

# AABC Newsletter

Honorary Patron:

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

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

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**MAS Program Marks 20th Anniversary**

by Terry Eastwood

On November 3, 2001, the School of Library, Archival and Information Studies at the University of British Columbia held a celebration of its 40th anniversary. The School began in 1961 with a Bachelor of Library Science degree, expanded in 1971 to a Master's degree. This year also marks the 20th anniversary of the founding of the Master of Archival Studies program in 1981. As the founding faculty member teaching in the MAS program, I offer these reflections on twenty years' development of archival studies at UBC.

As early as 1976, in the first year of its existence, the Association of Canadian Archivists called for the establishment of a graduate program for archivists. The first president, Gordon Dodds, asked Hugh Taylor and Edwin Welch, two senior archivists of British training, to write the Association's first education guidelines, which were approved at the annual meeting in June 1976 in Quebec City. President Dodds then had meetings with some university officials in eastern Canada to try to promote establishment of a graduate program for archivists, to no immediate avail. It was left to the West to respond.

Of his own accord, and with no initial contact with ACA, Roy Stokes, Director of UBC's School of Librarianship as it was then called, conceived the idea to establish an archival program, which he believed was a natural complement to the library program. Without Roy's drive and his stature in the University, it is doubtful indeed that his initiative would have succeeded. But succeed it did, just under the wire of the onset of recession, and in spite of certain academic doubts about the intellectual bona fides of the archival profession, which, with his eloquence at Senate, Roy managed to parry. It is difficult at this remove not to reflect on the stroke of good fortune that gave archivists in Canada such a good stage to launch their journey of professional education in the university, for the fact of there being a full-fledged master's degree to prove was absolutely vital, in my view, to the success the program enjoyed.

The program began in the fall of 1981 with a class of ten students, one full-time professor, and teaching help from the faculty of the School, the Department of History, which at that time had a formal role in administering the program, and many part-time teachers from the field, too numerous and too dangerous (for fear of omitting someone) to name. It is worth remembering that it was a very demanding program in the first ten years, requiring 60 credits, a three to four-month practicum, and a thesis. Perhaps readers of this who were not there in the early years can imagine what it was like to organize, instruct, and learn in virtually a virgin field in the Canadian university, to go on practicum to institutional settings completely unfamiliar with professional education, or, in what amounted to the greatest challenge of all, to devise and execute original research for the thesis. The program rose to all these challenges in ways and with results on which I would like to reflect at some length and, I do not mind saying, with some candour, for the story is one of many twists and turns little understood outside the ken of those who trooped to the eighth floor of the Main Library at UBC to give or take classes, study, and live through the growing pains.

The School proved to be a good home for the program. The Director, Basil Stuart-Stubbs, who took office the same day I did in July 1981, staunchly supported the program in every way he could, as did other faculty members, one of whom, Peter Simmons was given the unenviable task of teaching archival automation, about which he understandably had little familiarity, without benefit of a proper teaching laboratory. It was still the era of dumb terminals, with library

automation confined to mainframe applications. This particular venture, like many such over the years, to reach out to existing knowledge in other disciplines and graft it onto archival studies, proved problematical. Today interdisciplinary study dominates academic discourse, and there is much talk about harmonizing the disciplines of the so-called information profession. In the early years of the program, it was expected that the MAS program could lean on library science, history, and indeed other disciplines. In retrospect, one can see that the fault in this kind of thinking was that there were powerful countervailing forces pushing archival studies to develop its own knowledge and intellectual self-confidence.

I gather that graduates of the program gave little impression of these struggles, of which they bore the brunt, for they soon developed, in my view, an estimable élan that did not go without notice in the profession. It may well have been part of the script, but few of us embroiled in the struggle saw it that way then. Now I am impressed by the tolerance and understanding of colleagues and the tenacity and good sense of the students, who made their way very well in the profession and in the university.

They did so in two principal ways in those early years. On one score, they went out into the field on practicum to provide a vital contact and locus for communication between the program and the field. Many in the field were curious about the program, some, few openly, hostile to it. No student was unaffected by the close attention paid to them in those years when everything was unfamiliar, and any misstep seemed to have the potential for disaster. In fact, disaster never happened. Soon there was healthy competition for practicum students, and glowing reports came in from many supervisors.

On another score, students rose to the occasion of writing theses, with remarkable results. I have written at length in the Fall/Winter 2000 issue of *The American Archivist* about the early experience of the required thesis. Of the 97 who set out on a thesis, 82 completed it. Two theses (those of Heather MacNeil and Trevor Livelton) were subsequently revised and published as books, and many articles were published from thesis studies, all of them noted in my article. Every thesis examining committee had someone outside the discipline on it. In numerous cases, the outsider compared MAS theses very favourably with the kind of work at that level with which he or she was familiar, and word of MAS students' accomplishments in this regard, more than anything else, established the academic credentials of the program. Much midnight oil burned, many agonies endured, but the accomplishments of thesis writers laid the foundation of a research component in the program and contributed significantly to Canadian contribution to archival discourse. Nowadays graduate programs are closely scrutinized from a research point of view, so this foundation, which did not really exist in 1981, has proved vital to the program and to the School. I shall always honour the students' hard work and intelligence behind this accomplishment.

This early success of the program did not go without reward. In 1986, Basil Stuart-Stubbs convinced the Dean of Arts to give one of the five new positions he had to distribute in the Faculty, the first new positions in years, to the archival studies program. The School was fortunate to be able to hire Luciana Duranti in 1987, who brought a deep knowledge of the European tradition of study of archives from her extensive Italian education. Her formidable energy and intelligence intimidated and inspired us all, and indelibly put a new stamp on Canadian archival studies. A third position soon followed, first filled by Albin Wagner, then Charles Dollar, and now Heather MacNeil, a MAS graduate of the 1980s.

Three full-time professors gave the program opportunity to fill out the curriculum.

Together full-time and part-time teachers, who continue to make a critical contribution, offer about twenty separate archival studies courses, exclusive of individualized courses such as the now optional thesis and internship, professional experience, and directed study. There are now two courses dwelling on computer applications to archival work, to say nothing of instruction on the management of current electronic records and their long-term preservation. This range of offerings, which can be surveyed on the School's website at [www.slais.ubc.ca](http://www.slais.ubc.ca), goes beyond the wildest dreams of those involved in the 1980s and is unmatched by any other program on the continent.

A review of the first twenty years would not be complete without some mention of the employment of graduates. Of the over 200 who went through the program from 1981 until 2001, almost all found work in the field soon after leaving the School and remain productively employed in the field or in some closely related work. They work in

Canada, the United States, and overseas. I well remember being asked in the early 1980s where graduates were going to get jobs. These fears were never borne out. It is also noteworthy that the growing number of foreign students who have the degree hold it in high esteem and are held in high esteem by colleagues, or so I am regularly told.

Several MAS graduates have gone on to do doctoral studies in the field. For the first twenty years, the School did not offer its own doctoral program, but one has just been approved, and is open now for applications. The inauguration of the School's doctoral program will mean that archival studies can go to the next step to produce scholars and teachers of the discipline at the highest level.

When I spoke briefly about the early years of the MAS program at the 40th anniversary celebration, I said that UBC did it the hard way, the right way, and of that it can be proud. In this same period, archival education has flourished all over the world, but it is generally recognized that UBC is one of the leading institutions for archival studies in the world. Much as I am averse to tooting our own horn, I have to say that is not bad at all for twenty years' endeavour and dedication to the cause of archival education and research.

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## Archives Week In B.C., November 18-24, 2001

Reports of Archives Week activities were received from Creston, Richmond, Surrey and Victoria. These are surely only the tip of the iceberg (aren't they? Please speak up!) but they seem to confirm the sound instinct of Jane Turner and her colleagues on last year's Public Awareness, Advocacy and Legislation Committee that an annual event which focuses attention on community archives will stick.

Appropriately in the UN International Year of Volunteers, the provincial Archives Week theme for 2001 was "Celebrating volunteer service in local communities". This could be variously interpreted, from Richmond's nomination of its "Archives Volunteer of the Year" to Surrey's appeal to local Service Clubs to deposit their records with the City Archives. The idea, of course, is to get the public to pay more attention to our Archives' work, and contributors obviously seized the opportunity to highlight whatever was coming to the boil in their particular institutions.

Lynn Waller of the City of Richmond Archives wrote:

We just wound up a successful Open House and Archives Awards Ceremony at the City of Richmond Archives this afternoon. We invited City Staff, members of the Friends of the Archives and the general public to: TEA and SECRETS at the Archives! We used old police files and City Council Minutes (1905-1915) to spark up some of our City Records and had tours of the stacks.

We gave three awards:

1. Graham Turnbull - Archives Volunteer of the Year. In keeping with the AABC mandate of cooperation with all organizations engaged in heritage and information management activities within the province, the Archives joined with Cultural Services (Richmond's Museums) and Urban Planning (Richmond Heritage Commission) to present this award. Graham has added a dimension to archival life with his many connections in heritage circles in Richmond where he has been an advocate for Richmond's archival programs.
2. Peter Harris (Richmond Museum) - Best Contribution to the Archives by a City Employee. -For his work in setting up children's programs that we adapted for the Archives.
3. Without a Paddle Limited "Glory Days" - Best Commercial Use of the Archives. This is an episodic television show filming in Steveston that is using our photographs as set dressing. Our photographs are film stars!

By the way, Lynn added, "the volunteers of the Friends of the Richmond Archives are just great."

Creston & District Archives has invested in an opulent vault, and its opening during Archives Week became the focus of an effective awareness raising event:

The vault, under construction since last November, is a 600-square-foot, fire-proof and climate-controlled structure that nearly triples the available storage space for the collection.

An Open House held on Thursday, November 22, was attended by nearly 40 people who took advantage of this unique opportunity to tour the vault. In future, access to the vault will be restricted to Archives personnel in order to protect the collection. "This one exception to that rule, however, has enabled us to increase awareness of the Archives and its value as a community resource," says Tammy Hardwick, manager of the facility. "40 people were amazed at the extent of our collection and long-term planning, and the media coverage received will push that number up to several hundred people who now know more about the Archives and its services than they did last week."

Keith Walker, at Glenlyon-Norfolk School, Victoria, used displays to remind *his* public that Archives Week had arrived, that Archives were important, that the School possessed holdings relevant to each of its sections, and that students and staff should come and see them—a pretty comprehensive appeal.

The City of Surrey Archives persuaded Mayor McCallum to declare November 18-24 "Archives Week" in Surrey, and launched a press appeal for the records of Service Clubs within its bounds. Many of these are now venerable institutions of 50 or 60 years standing, and some have accumulated substantial quantities of inactive records burdensome to their officers. As part of a wider program of publicizing the tax-funded services available to all city organizations and citizens at the City Archives, Peter Johnson appealed to Service Club officers to visit the City Archives in Archives Week and see what was on offer. So far, the Lions Club of South Surrey (chartered 1966) has accepted the invitation to deposit its inactive records. Peter will be following up the initial appeal with written invitations and offers to speak at club meetings.

\* \* \*

## Archivia *E*nterprises

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## Provincial Archivist's Report

As the sand in the 2001 hourglass nears its end, I can truly say that this millennium year has been exciting and challenging. A new administration has taken power and the structure of public service is changing to reflect their priorities and policy direction. One of the first impacts upon the Archives and our provincial network was the discontinuance of the Community Archives Grants Program. Earlier this month, the entire structure and funding mechanism of BC Heritage Trust was placed into doubt with the dismissal of the Trust's Board.

With these changes to heritage funding and the impending changes to internal government structuring, the BC Archives remains committed to maintaining its public access facility for our citizenry. We firmly believe that archives are a foundation stone for the parliamentary democracy we have and that archives are the place of final accountability. Clearly, new working relationships between the BC Archives, the AABC, other heritage organizations and individual community archives need to be created to address the changes in funding and government focus.

As for our institution, the BC Archives has not been confirmed in its budget or staffing allocation for next fiscal year. Nor do we know the impacts of the government's early retirement packages upon our institution. With 12 senior staff eligible for the early retirement packages, we are facing some uncertainty as we plan for 2002/03. As the government implements its restructuring plan, we have a plan in place to ensure that records of long term value are preserved and protected as government offices shut down or are relocated. We expect an influx of 50,000 cubic feet of records into our storage due to the changes in public service.

For the initial period of the restructuring, the Archives will allocate our staff to assist ministries in getting records into off-site storage. Our access services may be affected if we need to reallocate staff in securing the records for future use. Watch the website for any changes in our access services.

I realize that it will sound like an old cliché, but I do see opportunities in the changes to push for the BC Archives and the provincial network. As government pushes for more local government responsibilities and potential revenue streams are opened for local public bodies, the need for an archives and public records act increases. We are already taking steps to prepare for legislation on this front. With the development of the Community Charter legislation, community archives will be front and centre as local governments will need to secure their long-term records and to accept any provincial government records sent out to the local level. Public expectations on records keeping and access will not diminish due to a change in government responsibility. In fact, they may increase since the records and the responsible officials will be near at hand. Opportunities will be created as the community level for archives and archivists as this new governance model is revealed.

Here in Victoria, we will be pushing each and every opportunity we get to advance our mutual cause for archives legislation and for establishing newer relationships with the AABC and other provincial cultural and heritage organizations.

In closing, I wish you all a safe and healthy 2002.

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# AABC Newsletter

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## M.A.S./S.L.A.I.S 20th and 40th Anniversaries a Success!

On November 3rd the School of Library, Archival and Information Studies celebrated two anniversaries with a day of events which started out with an Open House at UBC. It's hard to believe that it is 40 years since the school began and already 20 years that the Archival Program has been offered.

Following the Open House and before the main event 10 alumni received "Distinguished Service and Leadership Awards". Two of those honoured for their contribution to their profession were Chris Hives, the University Archivist at UBC and the Provincial Archivist Gary Mitchell.

The recognition of outstanding alumni was followed by a buffet dinner and cabaret hosted by Bill Richardson. Over 200 alumni and guests attended the event. The alumni executive raised \$3900. for alumni scholarships, thanks to all those who contributed to the silent auction. The alumni executive plans to honour current grads of SLAIS with an event on April 4, 2002 at Cecil Green. Check out the alumni website at [www.slais.ubc.ca/people/alumni](http://www.slais.ubc.ca/people/alumni) for more news about the April event and how you can get involved. And send your news to the webmaster.

Corinne Durston,  
SLAIS Alumni President  
2001-2002

## AABC Members Recognized

At its recent 40<sup>th</sup> anniversary celebration, the School of Library, Archival and Information Studies honoured ten graduates with Distinguished Service and Leadership Awards. Among those honoured included AABC members Chris Hives "for leading contributions to archival development locally and nationally" and Gary Mitchell "for vision and leadership in support of community archives".

Nearly 1,700 professional librarians and archivists have graduated from SLAIS since its establishment in 1961. Individuals were nominated for awards by colleagues based on their outstanding achievements in the library and archival professions, and for contributions to the community at large. A panel of SLAIS alumni and faculty selected award recipients.

Award citations:

**Christopher Hives'** (MAS, 1985) dedication to the development of archives goes beyond his duties as University Archivist at the University of British Columbia. Chris Hives was instrumental in the inception and implementation of the British Columbia Archival Union List, the first online provincial union list in Canada, and in establishing the BC Conservation Service and the Cooperative Conservation Supply Program. He has served on the executives of several professional associations, including twice as president of the Archives Association of British Columbia and as chair of

the Canadian Council of Archives. Chris Hives remains at the heart of the development of the Canadian archival system.

As British Columbia's Provincial Archivist, **Gary Mitchell** (MAS, 1984) continues to make the most of his position to advance and benefit the archival community. His remarkable vision, determination and leadership is evident in the development of the community archives movement in British Columbia. Throughout his career Gary Mitchell has worked energetically to promote community archives through a variety of initiatives, including the Community Archives Assistance Program and the Community Archives Advisory and Training Program. Especially notable among Gary Mitchell's achievements are his efforts to "repatriate" archival documents to local community archives where they can best be accessed and appreciated.

[From "SLAIS News Release" (October 22, 2001)]

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## New AABC Members

The Archives Association of British Columbia is pleased to welcome the following new members.

### Honourary Life

- Hugh Taylor

### Associate Institutional

- Friends of the Government House Gardens
- Kitamaat Village Council
- Diocese of Kootenay - Anglican Church of Canada - Howard Hisdal, Archivist
- Musqueam Indian Band - Tracy Point
- Naramata Heritage Museum - Margaret Holm
- Northwest Community College Archives - S. Morrison
- Prince George Railway & Forestry Museum
- Queen Margaret's School
- St. Paul's Hospital Archives - Melanie Hardbatt
- Ucluelet and Area Historical Society
- Unitarian Fellowship of Powell River - Mark M. H. Cooper

### Individual

- Carolyn Boardman, Cowichan Historical Society
- Jean Macdonald
- Willard Martin - Laxgalts'ap Village Government
- Remi Paul - Saanich Indian School Board
- Margaret Teneese - Ktunaxa/Kinbasket Tribal Council
- Claire Veisseire - Rick Hansen Institute Archivist
- Judy Manuel Wilson - Tellqelmurw Secwepemc Heritage Society
- Ken Young - City of Richmond, Archives and Records Section

### Institutional

- Enderby & District Museum Society - Attention: Joan Cowan

### Student/Volunteer

- Tom Anderson, UBC
- Mary Barlow, Anglican Diocese of British Columbia Archives

- Carolyn Casenas, UBC
- Yau Min Chong, UBC
- Wendi Croft, Telkwa Museum Society
- Glenn Dingwall, UBC
- Alan J. Doyle, UBC
- Sandra Gill, UBC
- Joan Goddard
- Peggy Lynn Heger, UBC
- Beatrice Johnson
- Andrea Lam, UBC
- Megan Lindenbach, UBC
- Maryanne McGrath
- Trevor W. McKeown, Grand Lodge of British Columbia and Yukon, Ancient Free and Accepted Masons
- Jennifer McLean, UBC
- Jennifer Meehan, UBC
- Linda Nobrega, UBC
- Arnold V. Ranneris, YMCA / YWCA
- Brenda Richmond, UBC
- Anthea Seles, UBC
- Arilea Sill, UBC
- Astrid Solomon, L'Association Historique Francophone a Victoria
- Jennifer Smith, UBC
- Julia Trachsel, Education Committee of Victoria Heritage Foundation

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## Message from the President

Well, it has been, to say the least, a roller coaster of a year so far. A few weeks after I reported in the last issue of the Newsletter that the BC Community Archives Grant Program was eliminated, the AABC, along with other archives in BC, received official word from the Minister of Management Services, Sandi Santori, that the funding would not be reinstated. None of the notification letters addressed the concerns raised by those who wrote letters of protest, and the AABC again wrote the Minister expressing its concern and taking issue with several points made in the notifications. As a result, I was contacted by the Minister who then agreed to revisit his decision to eliminate the funding.

After meeting with his staff the following week, Mr. Santori informed me that he was unable to reinstate the Community Archives Grant Program, but that he would approve the AABC's portion of the funding that constituted half the AABC's current year budgets for its Education and Advisory Service, Archival Preservation Service and Network Services programs. On December 7, I received the official letter from Mr. Santori stating his approval of that funding, made "[i]n view of the financial impact on the Archives Association of British Columbia (AABC) of not receiving funds that would be used to match Canadian Council of Archives funds granted for the current fiscal year". The remaining portion of the AABC's provincial application – about \$15,000 -- was not granted to the AABC. This had been earmarked for Archives Week activities, regional development and the Newsletter, and did not have a corresponding federal match.

In his letter, Mr. Santori went on to say "Government values the documentary heritage of British Columbia and understands the major contribution made by the AABC to preserve it. However, I must reiterate that the Community Archives Program has been discontinued and that grants to the AABC from that program will not be made in the next fiscal year."

So, what does this mean? For community archives in BC, it means no more provincial assistance in the form of CAAP grants; the AABC will attempt to make up for this as much as it can by making as much CCA control of holdings and CAIN funding as possible available to institutional members. For the AABC, it means we've been given a year's grace to figure out how to support our existing programs and to hear feedback from the membership on how we should be doing so at an annual general meeting. Without provincial funding this year, the AABC would not have been able to run its programs beyond March 31, 2002 – there simply would have been no funds in the bank to use to match federal funding from CCA. At least now we have some breathing room, and, as long as Year 3 CAIN funding comes through, our programs can operate at current levels through the next fiscal year. If there are problems with CAIN funds, though, the death knell would sound on March 31, 2003 and programs would operate at reduced levels in 2002-2003.

To add to funding concerns, in late November I learned that the provincial government dismissed the Board of Directors of the British Columbia Heritage Trust and placed the Trust's operations in the hands of two deputy ministers. This does not bode well, in my opinion, for the future of the Trust itself (let's face it – the next logical source of funding for community archives after CAAP), and the AABC has written a letter expressing its concern to the Minister responsible for the Trust.

In other news, I'd like to officially announce that the AABC's Annual General Meeting will be held on Thursday, May

23, 2002 from 5:15 p.m. to 6:45 p.m. at the at the Association of Canadian Archivists' conference site in downtown Vancouver. As well, I'm pleased to report that this year the ACA has generously agreed to pilot a partnership arrangement with the AABC wherein AABC will be primarily responsible for organizing the ACA pre-conference workshops. Keep an eye on both organizations' websites and on your snail mail for further details over the next few weeks and months.

Yes, this does mean, as reported at the AGM in Victoria, that there will be no AABC conference per se in 2002. Competing with the ACA for conference registration and volunteers for local arrangements committees just did not make sense to the Executive last year. So, our AGM will be held during the ACA conference and it is hoped that AABC members will take advantage of an opportunity to attend an ACA in their own neck of the woods – it won't be back again for some time. The workshops should also be of great interest to our members, and I hope we'll see a large number of you there.

The degree to which our volunteer resources, conference and otherwise, have been stretched thin was made abundantly clear at the October Executive Committee meeting at which we accepted, with reluctance, the resignation of AABC Vice President, Michele Barroca. Michele has had to assume some additional duties in her real world job with the City of Burnaby and found it impossible to carry out her AABC duties to her satisfaction. A replacement for Michele has yet to be found, in part because of the uncertainty regarding our provincial funding. Now that we have official word of that funding's reinstatement for this year, however, we can give prospective VPs a better idea of what their presidential year will be like, and I am confident that we will find a replacement in the near future. This replacement would be appointed by the Executive Committee and then will stand for election at the next annual general meeting, as per the AABC Constitution.

It is my sincere hope that a large number of members attend that AGM – the AABC is at a critical point in its development and needs to hear from its members about the direction in which it should be heading. The decisions we make now and over the next 12 months regarding funding will have serious impact on the types of services we provide and on who benefits from those services. Your opportunity to voice your opinions will come on May 23. Even better, if you feel strongly about those directions, I'd recommend you think about serving on an AABC committee or on the Executive itself. Nomination time is coming soon, and the Nominating Committee will welcome all expressions of interest. It's a prime opportunity to make what we have now even better or perhaps to even create something new.

Heather Gordon  
AABC President

\* \* \*

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## AABC Executive Minutes

### Meeting Minutes: 10 September 2001

Executive of the Archives Association of British Columbia, City Hall, City of Coquitlam

#### 1. Approval of Agenda

Meeting was called to order at 1:10 pm.

#### 2. Approval of Minutes of June 18, 2001

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from June 18, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill for posting on the web site.

#### 3. Business Arising

Heather Gordon reported that she will be contacting Chief Ron Ignace to get further information concerning Kamloops' offer to host the 2003 AABC conference.

#### 4. President's Report

Heather Gordon, President, was informed on Wednesday August 22nd, 2001 that the Provincial Government of British Columbia eliminated its BC Community Archives Grant Program. The elimination of this funding affects not only numerous small archival programs and institutions across the Province, but also the work of the AABC. In particular, the cut in funding will immediately affect the Community Archives Assistance Program (CAAP); this program makes funds directly available to archives and organizations wishing to establish community archives across the Province. The other program(s) that will be affected is the Community Archives Advisory and Training Program (CAAT). The AABC uses CAAT funds to attract matching funding from the federal government through the Canadian Council of Archives. In turn, the AABC is able to provide services that benefit and support archives across the Province.

Heather Gordon arranged a mail-out to the membership on Friday August 31st 2001 that informed the membership of the funding cuts as well as summarized how the funding will impact the programs and services currently offered by the AABC.

#### 5. Treasurer's Report

Carrie Stevenson, Treasurer, reported to the Executive on a number of matters pertaining to the financial management of the AABC.

Carrie Stevenson reported that the Finance Committee had examined the idea of providing financial assistance for AABC members to attend ACA Conference in Vancouver in 2002. The Finance Committee supported the idea. However, in light of the funding cuts, this issue has been tabled.

The Treasurer also reported that the guidelines for spending surplus were also examined but again as a result of the cut in provincial funding, this is no longer a relevant issue.

An Invoice Approval Policy was presented to the Executive. The Policy stated:

Prior to payment, all invoices relating to grant programs must be approved by the Treasurer or President. Approval will be by way of e-mail, or by initialing of the original invoice.

Invoices relating to the General Fund, may be approved by the Financial Manager, up to a limit of \$200.00. The Treasurer will be advised of such invoices at month end, by way of the monthly financial reports (i.e.: general ledger and income statements) and also by review of the monthly bank statements and reconciliation.

Carrie Stevenson motioned and Dovel Buie seconded the approval of the Invoice Policy as it is outlined above in these minutes. All were in favour; motion was carried.

The Executive discussed the Review Engagement Report / Financial Statements as of March 31, 2001, as prepared by Evancic Perrault. The Treasurer and the Financial Manager informed the Executive that the AABC's review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the AABC. It was pointed out that a Review of Engagement Report does not constitute a formal audit.

Carrie Stevenson also discussed the challenges in acquiring past records of the AABC as she was working on providing information for Evancic Perrault. Carrie stressed that the AABC needs to look into consolidating the records of the AABC.

Two changes were made in the statements that Carrie Stevenson and Karen Blimkie stressed. The changes are:

1. Capitalize our assets to now show depreciation (amortization).
2. The statements now show revenue from GST.

By and large, there was no huge differences in the Financial Statements as reviewed by Evancic Perrault other than the two points noted above.

Carrie Stevenson moved and Christine O'Donnell seconded approval of the annual year end financial statements dated March 31, 2001. All were in favour; motion was carried.

Carrie Stevenson reported that the T3010 - report as a registered charity - (a Revenue Canada report) has been received. Karen Blimkie said that she will be sending the report via registered mail in the next few weeks.

There was considerable discussion about the concerning the budgets of the AABC (the general fund, the BC Education & Advisory Services Program, the BC Archival Preservation Services, and the BC Network Services Program). The Executive, with advise from Carrie Stevenson and Karen Blimkie, worked on revising the AABC's budgets in light of the cut in CAAT funding.

The executive discussed a number of budget items, including the Membership Committee brochures. There was an error in printing the brochures; the orientation of the inside sleeve of the brochure was

incorrect.

**Action:** Dovel Buie will contact Brian Burnham, graphic artist, to let him know that the AABC Executive would like the brochures reprinted according to the sample brochure that was originally provided and approved by the Executive.

Carrie Stevenson moved and Christine O'Donnell seconded that the Executive agree in principle with the changes made to the four budgets and that final approval will be given through e-mail when received the revised budgets are received from Karen Blimkie and circulated by Heather Gordon.

The Executive discussed alternative funding sources. Karen Blimkie agreed to do some preliminary work - about 2 days worth - before the end of October on alternative funding sources for the AABC.

The Executive also discussed many of the items that were outlined and presented in the morning roundtable meetings.

**Action:** Heather Gordon will send out e-mail to the members who attended the morning roundtable to update them on the Executive discussions.

## 6. Committee and Program Reports

### 6.1 Education Committee

The Executive agreed that the Education Committee should continue to plan to make their final recommendations concerning offering a conference session at the ACA 2002 Conference. The session will have to operate as a sponsored workshop. Sponsored workshops are revenue generators for the AABC. Some members of the AABC, who are not interested to attend the ACA, will be able to attend only the workshop.

**Action:** Heather Gordon will contact the ACA Education Committee to inform them that the AABC is interested to hold a pre-conference workshop (potentially workshops) on the issue of scanning photographs. Registration and revenue sharing arrangements will also be discussed. All correspondence will be cc. to the chair of the Education Committee (Linda Wills) and the Education and Advisory Archivist (Jan Turner).

### 6.2 Grants Committee

Laura Cheadle, Institutional Member-At-Large, reported that she will be going to General Assembly in Ottawa from November 24th to 25th. She also said that Block 2 of CAIN funding for 2001/02 funding year has not been received yet and that there is no word when it will be received.

### 6.3 Membership Committee

Dovel Buie, Secretary, updated the Executive on the membership statistics of the Association.

Membership Statistics		
<b>Membership Statistics Reported at the June 18th AABC Executive Meeting:</b> (Difference since AGM Membership Report - March 2001)		
Institutional	88	(down 22 / was 110)
Associate Institutional	26	(down 13 / was 39)

Sustaining	6	(down 4 / was 10)
Individual	60	(down 54 / was 114)
Student/Volunteer	31	up 8 / was 23
Honorary Life	7	up 1 member
TOTAL	218	Total Difference = 84
<b>Membership Statistics as of Sept 6, 2001:</b> (Difference since AGM Membership Report - March 2001)		
Institutional	98	(down 12/ was 110)
Associate Institutional	35	(down 4/ was 39)
Sustaining	9	(down 1/ was 10)
Individual	80	(down 34/ was 114)
Student/Volunteer	37	up 14 was 23
Honorary Life	7	up 1 member
TOTAL	266	Total Difference = 36

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section total = 267)

Dovelle Buie pointed out that some of the drop in the Individual membership category can be attributed to some members changing their category of membership from Individual to Student/Volunteer.

Dovelle reported that there are approximately 25 new members to the Association.

Dovelle Buie reported on two applications for Institutional membership that have been received.

An application for Institutional Membership has been received by the Membership Committee for the Elphinstone Pioneer Museum. Dovelle explained that there was not enough information included in the application to properly process the application form Elphinstone Pioneer Museum. Dovelle moved and Carrie Stevenson seconded that the Membership Committee and the AABC Executive defer a decision on the application until more information is provided. Motion was carried. Dovelle Buie pointed out that Jan Turner has been working with the aforementioned Institution to help them in understanding what information the AABC needs in order to properly process their application. Dovelle Buie reported that an application for Institutional Membership with the AABC has been received from Cortes Island Museum and Archives. Dovelle outlined how the application was very complete in terms of the acquisition policy and the financial statements. There was considerable discussion on the hours of operation as indicated in the covering letter from the Cortes Island Museum and Archives Society. The Executive felt that unless the Museum/Archives could demonstrate otherwise, the policy that institutions must be open 7 hours a week every week of the year must be observed.

**Action:** Dovelle Buie will write a letter to the Cortes Museum and Archives Society to inform them that while they had a very complete application, they must be able to demonstrate that they are able to be open 7 hours a week every week of the year in order to be considered for Institutional Membership.

Dovelle Buie informed the Executive that Membership Committee member Jennifer Roberts will be speaking to the 20 new first year Master of Archival Studies students at UBC.

#### 6.4 Internet Committee

Heather Gordon reported that in next two to three weeks the re-design of the AABC's internet site will be complete. The Internet Committee is aiming to have it completed in time for Archives Week in November.

**Action:** Heather will send links to the Executive regarding the redesign of the web-site. It was agreed that content may continue to be moved around after approval.

#### 6.5 Institutional Standards Committee

Heather Gordon reported that the Institutional Standards Committee will continue their work on the self-study guide as originally planned. The guide will be circulated to the Executive in February 2002. It was also agreed that the various Program Chair will act as corresponding members on the Institutional Standards Committee.

#### 6.6 Public Awareness Advocacy & Legislation (PAAL) Committee

The Executive agreed that we will proceed with Archives Week as was reported at the morning roundtable session. The AABC will pay for the remaining 50 letters that the PAAL Committee said they needed help with.

**Action:** Carrie Stevenson will let Peter Johnson know that the AABC will cover the remaining costs of the mail-out discussed in the morning meeting. Carrie will let Peter know that the letterhead should not include the Lieutenant-Governor of British Columbia.

The PAAL Committee will also continue to proceed with their focus on Archives legislation for British Columbia.

### 7. Other Business

Dovelle Buie informed the Executive that a card of thanks has been received from Master of Archival Studies student Erica Hernandez. Erica Hernandez was the recipient of the \$200.00 Willard Ireland Prize.

Heather Gordon reported that as of September 25th, the Honourable Garde B. Gardom will no longer be the Lieutenant-Governor of British Columbia. Dovelle Buie moved and Laura Cheadle seconded that the President should invite the new Lieutenant-Governor of British Columbia, Iona Campagnolo, to be an honorary patron of the AABC. All were in favour; motion was carried.

**Action:** Heather Gordon will arrange to remove the reference to Garde B. Gardom as the Lieutenant-Governor from the AABC's letterhead and web-site.

The Executive discussed the date for the AABC's AGM in 2002. Carrie Steveson moved and Christine O'Donnell seconded that the AABC propose to hold AGM on Thursday opposite to the ACA Input session on the same date.

**Action:** Heather will communicate to Ian Forsyth that the AABC would like to hold our AGM against the ACA input session.

### 8. Adjournment

Meeting was adjourned at 4:30 pm.

The Executive cancelled its scheduled meeting on November 5th and agreed that the next meeting will be on Saturday October 27th at 10:00 am in the boardroom at the Delta Museum and Archives in Ladner.

### Meeting Minutes: 27 October 2001

Executive of the Archives Association of British Columbia,

## **1. Approval of Agenda**

Meeting was called to order at 10:02 am.

Carrie Stevenson moved and Christine O'Donnell seconded approval of the agenda. All were in favor; motion was carried.

## **2. Approval of Minutes of 10 September 2001 Meeting**

Laura Cheadle moved and Dovellev Buie seconded approval of the meeting minutes from September 10, 2001. All were in favour; motion was carried.

Dovellev Buie will send the minutes to Bill Purver for posting on the AABC's web site.

## **3. President's Report**

Heather Gordon, President, reported that Michelle Barroca, as a result of increased work responsibilities, has submitted her resignation as Vice President of the AABC. The Executive expressed thanks to Michelle for the support she has been able to give the AABC and regretfully accepted her resignation. The Executive discussed potential AABC members who may be interested to serve as the Vice President for the remaining 2001/02 year and as President for the 2002/03 membership year.

**Action:** Heather Gordon will contact potential AABC members who were identified as candidates for the remaining Vice President 2001-2002 term and President 2002-2003 term.

Heather Gordon discussed the Provincial Government's cuts in funding to the AABC and the archival community. Copies of letters were circulated to the Executive that have been submitted to the Minister of Management Services (and were copied to the AABC). Dovellev Buie and Laura Cheadle reported that they just received responses to the letters they wrote on October 26, 2001.

George Brandak had reported to Heather Gordon that he had received a reply from his MLA for Richmond - Steveston (Geoff Plant). Heather read a copy of the letter and stated that the letter provided some explanation for the cuts in funding.

The Executive discussed at some length how to handle the cuts in funding.

**Action:** Heather Gordon will wait for the provincial government's reply to the cuts in funding. Once a reply is received, and assuming that it is negative, Heather Gordon will draft a reply to be reviewed by the Executive. In preparation for drafting a reply, Dovellev Buie will go through the letters that have been received concerning the cuts in funding and provide Heather Gordon with some statistics in terms of who has written (type up the e-mail addresses) and what is stated in the letters. Dovellev will send Heather an e-mail with all of the e-mail addresses available from the letters and from the current membership database. When Heather sends her finalized letter to the Minister, she will do so first via e-mail (with signed original to follow) and the people/organizations who wrote letters to the Minister and AABC members will receive a bcc (blind carbon copy). The bcc will serve to protect personal information (the e-mail addresses) from being broadcast in an e-mail letter, but will serve to get the word out to the membership and other interested parties in a cost efficient manner.

The President reported on alternative sources of funding. The last time the Executive met on September 10, 2001, the Financial Manager of the AABC (Karen Blimkie) was asked to investigate alternative sources of funding. Karen has conducted the research as requested and Heather Gordon handed out the package of information that was received from Karen Blimkie. In her report, there were about four different sources of funding that the AABC could investigate. Heather informed the Executive that a meeting is planned for November 9, 2001; in addition to the Executive attending this meeting, the three program contractors, the Financial Manager, and Jane Turner & Chris Hives as past Presidents

will be in attendance. The purpose of the meeting will be to brainstorm ideas for funding sources and to also determine how the AABC can plan for the CCA grants.

In discussions about alternative sources of funding, the Executive discussed gaming revenues. If the AABC were to obtain funding from gaming proceeds, it is necessary for a bank account to be open specifically for such proceeds. As a result, Dovelie Buie moved and Christine O'Donnell seconded that Carrie Stevenson is given permission to open a bank account specifically for gaming proceeds. All were in favour; motion was carried.

**Action:** Carrie Stevenson will arrange to open a bank account specifically for gaming proceeds.

Heather Gordon reported that the Department of Canadian Heritage held a special meeting on October 18 and 19th. While Jane Turner had arranged to go to the meeting, she ended up not being able to attend due to illness.

Heather Gordon reported that the Alliance for Arts and Culture is working on scheduling a meeting of the Arts and Cultural sector in BC and that the AABC has been informed that they will be invited to this meeting. Heather Gordon should find out in the next few weeks as to when the meeting will be held.

Heather Gordon reported that references to the former Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom (as the AABC's Honourary Patron) has been removed from the AABC's web-site. The AABC will be looking at inviting the new Lieutenant-Governor (the Honourable Iona Campagnolo) to be an honorary patron of the AABC.

Heather Gordon reported that she has written a letter to Chief Ron Ignace with the Secwepemc Cultural Centre in Kamloops concerning the 2003 AABC annual conference.

#### **4. Treasurer's Report**

Carrie Stevenson, Treasurer, distributed the statements of revenue and expenses for the month ending September 30, 2001. Carrie Stevenson pointed out that:

- The Financial Statements distributed show the original budgets because, as of the end of August, the new ones were not approved.
- Expenses for the Education and Advisory Services were not submitted until September and thus they will appear on the September Financial Statements.

The General Fund-Miscellaneous Revenue now reflects the GST revenue.

#### **5. Committee and Program Reports**

##### **5.1 Education Committee**

The Education Committee will be meeting in a few weeks. Heather Gordon reported that she has just received Janet Turner's quarterly report and they are on track with their site visits and program.

##### **5.2 Grants Committee**

Laura Cheadle updated the Executive on the CCA 2002-2003 grants.

In terms of the AABC and its current CAIN grant, Heather Gordon reported that she has submitted a revised CAIN grant to the CCA. There has been feedback that all was in order.

Laura Cheadle reported that she contacted the CCA to see where we are with the grant application process. Forms are on the CCA's web-site, with some changes to the terms and conditions. While the 2002 to 2003 applications are on the web-site, applicants will notice that the guidelines are not posted yet. The Grants Committee will send hard-copy applications and Laura will then send them to the AABC's institutional members.

**Action:** Dovelie Buie will send Laura Cheadle labels of the current AABC Institutional members.

**Action:** Once Laura Cheadle receives the applications from the CCA, she will arrange to send them out to the AABC's institutional members.

It was noted that there is a difference with the preservation management grants; global assessments need to be done now. It was pointed out that we do not have a listing of the Institutions who have had a global assessment done. A global assessment is a listing of priorities for what will be preserved and assists an institution in setting priorities.

More details of the grants will be discussed on November 9, 2001, including a look at the AABC's own CCA grant application.

Laura Cheadle pointed out that the deadline will be December 21st for the CCA applications back from AABC Institutional members and then will be adjudicated by the AABC Grants Committee.

### 5.3 Membership Committee

Dovelie Buie, Secretary and Chair of the Membership Committee, reported that the Membership Committee had met on Thursday evening October 25, 2001.

Dovelie Buie updated the Executive on the membership statistics of the Association. The following information was outlined:

<b>Membership Statistics - October 25, 2001</b> (Difference since AGM Membership Report - March 2001)		
Institutional	100	(down 10 -- was reported as 110)
Associate Institutional	35	(down 4 -- was reported as 39)
Sustaining	9	(down 1 -- was reported as 10)
Individual	84	(down 30 -- was reported as 114)
Student/Volunteer	53	(up 30 -- was reported as 23)
Honorary Life	7	(up 1 -- was reported as 6)
<b>TOTAL</b>	<b>288</b>	<b>(Was reported as 302 members)</b>

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section – total = 289)

Dovelle Buie distributed statistics on outstanding renewals and new members of the AABC.

Dovelle Buie reported that the Membership Committee has some ideas for encouraging renewals and welcoming new members. The Membership Committee will be drafting e-mail letters that can be sent out to former or lapsed members as well as to new members. The Executive agreed that this was a good idea, including the idea to list the new members in the newsletter as a way to welcome the members to the Association.

Dovelle Buie reported that she had received a renewal from the BC Teachers' Federation, a lapsed institutional member of the AABC. The former member had included documentation that demonstrated that their program had not changed since their membership had lapsed and that they still meet the requirements for institutional membership with the AABC. The Executive agreed that Dovelle Buie should renew the lapsed institutional membership with the BC Teachers' Federation.

**Action:** Dovelle Buie will contact the BC Teachers' Federation informing them that the AABC's Executive has approved the renewal of their lapsed Institutional membership.

The Executive discussed how the Institutional Standards Committee could assist with standardizing the procedures for renewals of lapsed institutional members.

**Action:** Dovelle Buie will contact the chair of the Institutional Standards Committee (Jane Turner) to ask if the Committee could also look at a standard approach to follow for renewals of lapsed institutional members.

The Executive reviewed the AABC's Constitution and Bylaws with respect to renewals. It was confirmed that lapsed members who renew between the 4th and 9th month can have their membership renewed to the current membership year. After the end of the 9th month (December), renewals will be applied to the next membership year.

Dovelle Buie reported that the Membership Committee had received an application for institutional membership from the Society of Saanich Peninsula Museums. Dovelle informed the Executive that the Membership Committee is not able to either recommend approval or denial of the application since the Committee was only able to briefly review the material (the application was just received on Monday October 22nd). Dovelle outlined some of the questions that the Committee had raised with respect to the application and the Executive agreed with the Membership Committee's approach.

**Action:** Dovelle Buie will write to the Society of Saanich Peninsula Museums to inform them that the Membership Committee cannot either recommend approval or denial since the Committee has some questions that they still need to ask concerning their application.

The Executive discussed how the AABC does take applications for Institutional Membership with the AABC very seriously. The AABC adjudicates the CCA grants and we are responsible to ensure that our Institutional Members (who are the members who are eligible for the CCA grants) meet the specific requirements as stated by the CCA. The Executive agreed that the Membership Committee needs to have enough time to review the material from institutions in order to have enough time to properly understand the nature of the program and institutional structure and therefore can make a well thought-out recommendation to the Executive.

The Secretary was also pleased to report that the membership brochures had been received from Brian Burnham. The orientation was as the Executive had approved. The Executive was pleased to have the completed brochures and expressed appreciation to Brian Burnham, his partner, and the former Membership Committee, chaired by Marnie Burnham, who coordinated the new brochure for the AABC.

**Action:** Dovelle Buie will arrange to have some brochures given to Janet Turner who may be able to distribute them when she does site visits.

Dovelle also reported that the Membership Committee was asked by a current member of the Association to examine

the possibility of introducing a new category for Volunteer/Institutional Members. The Membership Committee reviewed this suggestion and has a number of reasons why this would not be advisable. The Executive agreed with these reasons.

**Action:** Dovelie Buie will send the AABC member a letter outlining the reasons why the AABC will not be looking at introducing a new membership category for archives that are operated or run by volunteers and that the AABC has other appropriate membership categories currently applicable and more suitable.

#### 5.4 AABC and ACA 2002 Conference Program

Heather Gordon reported that the AABC's Annual General Meeting will be held on Thursday May 23rd, 2002. The AGM will be opposite to the ACA's input session and will likely be held at around 4:00 in the afternoon.

The Executive discussed the idea of workshops at the ACA Conference. Details will follow.

#### 5.5 Internet Committee

Heather Gordon was pleased to announce that the AABC has redesigned its web page and it will be officially launched during Archives Week (November 18-24th, 2001). The redesigned BC Archival Network side of the site was soft launched in time for the launch of CAIN on October 19th 2001. Heather Gordon and the Executive expressed their thanks to Erwin Wodarczak and Bill Purver for the latest work on the sites, and to all the other members who assisted over the past few months and are mentioned on the site credits page.

Carrie Stevenson moved and Christine O'Donnell seconded the redesign of the AABC web-page.

#### 5.6 Preservation Committee

Heather Gordon reported that the Preservation Committee will be meeting in next few weeks and should have a report for the December 9th, 2001 Executive meeting. Dorothy Lawson has accepted and will be attending the Financial Planning session meeting on the 9th of November.

#### 5.7 Institutional Standards Committee

Heather Gordon stated that there is nothing to report from the Institutional Standards Committee. The Executive expects to hear back from this Committee in the New Year.

**Action:** Heather Gordon, who is the liaison with this Committee, will touch base with the Committee to see how the work is progressing.

#### 5.8 Public Awareness Advocacy & Legislation (PAAL) Committee

Heather Gordon reported that Peter Johnson, Chair of the PAAL Committee, has arranged to have mention of the former Lieutenant-Governor of British Columbia as the Honorary Patron of the AABC (the Honourable Garde G. Gardom) removed from the AABC's letterhead.

The Executive was very pleased with the work of the PAAL Committee with respect to Archives Week. Special thanks to David Mattison who has redesigned the AABC's Archives Week web pages. The page will be available shortly. Like last year, interested parties will find information about Archives Week (including the winning entry in the Archives Week photo contest) as well as a sample press release that archives may wish to use to promote their own event(s).

Carrie Stevenson moved and Laura Cheadle seconded approval of the redesigned Archives Week 2001 web-site.

**Action:** Heather Gordon will let Bill Purver know that it has been approved by the Executive to go ahead and mount the Archives Week 2001 web pages. Heather will also let David Mattison know & thank him for all his hard work.

**Action:** Carrie Stevenson will confirm with Peter Johnson as to whether there will be a formal proclamation of Archives Week from the Province.

## 5.9 Newsletter Committee

Heather Gordon reported that the latest edition of the newsletter has gone out, and as always, is well done. Unfortunately, though, there was an error in the newsletter in that Jan Turner's submission to the newsletter was omitted due to technical difficulties. Jan's submission (the AABC Educational Program's courses and schedules) has been posted on the electronic version of the newsletter on the AABC's web-site.

**Action:** Heather Gordon will ask the Editor of the newsletter, Chris Hives, to re-send the announcement that the electronic newsletter is posted – with the addition of the calendar of educational courses added.

## 6. Other Business

There was no other business to report at this stage in the meeting.

The next meetings scheduled are:

- November 9, 2001 Special Financial Planning Session at UBC
- December 10, 2001 AABC Executive meeting at City of Coquitlam - City Hall Room 473 – 10:00 am

## 7. Adjournment

Meeting was adjourned at 1:55 pm.

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## BC Archival Education and Advisory Service

### *RAD Revealed – A Review*

For many archivists working with the *Rules for Archival Description* without benefit of an introductory course, or the guidance of someone familiar with that sometimes daunting tool, the task of producing *RAD*-compliant descriptions is frequently accomplished by avoiding *RAD*. The Archives Association of B.C. website "Toolkit" provides many models from which descriptive templates can be designed, and descriptions suitable for inclusion in the B.C. Archives Union List produced. That's a good strategy for producing descriptions, and one can learn through observation the essential elements and look of a *RAD* description in that way. However, it postpones the problem of understanding *RAD* itself. It is in the nature of unique archival materials that there will be records, at whatever descriptive level, that present problems not answered by models or templates.

This year the Canadian Council of Archives (CCA) has published a new volume, *RAD Revealed: A Basic Primer on the Rules for Archival Description*, by Wendy M. Duff and Marlene van Ballegooye, which will be a welcome user-friendly guide to *RAD* itself. As the authors make clear in their preface, the purpose of *RAD Revealed* is to facilitate the use of *RAD*, to augment and clarify it rather than replace it.

The primer has sixteen chapters; the first two review the archival principles and purposes which govern *RAD*-based description, and explain the structure of the *Rules for Archival Description*, including the significance of the numbering system. Chapter 3, "Creating a Multi-level Description" reviews principles of arrangement, and the relationship between levels of arrangement and levels of description. Chapters 4-12 explain in detail each of the nine "areas" of a *RAD* description, from "Title and Statement of Responsibility" to "Standard Number". The remaining chapters explain aspects of Part II of *RAD*, dealing with the provision of access to *RAD* descriptions. An appendix offers examples in English and French.

The book is well laid out, with a "Questions to Consider" box outlining the content of each chapter, and a "Chapter Summary" box reiterating the main points at the end. In the chapters explaining the nine *RAD* areas, a side bar provides a Rule Number reference, so that users can quickly locate the more detailed Rule in *RAD*. Users familiar with *RAD* will realize that this organization acts as a cross-referent to the structure of *RAD*, which lays out a general rule chapter, followed by media specific chapters. Users of *RAD Revealed* will gain a thorough understanding of each of the descriptive areas, and then consult *RAD* as necessary to answer media specific questions that arise.

*RAD Revealed* is listed among the Publications in the Description section of the AABC Toolkit, with a link to the CCA. It can be ordered from the CCA for a cost of \$30, including binder and shipping. It's a good investment; it provides a long needed clearly written guide to *RAD*.

### **Program Updates:**

Up Next! Register Now!

## **Care and Handling of Photographs**

**January 11 & 12, 2002 Surrey** Registration Deadline: 22 December 2001

Class times: 9:00 am – 4:00 pm

This is an intensive exploration of the care and handling of photographs for long-term preservation. Through lectures, demonstrations, and hands-on exercises, the workshop will introduce all the elements of a preservation management program for photographic holdings. Topics include: composition and identification of historic types; storage materials for differing photographic media; preservation through copying; issues in restoring photographs; new technologies for preservation.

**Instructor: Rosaleen Hill**

### **BC Archival Preservation Service**

Note: With the possibility that the holiday season may distract people from registering, as they are busy on the domestic front, we will accept registrations up to a week before the workshop, if we have not filled our roster before then.

Rescheduled! Register Soon!

## **Archival Management of photographs**

**February 15 & 16, 2002 Mission**

Registration Deadline: 26 January 2002

This new two-day workshop revisits the underlying principles of archives as they apply to photographic holdings. The course combines lecture, discussion, and hands-on exercises to survey the archival functions - appraisal and acquisition, accessioning, arrangement and description, reference and outreach - focusing on the special needs of photographs.

The description portion offers ample opportunity to practice the *Rules for Archival Description* at fonds and item levels.

**Instructor: Janet Turner**

### **AABC Archival Education and Advisory Service**

Register for both! Get the whole picture about archival photographs!

Contact Jan Turner, 604-942-9790 , or 942-3171; e-mail [jeturner@aabbc.ca](mailto:jeturner@aabbc.ca)

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## British Columbia Archival Network News

### Canadian Archival Information Network (CAIN) Officially Launched

Cited as "the single most important effort in the history of Canadian archives" by National Archivist Ian Wilson, the Canadian Archival Information Network (CAIN) was officially launched in October. CAIN now provides access to a national database of fonds and collection level descriptions from archives in all 13 provinces and territories of Canada, as well as from the National Archives of Canada and the National Library of Canada.

CAIN has been developed by the Canadian Council of Archives (CCA) in conjunction with its constituent provincial and territorial associations/councils. In this unique partnership arrangement, the Archives Association of British Columbia (AABC) represents archival institutions in BC, and provides all provincial descriptions to CAIN through its British Columbia Archival Union List (BCAUL).

CAIN is now accessible on the World Wide Web at [www.cain-rcia.ca](http://www.cain-rcia.ca).

Inquiries relating to participating in CAIN and suggestions for future CAIN developments can be forwarded to the AABC's BC Archival Network Service Coordinator at [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca).

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### Launch of New AABC and BC Archival Information Network (BCAIN) Web Sites

In celebration of BC Archives Week 2001 in November, the AABC was pleased to announce the launch of its two newly redesigned web sites, the Association site at [aabc.bc.ca/aabc/](http://aabc.bc.ca/aabc/) and the British Columbia Archival Information Network (BCAIN) at [aabc.bc.ca/aabc/bcain.html](http://aabc.bc.ca/aabc/bcain.html).

The sites were redesigned to provide for a more modern web look and for ease of navigation through the array of online resources developed by the AABC for its members and for users of archives in the province. Design work was carried out based on the report and recommendations of web consultant Pat Gemmill. The new AABC site was designed by Erwin Wodarczak. The new BCAIN site, including the BC Archival Union List and the online Guide to Archival Repositories in BC, was designed by Bill Purver.

Comments and suggestions relating to the two sites are encouraged and should be forwarded to the AABC Internet Committee at [aabc@aabc.bc.ca](mailto:aabc@aabc.bc.ca). Inquiries about participation in the BC Archival Information Network should be addressed to the BC Archival Network Service Coordinator at [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca).

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### New and Notable on the Web

#### 1. Jewish Historical Society of British Columbia

This impressive new web site was officially launched in November. It provides information about the archival holdings and services of the Jewish Historical Society of British Columbia, along with attractive and informative historical exhibits ("Timeline"), educational and teaching resources, and general information about the Society. The new site can be accessed at: [collections.ic.gc.ca/jhs/](http://collections.ic.gc.ca/jhs/)

## 2. University of Victoria Archives and University of Victoria Libraries Special Collections

These two sites have now been elegantly redesigned and provide a wide range of information about the archival holdings and services at UVic Archives and at UVic Special Collections. You can visit the new University of Victoria Archives site at [uviclib.uvic.ca/archives/archives.html](http://uviclib.uvic.ca/archives/archives.html) and the new University of Victoria Libraries Special Collections site at [uviclib.uvic.ca/spcoll/sc.html](http://uviclib.uvic.ca/spcoll/sc.html).

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

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

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabc.bc.ca/aabc/bcaul.html](http://aabc.bc.ca/aabc/bcaul.html):

#### City of Burnaby Archives:

City Council and Office of the City Clerk fonds

#### City of Vancouver Archives:

Civic Theatres Department fonds  
City Councillors' Office fonds  
City of Vancouver Archives fonds  
City Council and Office of the City Clerk fonds  
City Engineering Services fonds  
Vancouver Fire and Rescue Services fonds  
Vancouver Health Department fonds  
City Human Resource Services fonds  
Office of the City Manager fonds  
Mayor's Office fonds  
Vancouver Board of Parks and Recreation fonds  
City Permits and Licenses Department fonds  
City Planning Department fonds  
Vancouver Board of Police Commissioners fonds  
Corporation of Point Grey fonds  
Vancouver Police Department fonds  
City Social Planning Department fonds  
Corporation of the District of South Vancouver fonds  
Vancouver Public Library Board fonds  
Vancouver Town Planning Commission fonds  
City Social Service Department fonds  
Vancouver School Board fonds  
City Corporate Services fonds

#### City of White Rock Museum and Archives:

Coat of Arms Committee fonds  
Gertie Brown collection  
Dan Janczewski fonds  
White Rock Painting and Sketch Club fonds  
Semiahmoo Bay Sailing Club fonds  
Sid Beales fonds  
Joe Garner fonds  
White Rock and District Council of Women fonds  
Order of Royal Purple of White Rock Lodge No. 236 fonds  
Semiahmoo High School Alumni Association fonds  
Arthur Rafton-Canning collection

### **Lytton Museum and Archives:**

Lytton Heritage Society fonds  
Chute family fonds  
Graham Everett historical reference collection  
Art Kent fonds  
Lawrence Haugen collection  
Barbara Brophy fonds  
Evelyn McCallum fonds  
Sir Edward Bulwer-Lytton fonds  
R. George Baldwin fonds  
John F. Fee fonds  
Dorothy Dodge collection  
Henry Heller fonds  
Keith Gray fonds  
Isabelle Glasgow collection  
Shirley Dimond collection  
Lytton and District Chamber of Commerce fonds  
Lytton Museum and Archives fonds  
William Greenwood collection  
Douglas Rebagliati fonds  
Victor Belknap fonds  
John Haugen collection  
William Russell (Boots) Kent fonds  
Bert Leaning fonds  
Pledge Film Productions Ltd. fonds  
Corporation of the Village of Lytton fonds  
Vicki Cure fonds  
Berit Rasmussen fonds  
Myrtle Dunham fonds  
Fran Dodge fonds  
Ann C. Rebagliati fonds  
Lytton Public School fonds  
Harry Graham fonds

### **Powell River Historical Museum and Archives:**

Frank Dixon fonds  
Al and Annie Hatch fonds  
McMahon family fonds  
Hayden and Mary Parrott fonds  
Powell River Employee Sick Benefit Society fonds  
Powell River Girl Guides fonds  
Toastmistress International Training in Communication, Powell River Chapter fonds  
Charlie Wright fonds  
Powell River 1967 Centennial Committee fonds  
Powell River 1958 Centennial Committee fonds

Edward Thomas Bernier fonds  
Powell River Chamber of Commerce fonds  
Clapp family fonds  
Cranberry Parent Teacher Association fonds  
Cranberry Lake Public Library Association fonds  
Powell River Public Library Association fonds  
Powell River District Public Library Association fonds  
Westview Public Library Association fonds  
Wildwood Heights Public Library Association fonds  
McLeod Amusements Ltd. fonds  
Basil Nicholson fonds  
Paradise Exhibition Park Society fonds  
Powell River Company Pipe Band fonds  
Powell River and District Agricultural Society fonds  
Powell River and District Parent Teacher Council fonds  
Powell River Lions Club fonds  
Powell River Sea Fair fonds  
St. John Ambulance Association, Powell River Centre fonds  
Freida Shaw fonds  
Golden Stanley fonds  
Stillwater United Parent-Teacher Association fonds  
Ernest and Dora Stonier fonds  
Powell River Teen Town fonds  
Barbara Thompson fonds  
Townsite Heritage Society fonds  
Powell River Regional Artists' Society fonds  
Powell River World Day of Prayer Committee fonds  
Roy Young fonds

### **Salmon Arm Museum:**

Dr. William Reinhard fonds  
Salmon Arm District Municipality, City and Village fonds  
Nancollas, Miller family fonds  
Ford family fonds  
Ladies Orange Benevolent Association Swastika Lodge 473 fonds  
Valley Women's Institute fonds  
Ball family fonds  
Brooke family fonds  
Canadian Society for the Control of Cancer, Salmon Arm Branch fonds  
Eagle Bay Board of School Trustees fonds  
Salmon Arm Farmers' Institute fonds  
Roland A. Jamieson fonds  
Leger family fonds  
Salmon Arm Little Theatre Association fonds  
Salmon Arm Board of School Trustees fonds  
Shuswap Chapter No. 27, Order of the Easter Star fonds  
H.G. Sherriff fonds  
Salmon Arm Sonnet Contest fonds  
Salmon Arm Toastmistress Club fonds  
Cyprian Anthony fonds

### **Simon Fraser University Archives:**

Simon Fraser University Childcare Society fonds  
Dennis Roberts fonds  
Peter Poole fonds  
Andrea Pinto Lebowitz fonds

## **South Peace Historical Society Archives:**

School District No. 59 (Peace River South) fonds  
James Kobes collection  
Peace Region Internet Society fonds

## **University of British Columbia Archives:**

Alma Mater Society fonds  
Ceremonies Office fonds  
Information Services fonds  
William Herbert New fonds  
Margaret Ormsby fonds  
Frank Read fonds

## **University of Victoria Archives:**

Etholine Clearihue fonds  
Delgamuukw Conferences fonds  
Reid Elliott fonds  
Friends of Ecological Reserves fonds  
Biddy Gaddes fonds  
William H. Gaddes fonds  
Paul George fonds  
E.J. Hughes fonds  
Lavonne Huneck fonds  
Donald W. Munro fonds  
University Women's Club Oral History Project fonds  
Women for Women in Afghanistan fonds  
Helen Christie Riel Rebellion collection  
Women's Centre fonds  
Music Theatre Workshop fonds  
University Centre Auditorium fonds  
Vice-President Administration fonds  
Peggy Abkhazi fonds  
Derek Ellis fonds  
Hugh Farquhar fonds  
Mary Wallace Hamilton fonds  
Bernard James Naylor fonds  
Frank and Cecelia Sylvester family fonds  
University Extension Association fonds  
Victoria College Craigdarroch Castle Alumni Association fonds  
Jennifer Waelti-Walters fonds  
President's Office fonds  
University Development Board fonds  
Greater Victoria Music Festival Association fonds  
Western Canadian Universities Marine Biological Society fonds

## **West Vancouver Museum and Archives:**

Reform Party of Canada Capilano Howe Sound Constituency fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

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

## **1) City of White Rock Museum and Archives**

New contact information: Carrie Stevenson , Archivist  
New email address: [CarrieStevenson@WhiteRock.Museum.bc.ca](mailto:CarrieStevenson@WhiteRock.Museum.bc.ca)

## **2) Gulf of Georgia Cannery Society Archives**

New contact information: Erica Hernandez , Heritage Collections Officer

## **3) Jewish Historical Society of British Columbia**

New email address: [jhsofbc@direct.ca](mailto:jhsofbc@direct.ca)  
New web site: [collections.ic.gc.ca/jhs/](http://collections.ic.gc.ca/jhs/)

## **4) Sandon Archives**

New contact information: Rob Riley , Curator  
New email address: [sandon@telus.net](mailto:sandon@telus.net)

## **5) Nanaimo Community Archives**

New address: 150 Commercial Street, Nanaimo, B.C. V9R 5G6  
New fax number: (250) 753-4462

## **6) Greenwood Museum**

New web site: [www.greenwoodheritage.bc.ca/archives.html](http://www.greenwoodheritage.bc.ca/archives.html)

## **7) Princeton and District Museum and Archives**

New email address: [pdma@plpower.com](mailto:pdma@plpower.com)

## **8) Holocaust Education Centre (Vancouver Holocaust Centre Society)**

New email address: [holedctr@direct.ca](mailto:holedctr@direct.ca)

## **9) Heiltsuk Cultural Education Centre**

New email address: [hcec@bellabella.net](mailto:hcec@bellabella.net)

## **10) Salt Spring Island Historical Society Archives**

New email address: [archives@saltspring.com](mailto:archives@saltspring.com)

## **11) Naramata Museum Heritage Society**

New contact name: Margaret Holm  
New phone number: (250) 496-4049  
New mailing address: P.O. Box 95, Naramata, B.C. V0H 1N0

## **12) Kamloops Educational Heritage Project**

New email address: [rhatch@sal73.bc.ca](mailto:rhatch@sal73.bc.ca)

## **13) Friends of the Government House Garden Society Archives**

New contact name: Barbara Chase  
New email address: [terban@telus.net](mailto:terban@telus.net)

## 14) City of Burnaby Archives

New Listing:

City of Burnaby Archives

Address: 4595 Albert Street, Burnaby, B.C. V5C 2G6

Contact Person: Michelle Barroca, Records and Information Manager/Archivist

Phone Number: (604) 296-7018

Fax Number: (604) 294-7537

Email address: [archives@city.burnaby.bc.ca](mailto:archives@city.burnaby.bc.ca)

Days and hours of operation:

By appointment: contact the Office of the City Clerk at 604-294-7290

### HOLDINGS:

Total Volume: 150 m of textual records and other material

Inclusive Dates: 1892-1999

Predominant Dates: 1911-1933, 1980-1999

### ACQUISITION POLICY/HOLDINGS SUMMARY:

The City of Burnaby Archives identifies, acquires, preserves, and makes available the records of enduring value to the City of Burnaby which have been created in the regular conduct of municipal business. Archival holdings include Council and Council Committee minutes, bylaws, contracts and agreements, and other records documenting the administrative and operational functions of the municipality since its incorporation in 1892.

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## British Columbia Archival Network Service - Contact Information

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

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

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## BC Archival Preservation Service

### Preservation Policy Resources

Policy development is one of the fundamental planning stages outlined in the Canadian Council of Archives (CCA) "Elements of Preservation". The CCA encourages archives to follow the Elements of Preservation steps of assessment, planning and action. The development of a preservation policy is a key part of the planning stage in the Elements of Preservation system.

Policies provide the guiding principles by which an institution is run. A preservation policy, simply put, defines an institution's aims and objectives to providing long-term preservation of its records.

Writing a preservation policy can be a daunting task. Fortunately, there are preservation policy resources available through the CCA office on the Internet.

The CCA has a binder of policies from various archival institutions available for loan to CCA institutional members. To borrow the *Preservation Management Policies and Procedures* binder contact: Juanita Rossignol, CCA Secretary at either (613) 995-0210 or by e-mail at [jrossignol@archives.ca](mailto:jrossignol@archives.ca)

### Internet Resources

#### General Preservation Policies

National Preservation Office (UK)

[www.bl.uk/services/preservation/npo8.pdf](http://www.bl.uk/services/preservation/npo8.pdf)

The best starting point for preservation policy development and searching policies on the internet is the National Preservation Office (UK) website. The NPO has produced an excellent publication titled *Building Blocks for a Preservation Policy*. This publication outlines the components to include in a policy, defines what a policy is, offers a preservation policy checklist and lists further preservation policy readings. Unfortunately, none of the readings have internet links.

Carlton University's Preservation Policy for Non-Electronic Records

[www.carleton.ca/cu/aboutus/policies/archives\\_policies/preserv.htm](http://www.carleton.ca/cu/aboutus/policies/archives_policies/preserv.htm)

Carlton University has a basic preservation policy posted on their website. This policy was approved in 1995 and covers most of the main points required in a preservation policy. Further information with regard to environmental specification (relative humidity and temperature requirements for various archival media, pollutant levels etc should be written into either the policy or associated procedural guidelines.)

Ontario Museum Note

[www.culture.gov.on.ca/english/culdiv/heritage/musnotes.htm](http://www.culture.gov.on.ca/english/culdiv/heritage/musnotes.htm)

The Ontario Museum Notes is a very useful series particularly for archives which are housed within museums. Series notes include:

1. The Museum Board: Its Organization and Functions
2. Developing a Statement of Purpose for the Museum
3. Writing a Collections Management Policy for the Museum
4. Developing a Conservation Policy for the Museum
5. Museum Insurance
6. Handling Museum Objects
7. Developing a Research Policy for the Museum
8. Principles and Techniques of Oral Documentation
9. Developing an Exhibition Policy for the Museum
10. Developing a Staff Training Policy
11. Developing an Interpretation and Education Policy for the Museum
12. The Community Museum and the Disabled Visitor

Public Records Office of Northern Ireland

[proni.nics.gov.uk/structur/preserve/preserve.htm](http://proni.nics.gov.uk/structur/preserve/preserve.htm)

The Northern Ireland PRO preservation website has sections on what is preservation, why have a preservation policy, common standards for the preservation of records, acquisition and selection and records storage, copying of records and public displays and exhibitions, conservation and repair and disaster prevention and reaction.

### **Sound Archives/Electronic Records**

Berkley Digital Library SunSITE

[sunsite.berkeley.edu/Preservation/](http://sunsite.berkeley.edu/Preservation/)

The Berkley Digital Library site offers a wide range of preservation information including links to preservation articles, on-line resources and links to preservation policy samples. The focus of this site is primarily on preservation policy relating to electronic records but general preservation policies are also included such as the National Library of Australia's Draft Policy on Preservation Microfilming and the National Library of Australia's Preservation Policy.

The Sound Archives/Nga Taonga Koreno of New Zealand

[www.soundarchives.co.nz/policy/home.htm](http://www.soundarchives.co.nz/policy/home.htm)

The Sound Archives/Nga Taonga Koreno of New Zealand makes available their access policy, preservation policy and selection and acquisition policies.

ScreenSound Australia

[www.screensound.gov.au/AboutUs.nsf/Sub+Pages/Publications+Corporate+Policy+Preservation/](http://www.screensound.gov.au/AboutUs.nsf/Sub+Pages/Publications+Corporate+Policy+Preservation/)

ScreenSound Australia has posted a basic preservation policy for their sound archives. Included in their policy are sections on ethics; multiplicity of copies and storage; stable formats and media – stability, storage and format; transfer, digitization, conversion and virtual preservation and other areas.

This list of websites relating to preservation policies will be made part of the AABC Preservation Tool Kit and will be updated on a regular basis. All AABC toolkits can be accessed at [www.aabc.bc.ca](http://www.aabc.bc.ca)

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# AABC Newsletter

Volume 12 No. 1 Winter 2002

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# AABC Newsletter

Honorary Patron:

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

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

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Submission deadlines:

Spring - March 15, 2002

Summer - June 15, 2002

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