workshop accounting from the Education program.

Lynne pointed out that travel costs will be increasing for contractors because of increased fuel costs.

A budget meeting for October 23, 2000 was set; Jane, Heather, Lynne, and Karen will attend the meeting. Review of the current year's budget and grant planning will be on the agenda.

9. Committee and Program Reports

Education Committee (*standing*)

Jane Turner reported that the Education Committee met prior to the Executive meeting (morning of September 25, 2000).

The Committee discussed long-term plans, including the need and possibility for distance education opportunities, which could be incorporated into the Education Program's current program. The Committee also discussed the need to provide advisory support in order to assist with the process of establishing institutional standards.

Internet Committee (*ad hoc*) and CAIN (*ad hoc*)

Heather Gordon reported that updates to BCAUL and the job board have been proceeding as usual.

Heather noted that the North West Territories descriptions have been now integrated with CAN/WAN.

With respect to CAIN (Canadian Archival Information Network), Heather reported that Ann Carroll has submitted an update to the fall newsletter. The Executive were informed that CAIN projects are still contingent on funding as we are still waiting to hear from CCA and the National Archives. Heather stressed that once funding is confirmed, the Association is ready to manage the funds as per the plans outlined at the July 10, 2000 Executive meeting.

Membership Committee (*standing*)

Dovelle Buie reported on the Membership Committee.

Marnie Burnham, Chair of the Committee, is working on producing the Membership Directory. With help from Bill Purver, the Committee has developed a report in the database that lists all of the institutional and associate members by region (BC Northwest, Central and North Vancouver Island, Central Interior – BC Northeast, Fraser Valley, Greater Vancouver, Kootney - Columbia, Okanagan, and South Vancouver Island). This report will be included in the 2000/2001 Directory. The Directory will be mailed out to members within the first few weeks of October along with the fall 2000 newsletter. The benefit of coordinating the efforts of the newsletter with the Membership Directory include pooling the labour (stuffing envelopes etc...) and postage costs.

Carrie Stevenson, member of the Committee, has been investigating fee structures of other Provincial Associations for Institutional Members. The Committee will discuss Carrie's findings at its next meeting, scheduled in the first few weeks of October 2000.

The Committee is also looking at having an information session for first year Master of Archival Studies (MAS) students in mid October. Marnie has put a call into Heather MacNeil, professor at UBC's MAS Program, to schedule a time.

The Membership Committee will be reviewing the application of the Whistler Museum and Archives at its next meeting.

According to category, the current membership numbers are as follows:

Individual: 105
Associate: 32
Institutional: 104
Sustaining: 10
Student: 14
Honorary: 6

Once the Directory is mailed out, the Membership Committee will be turning its attention to its work plan. Of

particular importance, the Committee will be working on creating a new brochure and will bring a proposal to Executive. Other issues for the Membership Committee include: having a recommendation for the Executive regarding institutional membership and fee structure, re-design of database, and proposing a constitutional amendment regarding the process of conferring Honorary Life Memberships.

The Executive also asked that the Membership Committee look into the possibility of obtaining mail discounts by sorting the Association's mail-outs by postal code.

Action Dovelleville will ask the Membership Committee to look into the feasibility of designing the database in such a manner as to permit us to sort our mail-outs by postal code.

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

Jane Turner reported that David Mattison has done a great job on the web-site for Archives Week. The web-site is almost completed. Access to the site can be made through the home page of the AABC. David has included a number of resources for archives including: tips, sample press releases, and activity ideas.

Jane explained that we will be receiving drafts of the poster tonight or tomorrow night and that she needed help reviewing them. Heather agreed to help Jane with this task.

An Archives Week package, including a letter from Jane, print-out from the Archives Week web-page, and posters will be sent out in the next few weeks. There will be 2000 posters produced for Archives Week. Using funds from a CAAT grant, Jane will be organizing the mail-out to go schools, libraries, and the AABC membership. The British Columbia Museums Association will be sending us a listing of their members and the package will be forwarded to the BCMA membership as well.

Heather, Lynne, and Dovelleville thanked Jane and David for all their hard work towards Archives Week.

Institutional Standards Committee (ad hoc)

Jane Turner reported that the Institutional Standards Committee discussed the draft report "Sustainable Archives." The Committee will use the report to develop an implementation process. In terms of working towards the implementation of standards, Jane asked that the ad hoc Committees, Standing Committees and the Executive focus on bringing their ideas to the Spring 2001 planning meeting.

Conference 2001 (ad hoc)

Jennifer Mohan (chair of the Program Committee) called a joint meeting of the Program and Local Arrangements Committees. Jennifer Mohan, Jane Turner, Mickey King, and invited guests will be meeting on October 12, 2000. Jane reported that we are on track with the 2001 AABC Conference.

The meeting was adjourned at 4:00.

Next meeting: Monday November 6, 2000 at Richmond City Hall.

* * *

Meeting Minutes: 6 November 2000

1. Minutes from previous meeting

Meeting was called to order at 12:20 pm.

Dovelleville informed the Executive that Dorothy was ill and that Laura, having just returned from Ottawa, would be a little late.

The minutes from the Executive meeting of September 25, 2000 were circulated. Approval of the minutes will be communicated by the Executive through e-mail and the minutes will be posted on the web-site as soon as possible thereafter.

2. Business Arising

A review of the Regional Representatives' Terms of Reference will be deferred until the January Executive meeting.

3. President's Report

Jane Turner reported that we have received a letter from the President of the British Columbia Heritage Federation (BCHF) indicating that we have been accepted as a member.

Monique Ostiguy, Grants Manager with the Canadian Council of Archives (CCA) has written the AABC identifying the British Columbia archival institutions who have not complied with the CCA reporting requirements. The Association has been asked to review the list of institutions and to follow up on the delivery of project reports. There are five institutions with reports that are outstanding from 1990 to present. Laura Cheadle, Institutional Member-At-Large, will be following up on this matter.

Action Laura Cheadle will contact the five institutions with outstanding grant reports (consisting of seven grants), and ask them to meet the CCA reporting requirements.

Jane reported that we need to send a package of information to the Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom.

Action Lynne will mail Jane a copy of our annual financial report as is prepared by Malish and Clark. Jane will, in turn, send the financial report and any other relevant information/documentation to the Lieutenant-Governor of British Columbia.

Jane reported that she has been busy organizing Archives Week. The Executive recognized that time has been very short for organizing the event and is very pleased that we have been successful in getting Archives Week underway. Once Archives Week is over, the Executive and the PAAL (Public Awareness, Advocacy and Legislation) Committee will review all feedback concerning Archives Week and consider how we can improve the event in future years.

Jane indicated that plans for a proclamation event for Archives Week have had to be adjusted because of the recent cabinet shuffle. As the Honourable Cathy MacGregor (MLA for Kamloops) is now the Minister responsible for the BC Archives, the event will be held in the Kamloops riding.

The Executive was encouraged to receive a letter from Ian Forsyth who complemented the AABC Executive and the PAAL Committee (Public Awareness, Advocacy and Legislation Committee) for the work that has been done pertaining to Archives Week.

The President informed the members of the Executive that the Village of Belcarra has written to inform us that on October 23, 2000 they Proclaimed Archives Week in their Municipality.

Jane suggested the Executive develop a heritage survey to be used to collect responses from candidates in the upcoming provincial election. The AABC could work cooperatively with the BCHF, BCMA (British Columbia Museums Association) and the BC Archives Action Group to develop the questions. The Executive agreed that this would be a very good idea.

Action Jane will be contacting the BCHF, BCMA and BC Archives Action to find out the interest into developing a heritage survey of Provincial candidates.

4. Treasurer's Report

Lynne reviewed the Financial Statements to September 30, 2000.

Action Lynne will speak to Chris concerning advertising money from the newsletter.

Action Lynne will contact Regional Representatives to ask them how they are planning on spending the funds that have been allocated for them.

No word has been received as of yet concerning our application for non-profit registration. Revenue Canada has requested additional documentation (e.g., our Certificate of Incorporation).

Due to budget shortfalls in the Education Program, the Executive has instituted some accounting changes. Working together with the contractors, the Education account will be monitored accordingly.

Laura pointed out that at the National Assembly there was some discussion concerning a report produced in Alberta concerning the various Education & Network Advisor programs across the country. The report outlines mandate, reporting structures, and general program delivery.

Action Laura will mail a copy of the report (written by Michael Mooseberger) to Heather Gordon and Jane Turner.

5. CCA/CAAT Grants Review

The Executive reviewed the draft of the grant applications for 2001/2002. This included the three programs of: (1) BC Archival Network Service, (2) BC Archival Preservation Services, and (3) BC Archival Education & Advisory Service. After some discussion, clarification, and minor amendments, Lynne motioned to have the Finance Committee review the amended grant applications. Once the Finance Committee has reviewed them, Lynne will bring the applications back to the next Executive meeting. Motion carried.

Action Lynne will have the Finance Committee review the draft grants report and then bring the report back to the Executive for final approval.

6. Committee and Program Reports

CAIN (ad hoc)

Laura Cheadle gave an update on CAIN funding. Laura discussed what was outlined in Ottawa at the General Assembly concerning CAIN. Laura informed the Executive that for the 2000/2001 funding year. BC will be receiving \$62,000 in CAIN funds to be spent between January 1 and March 31, 2001. Applications must be received by CCA by December 1, 2000.

Laura also noted that for the 2001/2002 year, BC should be receiving \$225,000 in CAIN funds. Allocation and administration of these funds was referred to the CAIN committee for discussion and recommendation.

Dovelle indicated that the Grants Committee volunteers need to be kept informed regarding the CCA and CAIN grants and how, once determined, the adjudication process will work. Lynne had some questions concerning the CAIN administrative fees.

Heather indicated that the CAIN Committee has been scheduled for this Thursday November 9, 2000 to finalize plans for year one and two funding now that the amounts and deadlines are known.

Since there will not be an Executive meeting until after December 1, 2000 (the deadline for the applications for 2000/2001 funding), the Executive agreed that Jane, Heather, and Lynne will approve the allocation and administration of BC's CAIN funding.

Preservation (ad hoc)

Jane Turner reported that the BC Archival Preservation Services program is on track.

Internet Committee (ad hoc)

Heather Gordon reported that the Internet Committee recommends to the AABC Executive that we host the Nanaimo Community Archives site on the aabc.bc.ca server for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first. If, at the end of the two years no such local arrangements have been made, we will review the situation.

Heather also stated that the Committee also recommends to the Executive that this be made a standard policy, in the event we receive more such requests.

Heather moved and Lynne seconded the recommendation.

Action Heather will notify the chair of the Internet Committee that their recommendation has been approved by the Executive.

Membership Committee (standing)

Dovelle Buie reported that along with the fall newsletter and material pertaining to Archives Week, the AABC Membership Directory was mailed out on October 17, 2000.

As of the printing of the Membership Directory on October 4, 2000, membership numbers are as follows:

Individual 110
Associate 34
Institutional 107
Sustaining 11
Student 15
Honorary 5

TOTAL 282

Action Dovelle will ensure that Laura receives mailing labels for all current institutional members to send out information regarding upcoming CCA grants.

An application for Institutional Membership with the AABC has been received from the Whistler Museum and Archives Society. The Whistler Museum and Archives Society, in consultation with the AABC Education and Advisory Archivist, has prepared a thorough application. On behalf of the Membership Committee, Dovelle moved and Heather seconded that the Whistler Museum and Archives Society's application for Institutional membership be granted. Motion carried.

Action Dovelle will advise Marnie Burnham, Chair of the Membership Committee that the Executive has approved the Whistler Museum and Archives' application for institutional membership. The Whistler Museum and Archives will be notified as well.

Action Dovelle will confirm the source of grant funding that is listed in the budget provided by the Whistler Museum and Archives Society.

Institutional Standards Committee (ad hoc)

Jane Turner reported that the Committee plans to have a meeting in January to review comments submitted by corresponding members.

7. Other Business

Conference 2001 (ad hoc)

Jane Turner reported that the Program Committee and the Local Arrangements Committee have met and have come up with a time schedule as well as a list of possible sessions. The Program Committee is planning to meet again on Thursday November 9, 2000 to finalize the plans for sessions.

Strategic Planning Workshop in February 2001

The Executive agreed to hold the spring planning workshop all day Friday February 23rd and the morning of Saturday 24th, 2000 at the Sand's Hotel in Vancouver.

Action Heather will contact the Sand's Hotel to make some preliminary arrangements for the Spring 2001 planning workshop.

Jane said that the agenda of the planning workshop will include: four year plans of the AABC's Network, Preservation, and Education programs; plans and role of the regional groups; implementation of institutional standards; and implementation of CAIN grants.

The meeting was adjourned at 3:20 pm.

Next meeting: December 11, 2000 at 12:30 pm at Richmond City Hall.

* * *

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BC Archival Education & Advisory Service

Advising Site visits by the BC Education and Advisory Service and the BC Archival Preservation Service

Every year the AABC, through its BC Education and Advisory Service and its BC Archival Preservation Service, provides site visits to 50 of its institutional members on a rotational basis by region. All institutional members should receive a visit from either the Advisory Archivist or Conservator every 2 years. The travel schedule for these visits is planned around regional meetings and the CAEP workshop program. The schedule is usually arranged early in the fiscal year but changes to that schedule sometimes makes it possible for the advisor or the conservator to make last minute arrangements for a site visit on request.

The **Education and Advisory Archivist** is available for consultation in establishing and developing archival operations. This advisory service include general information on the establishment and development of archives, archival policy and procedures, and guidance on specific archival issues such as the implementation of *Rules of Archival Description (RAD)*, the development of automated systems and authority control work.

The **BC Archival Preservation Service** provides a professional **conservator** to carry out facility assessment surveys, environmental monitoring, disaster planning and assistance, collection surveys and on-site training, and conservation workshops.

Advising site visits are not meant to be a test of your archival expertise or an inspection of your archives. They are an opportunity for the advisor or the conservator to find out what is happening in the archival community. They also offer the opportunity for you to ask specific questions about your policy or procedures and to have a conversation with someone who shares your interests in and concerns for the preservation of BC's documentary heritage. Site visit reports provided by the advisor and the conservator can be used to help you develop short and long term plans, to identify priorities, to note improvements made since a previous visit, and to provide a guide to further improvements. They can be used as a report to your sponsor when requesting financial assistance or as supporting documentation when applying for grant funding. It is easy to arrange a site visit by contacting:

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

Rosaleen Hill
BC Archival Preservation Service
406 - 2050 Scotia Street
Vancouver, BC V5T 4T1
Tel. (604) 709-9263
Fax. (606) 709-9263
Email: rhill@aabc.bc.ca

Advice and information is also available by phone, fax, mail or email; by on-site visits; through speaking engagements at AABC regional meetings or at other meetings or forums; and on the AABC website, *The Archivist's Toolkit*, at aabc.bc.ca/aabc/toolkit.html.

Reminder of Winter and Spring workshops:

Arrangement and Description (plus RAD)

February 23 & 24, 2001 Langley

Registration Deadline: 2 February 2001

March 9 & 10, 2001 Prince George

Registration Deadline: 16 February 2001

Recommended prerequisite for these workshops is *Introduction to Archival Practice* or relevant archival experience.

New Additions to 2001 Program:

Principles of Conservation Management and Emergency Planning

April 20 & 21, 2001 Lytton

Registration Deadline: 29 March 2001

Getting Started: An Introduction for Small Archives

April 25 & 26, 2001 Victoria

This workshop is offered immediately prior to the AABC Conference.

Registration Deadline: 4 April 2001

* * *

*For further information, check the AABC website aabc.bc.ca/aabc
or contact:*

Deidre Simmons

Education and Advisory Archivist

1513 Laurel Lane, Victoria, BC V8S 1Y2

Tel: 250-595-2932 FAX: 250-595-2963

E-mail: dsimmons@aabc.bc.ca

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AABC Newsletter

Volume 11 No. 1 Winter 2001

BC Archival Network News

Canadian Archival Information Network (CAIN) Prototype

In November, the Canadian Council of Archives (CCA) unveiled its new prototype system for the first stage of the Canadian Archival Information Network (CAIN). This first stage involves a web-based, central database housing fonds and collection level descriptions supplied by the 13 provincial and territorial archival union lists and the National Archives of Canada.

The prototype system has been developed by the Information Technology Services division of the National Archives of Canada in conjunction with the CCA's CAIN Implementation Working Group. It is expected that the prototype system will be made accessible to the general public in the Spring of 2001.

For more information on CAIN systems development, people can contact Bill Purver, member of the CAIN Implementation Working Group, at bpurver@aabc.bc.ca, or Kristina Aston, CAIN National Coordinator, at kaston@archives.ca.

"Archives in the News" Section of the AABC Web Site

This past year, the Archives Association of BC, in association with the BC Archives, has carried out effective new advocacy efforts to raise the profile of archives in the province. The organization of the first annual BC Archives Week, and its proclamation by the Lieutenant Governor, has given the archival community a new focal point to publicize the importance of the work of community archives around the province.

To this effect, the AABC wishes to remind archives of the "Archives in the News" section on the AABC web site. "Archives in the News" has been created to help inform the general public and other archives and archivists of activities and developments at archives throughout British Columbia. It is accessible on the web at aabc.bc.ca/aabc/archnews.html.

Archives are encouraged to submit press releases and stories published in the local media relating to their activities for posting on the site. Copyright permission for published articles should be obtained from the specific media outlet prior to submission to the AABC.

Submissions should be sent to BC Archival Network Service program by email to bpurver@aabc.bc.ca or by fax to (604) 876-9850.

New and Notable on the Web

(1) The **Langley Centennial Museum and National Exhibition Centre** has recently established an impressive online historical photograph database on its new web site at www.langleymuseum.org.

(2) Two interesting new inter-disciplinary approaches to the presentation of digitized heritage resources have recently been launched on the World Wide Web.

New Westminster Public Library -- [New Westminster Heritage Web Site](#)

This site, accessible at www.nwheritage.org, provides centralized access to a number of virtual exhibits and web-based information resources relating to the history of New Westminster, and includes an online historical photograph database of images from the holdings of the New Westminster Public Library.

University of Calgary Press -- [Alberta Heritage Digitization Project](#)

This site, accessible at ahdp.lib.ucalgary.ca, provides online access to local histories, newspapers, homestead files, maps, aerial photographs, and other resources relating to Alberta's heritage.

(3) The publication "**Handbook for Digital Projects: A Management Tool for Preservation and Access**" is now available online at www.nedcc.org/digital/dighome.htm. Produced by the Northeast Document Conservation Center, the online handbook provides basic information about planning and managing digital projects.

(4) The **UNESCO Archives Portal** at www.unesco.org/webworld/portal_archives/ is an international gateway to information for archivists and users of archives. It provides listings of archives, archival associations, and online archival sources around the world, along with information on international programs, conferences, and education and training opportunities. A number of RAMP studies are available online from the site.

(5) The **Archives Resource Center (ARC)** at coshrc.org/arc/index.htm is a web-based information clearinghouse in the United States, developed jointly by the Council of State Historical Records Coordinators (COSHRC) and the American Association for State and Local History (AASLH). Of particular interest is the "Resources from state archives and records programs" (coshrc.org/arc/states/res_main.htm) section of the site.

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

Participating archives (now 166 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@aabc.bc.ca).

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

Arrow Lakes Historical Society:

Milton Parent oral history collection

Chilliwack Museum and Historical Society Archives:

Freemasons Ionic Lodge (Chilliwack) fonds

City of Coquitlam:

City of Coquitlam Council and Office of the Clerk fonds

Enderby and District Museum:

Theodore Adams fonds
Kingfisher Community Club fonds
Enderby and District Community Play Project fonds
"Out of the Ordinary" Community Event fonds

Gulf of Georgia Cannery Society Archives:

Canadian Fishing Company fonds

Nelson Museum:

Kootenay School of Art fonds
Stanley G. Triggs fonds

Simon Fraser University Archives:

Elinor Ames fonds
Robert Dunham fonds
Norman Swartz PSA collection
Gordon M. Shrum fonds
Faculty Council fonds
Joint Faculty fonds
Roy Carlson interview collection
Pauline Jewett interview collection
Hugh Keenleyside interview collection
Kenneth Strand interview collection
Indo-Canadian collection
Ronald J. Baker fonds
Port Coquitlam Area Women's Centre fonds
F. Margaret Hayward fonds
Thomas Brose fonds
James W. Wilson collection
Cliff L. Lloyd fonds
Canadian Association of Geographers, Western Division fonds

South Peace Historical Society Archives:

Samuel Side fonds
George Dawson Centennial Committee fonds
Junior Chamber of Commerce (JayCee) fonds
S. Peace Secondary School air photo collection
Donald M. Phillips collection
Dawson Creek Municipal Public Library fonds
Dennis Meier photo collection
Timberline Trail and Nature Club fonds
Gerald R. Clare fonds
William Albert Campbell fonds
George Hiffernan photo collection
Clarence Tibbetts photo collection
Eleanore McMahon photo collection
Don McGowan photo collection
NAR Museum photo collection
Tim Thompson photo collection
Harry Noakes photo collection
Edna Proctor historic school photo collection
M.E. (Marjorie) Coutts photo collection

Knute Ellingson photo collection
Eleanor Keen photo collection
Wally Wakeman aircraft photo collection
J.C. Watt photo collection
South Peace Historical Society Archives map, plan and chart collection
South Peace Historical Society Archives audio recordings collection
Marilyn Lewis photo collection
Eugene (Gene) Wilkinson fonds
Gordon New photo collection
J.A. Cosens photo collection
Dawson Creek buildings photo collection
Sims Alaska Highway photo collection
Rolla photo collection
Rory McRae photo collection
South Peace Historical Society Archives photo collection
Peace River Block News fonds
Niles Drage photo collection
Naomi Arnott photo collection
Dawson Creek miscellaneous photo collection
Beddard photo collection
Mildred Clarke photo collection
Friends of the Dawson Creek Public Library fonds

Trinity Western University Library:

Mel Smith fonds

University of British Columbia Archives:

Agriculture Club fonds
Canadian Society for Eighteenth Century Studies fonds
Helen Dahlstrom fonds
Walter Hardwick fonds
Douglas Hayward fonds
Ridington family fonds
UBC Press fonds
James D. Campbell fonds
Armed Forces at UBC Oral History Project fonds
Lamb research collection
Joseph Lawrence fonds
Faculty of Medicine fonds
Margaret Sage fonds
Alma Mater Society fonds
Department of Botany fonds
Ian Ross fonds

Guide to Archival Repositories in British Columbia -- Recent Updates

The AABC's online archives directory, A Guide to Archival Repositories in British Columbia (aabc.bc.ca/aabc/bcguide.html), now contains information on 186 publicly-accessible archives in the province.

The following is information recently updated on the Guide:

1) Nelson Museum

New email address: nmchin@direct.ca

New sponsoring agency: Nelson and District Museum, Art Gallery, Archives and Historical Society

2) Nanaimo Community Archives

New web site: aabc.bc.ca/aabc/nanaimo/

3) Boundary Museum Society

New email address: jomiller@direct.ca

4) Crofton House School Archives

New email address: archives@croftonhouse.bc.ca

New web site: www.croftonhouse.bc.ca/croftonhouse/archives.htm

5) Greenwood Museum

New email address: museumgwd@direct.ca

6) City of Surrey Archives

New contact name: Peter Johnson , Archivist

7) Kaatza Station Museum and Archives

New email address: khs@island.net

8) Kimberley District Heritage Society

New email address: kdhs@rockies.net

9) Maple Ridge Museum

New fax number: (604) 463-7720

New email address: mrmuseum@axion.net

10) Matsqui-Sumas-Abbotsford Museum Society

New email address: mail@msa.museum.bc.ca

11) Port Moody Heritage Society

New email address: pmmuseum@vcn.bc.ca

12) Revelstoke Museum and Archives

New email address: rm_chin@revelstoke.net

13) Revelstoke Railway Museum

New email address: railway@revelstoke.net

14) Selkirk College Archives and Local History Collection

New contact name: C. Elias

New email address: elias@selkirk.bc.ca

15) Valemount and Area Museum

New email address: museum@valemount.com

16) Whistler Museum and Archives

New email address: info@whistlermuseum.com

17) Campbell River Museum and Archives

New email address: sandra.parrish@crmuseum.ca

New web site: www.crmuseum.ca/archives.htm

18) Fort Steele Heritage Town Archives

New web address: www.fortsteele.bc.ca/info/archive.asp

19) New Westminster Public Library

New telephone number: (604) 527-4665

New Sunday hours: 1:00-5:00 (all year)

New phone number for hours: (604) 527-4659

20) City of Coquitlam

New entry:

City of Coquitlam
3000 Guildford Way
Coquitlam, B.C. V3B 7N2

Contact Person: Heather Gordon , Records Management Coordinator

Phone Number: (604) 927-3016

Fax Number: (604) 927-3015

e-mail address: hgordon@city.coquitlam.bc.ca

Days and Hours of Operation:

Monday -Friday, 8:00-5:00 (Appointment is preferred.)

Holdings: 75 m of textual records; ca. 1000 microfilm reels

Inclusive Dates: 1891 to present

Predominant Dates: 1891-1990

Acquisition Policy/Holdings Summary:

The City of Coquitlam, through its Records Management Program administered by the Office of the City Clerk, preserves and makes accessible the records of enduring value of the City of Coquitlam and its predecessor corporate entities. Archival holdings include Council and committee minutes, bylaws, assessment rolls, and other records documenting the administrative and operational functions of the municipality since its incorporation in 1891.

21) Chilliwack Archives

New web site: chilliwack.museum.bc.ca/cm/archives/index.htm

22) Arrow Lakes Historical Society

New address: 92B 7th Avenue NW, Nakusp, B.C.

New mailing address: Box 819, Nakusp, B.C. V0G 1R0

New contact person: Rosemarie Parent , Archivist

New phone numbers: (250) 265-0110 ; (250) 265-3323 (home)

New fax number: (250) 265-0110

New days and hours of operation: Tuesday and Thursday, 10:00 am - 3:00 pm (Also by appointment. Phone (250) 265-3323)

New total volume of holdings: approx. 20 metres

New inclusive dates of holdings: 1859-1995

23) Anglican Diocese of New Westminster Archives

New web address: www.vancouver.anglican.ca/Diocese/archives.htm

24) Japanese Canadian National Museum and Archives

New web site: www.jcnm.ca

25) Saanich Municipal Archives

New web site: www.gov.saanich.bc.ca/web/municipal_departments/archives/index.htm

26) Simon Fraser University Library Special Collections

New contact name: Ralph Stanton, Special Collections Librarian

New email address stanton@sfu.ca

27) South Peace Historical Society Archives

New web address: www.calverley.dawson-creek.bc.ca/HiSoc.html

28) Langley Centennial Museum and National Exhibition Centre

New web address: www.langleymuseum.org

New email address information@langleymuseum.org

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 aabbc.bc.ca/aabc/bcans.html.

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BC Archival Preservation Service

Upcoming CPCAR Grant Changes

The eligibility requirements for the Canadian Council of Archives (CCA) CPCAR grant program will be changing in 2002/03.

Institutions that have received CPCAR grants prior to 2002/03 and have not completed a global preservation assessment will no longer be eligible for CPCAR grants until a global assessment is completed. Beginning in 2002/03 first time applicants will have 2 years to have a global assessment completed.

The CCA Preservation Management grant program under "Terms, Conditions and Program Criteria", defines a global preservation assessment as the following: "...is not a detailed collection assessment. It is a comprehensive assessment of the impact of activities and facilities on the conservation of holdings. The analysis and recommendations in the assessment report will lead to planning process and will provide the foundation for further preservation initiatives".

To assist with undertaking global preservation assessments the CCA published *The Conservation Assessment Guide for Archives* in 1995. An abridged version of this guide is used as the basis for all global preservation assessments done by BC Archival Preservation Service (BCAPS). Copies of the unabridged *Conservation Assessment Guide for Archives* are available from the CCA office. Copies of the BCAPS abridged version are available from BCAPS.

BCAPS does two general types of site visits. The first is an initial site visit which introduces BCAPS services and deals with general preservation issues. The second is the assessment site visit which focuses on environmental standards, collection/media type storage, pests, and disaster plans etc. This assessment visit results in the written facility/global preservation assessment report.

Currently, 70% of the AABC institutional members have had a global assessment completed for their facility using the abridged version of the CCA *Conservation Assessment Guide for Archives*. If you are unsure as to whether your institution has had BCAPS do a global preservation assessment contact Rosaleen Hill, BCAPS Conservation Coordinator.

Institutions that have had a global preservation assessment more than five years ago and have implemented some or all of the assessment report's recommendations may wish to have another assessment completed to reassess the current facility and preservation improvements. One logical follow-up to the global preservation assessment would be undertaking discrete collection surveys of high-risk collections such as cellulose nitrate or cellulose acetate negatives.

To book a site visit for 2001/02 contact BCAPS. As the number of site visits is limited to 25 or 30 for the year booking early is recommended. Site visit trips are planned for the following areas in the upcoming year: North Okanagan/Fraser Canyon, North Island and Lower Mainland.

BCAPS
Rosaleen Hill
Conservation Coordinator

406 – 2050 Scotia Street
Vancouver, BC
V5T 4T1
Tel/fax: 604.709.9263
E-mail: rhill@abc.bc.ca

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AABC Newsletter

Volume 11 No. 1 Winter 2001

AABC Contact Information

Executive

President

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

Vice President

Heather Gordon
hgordon@city.coquitlam.bc.ca
Phone: (604) 927-3016
Fax: (604) 927-3015

Treasurer

Lynne Waller
penland_waller@telus.net
Phone: (604) 275-5805
Fax: (604) 664-9008

Secretary

Dovelle Buie
dbuie@city.richmond.bc.ca
Phone: (604) 276-4165
Fax: (604) 278-5139

Individual Member at Large

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

Institutional Member at Large

Laura Cheadle
dmachin@island.net
Phone: (604) 946-9322
Fax: (604) 946-5791

Committee Chairs

Education Committee

Linda Wills
vm_chin@junction.net
Phone: (205) 542-3142
Fax: (205) 542-5358

Grants Committee

Laura Cheadle
dmachin@island.net
Phone: (604) 946-9322
Fax: (604) 946-5791

Membership Committee

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

Nominations and Elections Committee

Public Awareness, Advocacy and Legislation Committee

(vacant)

B.C. Archival Preservation Service Advisory Committee

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

Internet Committee

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

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

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

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