

AABC Newsletter

Honorary Patron:

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

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Brief to Ministry of Management Services November 29, 2002

I promised to keep the membership up-to-date on the consultation process for the Provincial Private Sector Privacy Legislation.

On November 13, 2002, here in Victoria, Richard Dancy (of AABC's PAAL Committee) and I met with Chris Norman, Director of Corporate Privacy and Information Access Branch, Ministry of Management Services. We discussed further some of the issues brought up during our previous meeting in August. We were invited to submit a short brief with our recommendations by the end of November (see below). Following our submission, Chris Norman informed me that CPIAB will keep the AABC up-to-date on the drafting process. Provincial legislation must be in place by 2004 (for more information, please visit the CPIAB web page - www.mser.gov.bc.ca/FOI_POP/psp/pspinbc.htm)

My thanks to Richard Dancy and Ian Forsyth for their expert assistance.

- Lara Wilson, President

* * *

Re: Private Sector Privacy Legislation

This brief contains the recommendations of the Archives Association of British Columbia (AABC) respecting the proposed legislation on protecting private sector privacy. There are two parts; we give our suggestions on archives-specific language in section (i), and the more detailed rationale is given separately in section (ii).

(i) Language

Purpose of the Act

The Act should recognize the preservation of British Columbia's private-sector documentary heritage as a public good that promotes knowledge and public accountability, and safeguards citizens' rights; and that in preserving and providing access to the historical record, there needs to be a balance between the individual's right to privacy and the public interest.

Scope of the Act

There are two considerations with respect to the Act's scope.

First, the AABC recommends that the Act not apply retroactively to private records donated to public or private sector archives before the Act's proclamation date. Private records are usually donated, by a private citizen or organisation to an archives, by means of a written donation agreement. The agreement is a legally binding contract transferring ownership and control of property according to specific terms and conditions negotiated between the parties. This includes access to the records. Retroactive application of the Act might serve to render null and void any access to information provisions inserted by the parties to the contract, and thereby frustrate their intent. Furthermore, it might restrict public access to previously accessible private records. Donors, the research community, and the public may be

angered, and may even undertake litigation against the provincial government.

The second consideration is that the Act should specify its application to the private-sector records donated to public or private sector archives after the law is proclaimed. The AABC recommends an application to the records of private corporate bodies only, and not to family papers or personal papers, though we acknowledge that this is an ambiguous area.

We think that privacy rights of individuals in relation to family and personal papers can be protected with a clause like the following:

The Act applies to personal information contained in records deposited in an archives which were made or received by a corporate body or by officer of a corporate body in the conduct of his or her official duties; it applies to these records even where the officer has retained the records among his or her personal or family papers.

The Act does not apply to family and personal papers deposited in an archives except where these include corporate records as defined above.

This would cover cases where organisational business records have found their way into personal papers (e.g. constituency correspondence in an MLA's papers, patient information in a doctor's papers, university or student records in faculty papers, member information in a trade unionist's papers).

Definitions should address the criteria by which a group will be considered an organisation for the purposes of the Act (e.g. must it be registered under an Act, e.g. the Societies Act?).

Retention of personal information

The Act should specify a minimum retention period of 1 year for personal information used to make a decision that affected an individual (this would parallel the FOI Act, section 31). We recommend that the Act also state that organisations should develop written policies governing their retention of all records containing personal information with respect to minimum and maximum retention periods.

Individuals' right of access to their own personal information

In the section giving individuals a right of access to their personal information that is held by private-sector organisations, state that this applies even where organisations have deposited the records in an archives, and have transferred legal custody, control, and property rights over the records to another institution.

Disclosure for archival, historical and research purposes

A separate section of the Act should address the issues arising from its application to archival holdings. Language in this section should be harmonized with the public-sector *Freedom of Information and Protection of Privacy Act*, sections 22 (disclosure harmful to personal privacy), 33(m) (disclosure to an archives for archival purposes), 35 (disclosure for research or statistical purposes) and 36 (disclosure for archival or historical purposes).

This section would establish:

- (i) the right of an organisation to disclose without consent third-party personal information contained in its records for archival purposes (i.e. permit it to provide access to archivists so they can undertake their work of appraising records, selecting records for acquisition, arranging and describing records and undertaking conservation activities on records).
- (ii) the right of an organisation to donate records containing third-party personal information to archives without the consent of the individuals to whom the personal information belongs; and the right of archives to acquire such donations.
- (iii) the right of access of individuals to third-party personal information contained in private sector records deposited in the archives, if such access would not constitute an unreasonable invasion of an individual's privacy.

This implies a harm test. The terms of this could be taken from section 22 of the FOI Act. The main considerations for archives fall under the following criteria:

- public availability of information (is the personal information already available in the public domain?);
- sensitivity of the personal information (what type is it, is it current or has its sensitivity diminished with the passage of time?);
- probability of injury (could the release of the information reasonably be expected to cause specific harm or injury that is current and probable, what detailed evidence of facts exist to prove this conclusion?);
- context of the record (can information in a record be linked to other records in order to reveal more personal information about an individual than is contained in the record?).

(iv) the right of an archives to disclose without consent personal information for research, statistical, archival, or historical purposes. The language could be taken directly from sections 35 and 36 of the FOI Act. These sections provide for disclosure without research agreements in limited circumstances (not an unreasonable invasion of privacy under terms of section 22; or person has been dead for 20 years or more; or record has been in existence for 100 years or more); and for disclosure only under a research agreement in other circumstances.

We would point out that the Legislative Assembly's Special Committee to Review the Freedom of Information and Protection of Privacy Act recommended in its 1999 Report (Recommendation #8) "That section 36(d) of the *FIPPA* be amended to reduce the general restriction on archived personal information from 100 to 70 years." This is a recommendation the AABC has made on several occasions and we reiterate it now with respect to a time-threshold clause in a parallel private-sector Act. A 100-year restriction is excessive and unnecessary, because the person who is the subject of the record(s) will be a minimum of 70 years old if it is assumed that the information is about a newborn on the date the record is created.

(ii) Rationale for AABC recommendations

Purpose of the Act

One of the core privacy principles is a limitation on use, disclosure and retention. The CSA Model Code states (principle 5) that "Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes." Taken without qualification, this would destroy the legitimacy of archives, since archival research is founded upon the secondary use of primary sources. This is true of scholarly research, genealogical inquiries, and the use of archives for legal redress of past inequities. The internment of Japanese-Canadians during World War II, aboriginal land claims, immigration of Nazi war criminals, tainted blood scandal, and the exposure of abuse at residential schools furnish prominent examples of citizens using personal information for purposes other than those for which it was collected in order to protect legal rights. Private-sector archival records (especially church archives) have been vital sources of evidence in this context.

This is not to deny the legitimacy of the privacy principle, but to recognize the legitimacy of archival preservation as a public good, acknowledge that these goods may conflict, and that the legislation should enable society to strike a balance.

Scope of the Act

We acknowledge that for purposes of privacy protection, the drawing of a principled distinction between corporate records and personal or family papers in a piece of legislation may be difficult; and that if the language in a section on disclosure for archival and historical purposes is well-drafted, application of the act to family and personal papers becomes less problematic. Nevertheless, with the aim of trying to make a distinction, we offer the following examples and analysis.

Example: the papers of an MLA include constituency correspondence containing sensitive personal information. The records are then donated to an archives as private, personal papers. The privacy rights of constituents need to be protected.

In this case, it could be argued that the MLA acquired third-party personal information not as a private individual but as an elected official of the Legislative Assembly in the course of carrying out his or her official duties. The constituent supplies personal information in the expectation that it is required if the MLA is to be able to perform his or her job of acting on behalf of the constituent. A similar situation can arise in other private papers. For example, faculty papers in university archives often include records a professor made or received while carrying out university duties (e.g. sitting on a tenure review committee, marking student assignments). One could argue that, strictly speaking, these are not "private records" but rather university records that happen to be intermixed with private papers. The practice at Simon Fraser University, for example, is to handle access to these types of records in accordance with the provisions of the FOI Act, even though the records are found in a donation of private papers.

In these kind of cases, the privacy rights of individuals could be protected by applying the act to records made or received by a corporate body, or by an individual officer of a corporate body in the course of carrying out his or her duties as an officer – regardless of who had custody of the record or where they were filed. In this way the act would not apply to personal or family papers as such, but would apply to organisational business records which the officer retained among his or her own papers.

Another example illustrates the negative consequences of not making this distinction. Author A donates his papers to an archives, and these include correspondence between A and B containing their opinions about C. This is not personal information supplied or received in an organisational context for the purpose of conducting a transaction. It is information freely circulated between private individuals. If the act applies to these records, A and B's opinions about C become the personal information of C and C has certain rights in relation to them. Donor A may wish his papers to be open, but C demands restrictions on access to the correspondence on the grounds that it is his personal information. Conversely, A may wish to restrict access to the correspondence for a certain number of years but C has the right of access to them because it is his personal information. In these scenarios, the application of the act would seem to be an illegitimate intrusion of public power into private matters: the free expression of opinion by private citizens on the one hand and the free disposition of personal and private property on the other.

We urge therefore that the act distinguish between personal information created (made or received) by officers in the context of organisational business (which should be covered by the act) from personal information freely circulated between individuals as private individuals (which should be excluded from the act). The act should apply to corporate records that have found their way into personal or family papers, but not to personal or family papers as such.

Retention of personal information

Except for the 1-year minimum retention of personal information used in decision-making, we do not recommend that the Act prescribe specific retention periods. However, by stating that organisations "should" develop written retention policies tailored to their own business requirements (as the PIPED Act does in Schedule 1, clause 4.5.2), the Act would provide a principle that could be elaborated in sectoral codes and guidelines: the idea that personal information has a "shelf life", that sound information and records management supports effective administration of access and privacy rights and minimizes the risk of unauthorized access.

Individuals' right of access to their own personal information

Donors and archives negotiate access restrictions and incorporate these into Donor Agreements. These agreements typically do not distinguish between third-party access rights and an individual's own access rights to his or her own personal information. Donors and archives will need to adjust this practice in future, since these agreements will be subordinate to the Act. Having an explicit statement in the Act to this effect will likely help smooth the adjustment, or at least make clear the need for it.

Disclosure for archival, historical and research purposes

This section would enable archival repositories to undertake their work with private sector records: appraising records containing personal information (which may or may not be acquired); acquiring the records; providing access to the records.

It would establish rights for 4 groups: organisations considering donating records (permitting them to disclose the records to archivists for purposes of appraisal); donors (permitting them to make donations); archives (permitting them to appraise, acquire and provide access); and researchers (permitting them the right of access subject to specific and limited exceptions).

Respectfully submitted on behalf of the AABC,

Lara Wilson - President

Richard Dancy - Public Awareness, Advocacy, and Archives Legislation Committee

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A Conference Coming Your Way!

Planning for the upcoming AABC conference -- to be held April 24-26, 2003 -- is keeping members of both the Program and Local Arrangements Committees quite busy! The theme of the conference, "*From Paper to PDF: Preserving the History Around Us*", is perfectly matched with its location, that of Nanaimo, B.C. -- a city working hard to preserve its rich and diversified history.

The action starts at the CIBC Arts Centre on Thursday, April 24, with a pre-conference workshop on Managing Archival Photographs. From 6:00 to 9:00 that evening a wine and cheese reception will formally kick-off the conference, and allow you to mingle with colleagues and meet up with old friends.

Conference sessions begin on Friday morning and will be held at the Best Western Dorchester Hotel, located along the waterfront in downtown Nanaimo. A number of sessions are planned, and we invite you to sit back, listen, and learn from speakers who bring their experience and insight into timely issues that affect the archives profession. After the morning sessions, you are welcome to explore one of the neighbouring restaurants, cafes, or pubs for lunch.

On Friday afternoon, the AABC Education Committee will present two workshops. The first will be presented by Jan Turner, SLAIS Instructor, and is focussed on creating an archivally sound finding aid system. The second workshop is currently being finalized -- we'll keep you posted! For those who decide not to attend an afternoon workshop, Christine Meutzner, an Archivist with the Nanaimo Community Archives, will be hosting an historic walking tour of Nanaimo.

The annual Banquet will be held on Friday night from 6:00-10:00, at the Coast Bastion Hotel. The Local Arrangements Committee has worked long and hard at diligently taste- testing menu items, and can assure you of a fabulous buffet-dinner, with entertainment to follow.

Saturday's conference program will feature more lively presentations, and a final session dedicated to a round-table discussion, where all conference participants are invited to share strategies and ideas for the direction of the archival community in British Columbia. Saturday's lunch break is unscheduled, so you can return to a favourite restaurant from the day before, or perhaps discover a new one. After lunch, the AABC Annual General Meeting will take place. We urge you to attend, as your vote counts in the election of a new Vice President, Treasurer, and Individual Member-at Large. Immediately following the AGM, the closing plenary will wind up the conference.

As final details are confirmed, conference program information will be posted on the AABC website. Conference information packages, including registration forms, will be mailed in late February. For those who would like to find out more information about Nanaimo, a great site with lots of links is www.tourism.nanaimo.bc.ca.

We hope to see you in Nanaimo!

Lisa Beitel, Program Chair
2003 AABC Conference Committee
lisabeitel@hotmail.com

* * *

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British Columbia Archives Launches On-Line Moving Images Index

On Monday, December 2, the British Columbia Archives launched its new on-line Moving Images Index. Researchers can now search and view descriptive entries for 3,200 moving image titles (comprising approximately 7,000 film and videotape items) within the Archives' holdings. The Index is the latest addition to the integrated search system available on the Archives' web site at search.bcarchives.gov.bc.ca.

The Moving Images Index has been compiled over the past two years from paper-based accession records, finding aids, and other documentation. This material was previously only accessible on-site, in the Archives' reference room. Descriptive information was also drawn from two published filmographies -- Colin Browne's *Motion Picture Production in British Columbia, 1898-1940* (1979), and Dennis J. Duffy's *Camera West: British Columbia on Film, 1941-1965* (1986).

The moving images project was undertaken by the BC Archives' Emerging and Applied Information Technology Group as part of a general plan to convert existing finding aids and descriptive data for on-line access. As such, it is part of an overall strategic move towards more structured information formats. It provides users with enhanced search capabilities, and offers more flexibility in data presentation, providing both compact and expanded display options. It also highlights the usefulness of Encoded Archival Description (EAD) as a common "container" for integrating information created using a variety of standards over time.

While linkages exist from these descriptions to fonds, series, or collection titles, they have been temporarily masked. However, these linkages will be made available in the near future, after the content is synchronized with other descriptive initiatives at the Archives.

The Moving Images page on the web site provides an overview of the Archives' holdings and its access procedures, as well as links for different ways of searching and browsing the Index. (www.bcarchives.gov.bc.ca/movingim/general/movingim.htm)

It is anticipated that a further 600 to 1,000 titles will be added to the on-line Index during the coming year.

Submitted by
Dennis J. Duffy
Archivist, Emerging & Applied Information Technologies,
British Columbia Archives

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Archives in Your Attic



[Betty Walsh and Rosaleen Hill](#)

On Saturday, November 23, Archives Week 2002 was concluded with the first *Archives in Your Attic* event, held at BC Archives in Victoria. 118 people brought along their treasures for appraisal by our panel of experts; many thanks to all who attended, to all who kindly volunteered their time, effort, and expertise,¹ and to BC Archives for the use of its reference room (along with two security guards!). Our thanks also go to the Historical Federation of BC and the Friends of the BC Archives for their kind donation, and to the organizers: Anne ten Cate, Carrie Stevenson, and Barb Towell.



[Robert Davison and Dorothy Lutens, Poor Richard's Books](#)

It is hard to pinpoint what the most exciting items were, as everyone had their favourite items, from the comic book collection to the book of historical maps with an inscription to a Stewart (could this be royalty?) inside. At the end of the day, *Archives In Your Attic* proved to be a great opportunity for the public to become more aware of archives and the importance of preserving our documentary heritage.

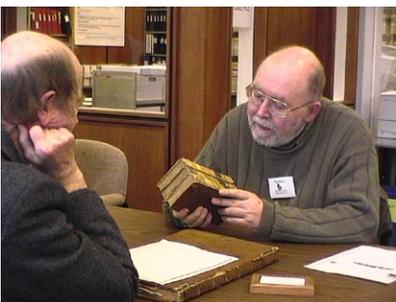
The AABC would love to make this an annual event. Anyone interested in organizing the event for 2003 should contact the advocacy committee.

¹ The participation of the following people made this event possible:

- **Robert Davison**, Photograph Expert
- Dennis Duffy, Sound and Moving Image Expert
- Bob Gaba, Rare Book Specialist and Manuscript appraisal
- Neil Williams, Rare book specialist
- Joanna Hagar, Rare book specialist
- Odean Long, Rare book specialist
- David Mattison, Private (non-government) records archivist
- Rosaleen Hill, Conservator, AABC
- Betty Walsh, Conservator



[Bob Gaba, Bjarne Tokerud Books](#)



[Neil Williams, Williams Books](#)



[Dennis Duffy](#)

- Frances Woodward, Maps
- Nicholas Tuele, Art consultant
- Ann ten Cate, Reference Archivist
- Sandra Gill, Genealogy
- Carron Nixon, BC Archives, display
- Barb Towell, AABC Greeter and exit monitor, front lobby
- Carrie Stevenson, AABC, traffic director, handing out info sheets to public just inside doors to Ref. Room
- Ron Greene, Friends of the BC Archives promotion
- Marie Elliott, Friends, Greeter, front lobby and upper plaza
- Terri Hunter, Friends, Greeter, security back up
- Anne Yandle, Friends, Traffic director, handing out info sheets inside Ref Rm.
- Leona Taylor, Friends, Greeter, front lobby and upper plaza
- Dorothy Sweet, Friends, Greeter, front lobby and upper plaza
- Sister Elizabeth Janell, Catering, lunchroom
- Nick Bury and Bob **Cousineau**, Bury Media archival supplies

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Education Archivist Appointed

On behalf of the Education Committee, I am pleased to announce that Patti O'Byrne has been appointed as the AABC Education Archivist from January 13 to March 31, 2003. Patti will work a total of 70 hours per month, Mon. to Wed. Patti is known to many of our members for the excellent service she has provided since 1996, both in an official AABC capacity and as a private archival contractor. Patti brings a friendly and accessible approach to her work, and loads of concrete, hands-on and practical advice on a wide range of archival issues, based on her solid experience and knowledge of archival principles. We are fortunate to have her assistance, and look forward to working with her.

For those members who may be unfamiliar with her, Patti was kind enough to compose the following words of introduction.

Jane Turner
Chair, AABC Education Committee

Like many people who do it (but won't admit to it), I read my yearly horoscope on January 1st. It said "between January 1st and 21st your personal focus accomplishes great things. Your chosen profession feels like the perfect way of life." Considering I was just about to start another contract with the AABC, it seemed very prophetic! I'm certain the next 3 months are going to fly by very quickly, but I hope to accomplish a number of things as the AABC Education Archivist in the first quarter of the year 2003.

For those of you who may not know me, I hope this article will give you a brief idea of who I am, my experience working with community archives, and how I may be of assistance to the BC archival community at large.

I originally started my university career with the hopes of becoming a history teacher. However, Fate stepped in during my last year. While writing my thesis paper, I was obliged to spend time in our local museum/archives. The time I spent researching through hundreds of original newspapers, journals, diaries, maps, and photographs was one of the major highlights of my final year. A chat with my thesis advisor eventually had me signing up for a two-year archival technician course at Algonquin College in Ottawa. During my two years at Algonquin I worked at a local church archives, and at the city archives, and eventually I obtained a summer contract at the Manuscript Division of the National Archives on Wellington St. During my last semester, I was fortunate to be accepted at the Vernon Museum and Archives for my practicum. It was here in BC that my appreciation for community archives was forever instilled.

Since graduation in 1996, I have managed to work on a number of archival contracts throughout the province of BC. In addition to numerous contracts with both the Vernon and Kelowna Archives, I have been to Williams Lake, Kitimat, Lytton, Enderby, Oliver, Cortes Island (Whaletown), and Kamloops. I have also been fortunate to visit places such as Nanaimo, Dawson Creek, Prince George, Victoria, Delta, and Tsawwassen while working as a contract archivist for the AABC, teaching many of their introductory archival and photographic courses. In most cases, my contracts have focussed on the arrangement and description of an individual or business's records and photographs, but I have also assisted in the establishment of archival administrative policies and procedures. As I begin this new chapter in my career with the AABC, I am certain that the position of Education Archivist is going to be both challenging and rewarding. I am looking forward to reconnecting with those archives I have worked with in the past, and to making new friends and contacts with more of BC's archives.

As many of you know, there have been a number of federal and provincial funding cutbacks to the AABC Education services. We are in the process of developing plans for the 2003 courses, and we will post these on the AABC web site as soon as they have been finalized. Those of you who have questions, concerns, inquiries, or ideas for future courses are free to contact me via phone or email. I will be keeping office hours of 9:00-4:30 pm Monday-Wednesday. You can contact me by email through the link on the AABC web site, at pobyrne@abc.bc.ca , by phone at 250-868-1087, or via snail mail at:

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AABC Executive's Letter to the Government of BC Concerning Recent Changes at BC Archives

Dear Colleagues,

Please find below the text of the AABC's letter to the Provincial Government regarding the integration of the BC Archives with the new Royal BC Museum Crown Trust.

My thanks to those of you who contacted me to state your concern regarding this sudden merger. I'd also like to take this opportunity to express the AABC's support for our colleagues at the BC Archives. The AABC encourages members of archival community to write the government with their concerns, and to forward this message to anyone who may be interested.

For more information on the integration, please see the following government links:

The press release, with backgrounder: www2.news.gov.bc.ca/nrm_news_releases/2002MCAWS0064-001004.htm

The presentation to Cabinet: www.gov.bc.ca/prem/down/slid/rbcm_bw_nov_22.pdf

Please write to:

The Honourable George Abbott
Minister of Community, Aboriginal and Women's Services
PO Box 9042
STN PROV GOVT
Victoria BC V8W 9E2

FAX 250 356-8508

Please cc. any correspondence to the Minister to:

Pauline Rafferty
CEO - Royal British Columbia Museum
675 Belleville Street
Victoria BC V8W 9W2

The Honourable Sandy Santori
Minister of Management Services
PO Box 9063
STN PROV GOVT

Victoria BC V8W 9E2

Gary Mitchell
Provincial Archivist and Director BC Archives
PO Box 9419
STN PROV GOVT
Victoria BC V8W 9V1

AABC

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December 25, 2002

The Honourable George Abbott  
Minister of Community, Aboriginal, and Women's Services  
PO Box 9042, STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Abbott,

On behalf of the members of the Archives Association of British Columbia (AABC), I am writing regarding the recent amalgamation of the BC Archives and the Royal British Columbia Museum. The AABC represents 300 archivists and archival institutions in the province, and is committed to preserving British Columbia's documentary heritage.

The archival community in British Columbia has reacted to the news of the amalgamation with dismay. The media releases announcing it did not outline any benefit to the BC Archives and its community from inclusion in the new Crown Trust.

The AABC wants your assurance that the following concerns will be addressed:

- The maintenance of the BC Archives' name and web-site address, which are known and cited by researchers around the world.
- The recognition of archival principles, practices and standards, as separate from those of museology. Archivists are neutral caretakers of private and public records, who leave interpretation of these records to members of society. Records are not artifacts; they are retained for their important legal and operational value, as well as their cultural and monetary value.
- The continuing support of the BC Archives' integrated approach to the management of records, in all media, through their life cycle. BC Archives has achieved international recognition from its peers for this professional programme.
- The continuing transfer of public records from the Ministries to the BC Archives. Archivists and records managers work cooperatively to manage records from creation to final disposition. In a democracy, the preservation of public records is crucial because they reflect individual rights and the actions of government officials.
- The continuance of equitable access to records in the custody and control of the BC Archives. Public records serve to support the rights of citizens, and charging citizens for access to archives impedes the exercise of those rights.
- The renewed support of BC Archives' key role in the development of archives in the province. The archival community benefited from the leadership, expertise, and advocacy provided by the BC Archives, and the financial programmes it administered: the Community Archives Assistance Programme (CAAP) and the Community Archives Advisory and Training Programme (CAAT). The AABC supports an effective role for the BC Archives in the network of provincial archives.

We hope that policies and procedures can be implemented to allow continued cooperation between records

managers and archivists, and we request that our concerns be taken into account during the transition process.

I look forward to hearing from you on these matters.

Sincerely,

Lara J. Wilson  
AABC President

cc: Pauline Rafferty - CEO, Royal British Columbia Museum  
cc: Hon. Sandy Santori - Minister of Management Services  
cc: Gary Mitchell - Provincial Archivist and Director BC Archives

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## PROVINCIAL ARCHIVIST REPORT — Archives Association of BC

It has been an exciting fall for the heritage communities in British Columbia with the announcement on November 22, 2002 that a "cultural precinct" and new Crown Trust were to be established. The Cultural Precinct will be a showcase area for displaying, exhibiting and advancing the culture(s) and history of our province. The new Crown Trust will see the merger of the BC Archives and Royal BC Museum. As one of the major information sources for BC's human history, the BC Archives is a vital element to the success of the cultural precinct concept.

Opportunities exist for the BC Archives in this new Crown Trust as revenues earned from copying charges and permission fees will be retained. The Crown Trust will have stable funding for five years while it gets its programs and services, including fund-raising aligned. The Archives, allied with the historians and scientists from the museum, can improve access through the museum's Living Landscapes program, outreach programs, and the existing archives web site.

Over the past twenty years, the Archives has moved strongly into its role as the "government archives" while down-sizing its acquisition of manuscript collections to a passive program. I think a re-alignment of these two roles will occur within the Crown Trust. The Archives will continue to support the repatriation of archival holdings back to creating agencies. I firmly believe that our communities are best served by having their archives close at hand and we will continue to return archival materials back to creator institutions. [With the Crown Trust announcement, several "repat" projects have been put on hold.]

There is a strong feeling that both the museum and archives collections are not representative of society. Often our professional literature speaks of archives being too mainstream [or conservative] in its acquisition policies. I think the Crown Trust will break new ground in the collection and accessibility to records of currently under represented groups.

As with any change, there are disappointments. Government will be keeping its records management component within its direct control thus ending 15 years of an integrated records and archives program. The Crown Trust and the government ministries will be working out memoranda to ensure that government's archival records are protected and transferred to the government archives. To support the smooth and continued transfer of archival records, the archival appraisal of government records will continue to exist within the re-created records management branch.

Although the official names may change, be assured the important work of the Archives will continue, as will I as director of the Archives within the Crown Trust.

Legislation is being drafted to create the Crown Trust and its mandate to preserve, maintain and make accessible the museum and archives collections of the province. As many of you know, there is no archival legislation within British Columbia.

As one might imagine the combining of two old institutions and cultures will take time and effort. Working groups are being assembled to effect the transition of the museum and archives into the new Crown Trust. As each group begins its work of review and studying processes and programs, changes may occur. If and when such change occurs,

information will be available through the website and our professional and heritage newsletters.

At this point, I want to assure you that the Archives, with its dedicated and professional staff, continues to exist as the "provincial archives"; and that the Crown Trust offers the Archives stability and new opportunities to expand our message and services to a greater audience.

My best wishes for a prosperous and exciting 2003!

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## Tracking Canada's Past

Tracking Canada's Past is growing and we are looking for more volunteers.

Tracking Canada's Past is an innovative history-teaching project at Simon Fraser University. We are building a geographically distributed learning community in which teachers, students, and volunteer mentors from a limited number of selected cities and towns across Canada collaborate on research projects that join people and events in their communities to themes of national importance. The mentors will help students and teachers make historical sense of the unique resources in their local environment, including historic sites and community archives. They are asked to help, guide, and challenge the students with whom they work.

We are starting our second year in January and are inviting volunteers who have a special interest in history methodology or in teaching Canadian history to act as on-line mentors to high school students studying the history of the Canadian Pacific Railway. Many more schools have expressed an interest in joining our project this year; having a strong body of volunteer mentors is crucial to our being able to accommodate them all.

Tracking Canada's Past is scheduled to run for a ten-week period during the coming semester and we estimate the time involved will be not more than an hour or two per week.

Volunteers need convenient access to the Internet. The software program we use, Knowledge Forum, uses standard Internet browsers and is available to all volunteers on-line. Volunteers will also receive a 60-page resource book to guide their participation as mentors and they will have further support from the staff in our lab at Simon Fraser.

For more information please see our website:

[www.trackingcanadaspast.org](http://www.trackingcanadaspast.org) or contact [koneill@sfu.ca](mailto:koneill@sfu.ca)

Kit Lort,  
Research Assistant  
*Per* Kevin O'Neill,  
Assistant Professor  
Program Coordinator  
Master's in Education and Technology

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# AABC Newsletter

Volume 13 No. 1 Winter 2003

## President's Report

Greetings,

On behalf of the Executive, I wish you all a peaceful and happy New Year! The weeks leading up to the holidays were an eventful time for the provincial and national archival communities, with major announcements concerning BC Archives, and the Canadian Council of Archives CAIN Funding.

### *BC Archives*

During the November 22, 2002 Open Cabinet Meeting, the Executive Council of the Province of British Columbia approved a change in the governance of the Royal BC Museum (RBCM), from a special operating agency to a Crown Trust.

This decision included the amalgamation of BC Archives into the Crown Trust's operations, in a "cultural precinct" managed by the Museum. The news release announcing the RBCM Crown Trust stated that

Cabinet also approved the amalgamation of the 116-year-old museum with the British Columbia Archives, Helmcken House, and the Netherlands Carillon because of their proximity and shared mandate. The group, called a cultural precinct, will benefit from streamline processes and offerings, operational efficiencies and joint marketing.

([www2.news.gov.bc.ca/nrm\\_news\\_releases/2002MCAWS0064-001004.htm](http://www2.news.gov.bc.ca/nrm_news_releases/2002MCAWS0064-001004.htm))

In the presentation made to Cabinet, Museum CEO Pauline Rafferty focused on the benefits to the Museum, namely, that as a Crown Trust, the RBCM will be able to attract private-sector donations and partnerships, thereby improving its programmes and increasing revenue. (Cabinet presentation: [www.gov.bc.ca/prem/down/slid/rbcm\\_bw\\_nov\\_22.pdf](http://www.gov.bc.ca/prem/down/slid/rbcm_bw_nov_22.pdf); Cabinet meeting transcript: [www.gov.bc.ca/prem/down/tran/open\\_cabinet\\_meeting\\_nov\\_22\\_2002.htm](http://www.gov.bc.ca/prem/down/tran/open_cabinet_meeting_nov_22_2002.htm))

The integrated (and effective) Records Management Programme will be separated from BC Archives, remaining with the Ministry of Management Services, while the Archives will become a part of the Museum's operations. The Trust's Board will be responsible to the Minister of Community, Aboriginal, and Women's Services (CAWS). The BC archival community is surprised and disturbed by this news.

The AABC is very concerned about the impact of the decision on the provincial records management /archives continuum (Please see the [Executive's letter to the Hon. George Abbott](#), included in this Newsletter link). We hope the Minister will reply to our letter, providing evidence and assurances that this amalgamation will not be detrimental to the mandate and functions of BC Archives.

We encourage members to write the Hon. George Abbott with their concerns and questions (please see the Executive letter for addresses). The AABC would appreciate receiving copies of any letters written regarding this issue.

### *CCA funding*

As reported by Ann Carroll in the Fall Newsletter, the CCA received a 26% budget cut to CAIN funding from the Department of Canadian Heritage. To soften the blow to the provinces and territories, the CCA reduced the budgets of some of its programmes.

It was late fall when AABC received information on BC's allocation of CCA funds for 2003/04. Unfortunately, because CCA has experienced increased expenses, including having taken on 6% of the 2002/03 CAIN cut, all 2003/04 provincial and territorial allocations were reduced by 5%.

There were also changes to the CAIN guidelines and a profound shift in direction for possible Year 4 projects, with a new and strong emphasis on virtual exhibits related to K-12 curricula. This shift was deemed necessary by CCA, so that the CAIN programme can continue to be eligible for funding under the Memory Fund of the Canadian Culture Online Program of the Department of Canadian Heritage. Provincial and territorial councils had to submit statements of intent to CCA by November 14. Final applications had to be submitted by December 13. Institutional Members were notified that AABC would apply for a province-wide virtual exhibit project. If our application is successful, the project will be administered in a similar manner to the CAIN Digitization Equipment Purchase Program.

As I'm writing this report, the Grants Committee is adjudicating CCA Grants for 2003/04. I'd like to take this opportunity to thank all applicants, as well as the Committee for their work on behalf of the Association.

### *Archives Week*

On November 23, I had the pleasure of attending the AABC/Friends of the BC Archives event "Archives in Your Attic," held in the BC Archives reading room. Attendance was terrific (it was in competition with the Victoria Beer Festival across the street!). Over 100 Victorians brought in their treasures for archival appraisal and preservation advice. Well done - there was no budget for advertising!

Thank you to the appraisers, volunteers and vendors, and to the Friends, the BC Historical Federation, and Bury Media for their donations. Special thanks to Gary Mitchell for letting us set up shop at Belleville on a Saturday.

### *Strategic planning workshop*

The Executive is planning a one-day strategic planning workshop for March 29, 2003 at the Delta Museum and Archives. In light of our changing financial situation, it is the right time for the Executive to gather with regional reps and committee chairs to discuss directions for 2003/04 and beyond.

So stay tuned for details!

### *Terry Reksten Fund Award recipient*

As was announced in late August, the Friends of the BC Archives are administering the Terry Reksten Fund award (see [www.bcarchives.gov.bc.ca/friends/memorial.htm](http://www.bcarchives.gov.bc.ca/friends/memorial.htm)), which was established by the family of the late BC historian. The Fund's purpose is to provide financial help to the community archives of BC, many of which were of great help to her when she was writing her books on the history of this province.

I assisted the Friends in the review of the award applications, and I am pleased to announce that the first recipient is The Aldergrove Heritage Society.

Congratulations to Aldergrove!

A reminder to community archives that this is an annual award, so keep an eye out later in the year for details on the application process for 2003.

### *AABC Conference - "From Paper to PDF: Preserving the History Around Us"*

We're all looking forward to the AABC's Annual Conference in historic Nanaimo - see Lisa Beitel's write-up on the

conference in this issue. Don't forget to stay for the AGM . . . after the food, the festivities and lively archival discussions!

Speaking of the AGM . . . this year the Executive will be seeking a VP, a treasurer, and an individual-member-at-large for 2-year terms. Please consider stepping up to the plate and volunteering for the AABC.

That's it for now - we've much to do in these remaining months, so I'll close with these hopeful words from Percy Bysshe Shelley's *Ode to the West Wind*:

*"If winter comes, can spring be far behind?"*

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## Executive Minutes - 21 September 2002

### **AABC Executive Committee Meeting Minutes: 21 September 2002**

Executive of the Archives Association of British Columbia  
Location: Delta Museum and Archives - Delta, B.C.

#### **Present:**

**Lara Wilson**, President  
**Erwin Wodarczak**, Vice President  
**Kathy Bossort**, Institutional Member-at-large  
**Christine O'Donnell**, Individual Member-At-Large  
**Erica Hernández**, Secretary

#### **Guest:**

**Karen Blimkie**, Financial Manager

#### **Regrets:**

**Carrie Eirene Stevenson**, Treasurer

### **1. Approval of Agenda:** Approved

Meeting was called to order at 1:47 pm.

### **2. Approval of Minutes of 28 June 2002 Executive Meeting:**

Lara Wilson moved to approve the minutes. Kathy Bossort seconded the motion. Motion carried.

### **3. Business Arising**

#### **3.1 Secretary's Report**

##### *Award Distribution:*

The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year. Lara Wilson contacted the UBC Awards Office regarding awarding procedure and this error has been corrected - only one prize was awarded.

##### *Canadian Almanac & Directory:*

Erica Hernández reported to the Executive that the AABC's basic entry information has been submitted.

*Kudos from Fort Steele:*

The following note of praise was included in the membership renewal form from Fort Steele:

"Dear Membership Committee...We do appreciate the advocacy and grant dispersal work that you do for us. These are very hard times so please keep up your efforts to advance the value of archives." - Derryll White, Curator/Archivist, Southern Interior Region

#### **4. President's Report**

*Strategic Planning Session -- February 2003:*

The Executive determined that a Strategic Planning Session is needed regardless of whether gaming funding is received. Future directions for AABC programmes and services will be a topic at this meeting. Lara Wilson requested volunteers to co-ordinate this meeting.

**Action:** Kathy Bossort volunteered to co-ordinate the billeting arrangements and meeting site co-ordination. Erica Hernández offered to co-ordinate the agenda of this meeting.

*Terry Reksten Memorial Fund -- distribution request from Evert Moes:*

Notification of this fund was made available to AABC members. Lara Wilson will participate in the adjudication process.

**Action:** Lara Wilson will send Minister Santori a copy of the Fall AABC newsletter in order to keep him up to date on AABC activities.

*ARMA Collaboration:*

Lara Wilson was approached by ARMA regarding the potential joint facilitation of activities. Such activities could include the inclusion of Nanaimo-based ARMA members into our 2003 conference.

**Action:** Lara Wilson will inform the Conference Chairs about this offer of joint-based activities.

#### **5. Treasurer's Report**

*Financial Update from AABC Financial Manager, Karen Blimkie*

The AABC financial outlook was on- track until the CAIN cuts came into effect. Karen Blimkie presented financial statements for the month of August.

**Motion:** Lara Wilson moved to approve the financial statement presented by Karen Blimkie. Erwin Wodarczak seconded. Motion carried.

*Charitable Returns*

Karen Blimkie reported that the AABC's T30-10 - charitable return has recently been sent off via registered mail.

*Grant Applications and Timing of Executive Involvement:*

Kathy Bossort is meeting with the CCA during the last week of October. In light of recent cuts to CAIN funding, there is no benefit to requesting the compilation of draft grant applications from the various committees. If money is not available, the Education Committee will be hit hardest due to lack of matching funds. Therefore instead of preliminary planning, Karen suggests a meeting of the Education Committee to make some difficult decisions on how to handle up to a 50% reduction in funding (worst case scenario planning). If funding is available grant-writing Sub-Committees should be prepared to meet mid -Nov. to the beginning of Dec.; the Executive should meet after planning has been complete.

*Conference Database Work:*

Karen Blimkie reported that for the 2001 Victoria conference she did cheque entry and registrations and then sent these figures on to the conference co-ordinator. As money for this service may not be available this year due to CAIN cutbacks, the Executive must determine how to manage database work. This decision needs to be made in

New Year.

*Gaming Commission Update:*

Lara Wilson completed and sent off a gaming application. Funds requested: \$500 for Archives Week, \$2,000 for publication and expenses, \$3,500 for strategic planning of regional reps meeting in New Year (Feb. 2003). A total of \$6,000 was requested; it was decided that a modest amount had a better chance of being approved.

## **6. Committee and Program Reports**

### **6.1 Education**

*Resignation & Congratulations:*

Lara Wilson announced the resignation of Jan Turner, AABC's Education and Advisory Archivist. Her resignation, effective August 19, 2002 was submitted upon her appointment to a teaching position within the M.A.S. programme at U.B.C. The Executive would like to congratulate Jan on her recent appointment, and thank her for all her excellent work for the AABC and its members. Jane Turner, Chair of the Education Committee, is currently looking for a new contractor.

The Education Committee asks the Executive's approval of Francis Manbridge's appointment to the Committee.

**Motion:** Lara Wilson moved to approve this membership appointment. Christine O'Donnell seconded the motion. Motion carried.

*Creation of Sub-Committee:*

Jane Turner is hoping to establish a small sub-committee to act as a sounding board for new education curriculum.

*Workshop Plans:*

Jan Turner had planned a large workshop with a First Nations Band near Enderby. Now that she has left, Patti O'Byrne has offered to facilitate this proposed 20 people/ 5 day workshop, only it will be condensed down to 3 days. If we do have Education & Advisory Archivist by this time, this workshop would be good starting point.

### **6.2 Grants**

*Membership:*

Kathy Bossort reported that all members of the Grants Committee have been contacted and most will return from last year. One member is still outstanding and will confirm or deny their membership soon.

### **6.3 Membership**

*Membership Database:*

Dovelle Buie has raised a number of concerns regarding the time demands required of the Membership Chair. The operation of this committee must be re-considered as the co-ordination of AABC membership is becoming overwhelming in terms of required time commitment. Dovelle Buie suggested asking Karen Blimkie to take on some of the financial responsibilities associated with Chair duties, such as cheque processing and issuing of receipts (tasks to be based upon a model utilized by the BCMA). Erica Hernández suggested the possibility of creating two Membership Chairs, or Co-Chairs, in order to divide up the work.

**Action:** Karen Blimkie to look into the possibility of co-ordinating these two activities into her work schedule.

*Membership Stats Update:*

7 Honourary Life

1 Honourary Patron

74 Individual

9 Sustaining

35 Student/Volunteer  
38 Associate Institutional  
94 Institutional  
258 'Paid' members in total  
[Unofficial category of Newsletter = 1]

With the inclusion of 20 students who will be granted free memberships sometime this month, AABC membership numbers will be up to 279.

*Donation/Bequest Form:*

Erica Hernández reported that the Finance Committee is still working on the format and content of a donation/bequest form. Once completed it will be forwarded on to the Membership Committee to be distributed with the next mailout.

*Publication of Membership Directory:*

The AABC Directory will be produced in October 2002 once student memberships have been received.

*Institutional Membership:*

Four Institutional Membership applications have been sent out although none have been returned.

*Institutional Membership Survey Concerning E-Correspondence for Grants:*

During the March 2002 spring mailing, pink query slips were sent out to members to ask them to consider agreeing to receive grant information electronically. Of the 89 members who received this letter, 54 said yes to receiving information electronically, while 35 said no or did not respond.

*Membership to B.C. Historical Society:*

Lara Wilson suggested that we renew our membership with the BC Historical Society. Karen Blimkie will renew this membership as soon as a renewal form is received.

## **6.4 Conference Program**

*Nanaimo Conference Planning:*

Lisa Beitel met with Christine Meutzner on Vancouver Island last month to discuss conference plans. Lisa is currently brainstorming ideas for sessions and a conference theme around the idea of the plight of small institutions and how they can make their mark. With this theme in mind, sessions on funding and grants; user education; and digitization projects may be offered. She is still working on speakers and workshops - tasks which are also dependent on the hiring of a new Education and Advisory Archivist. Christine has booked reception, banquet and session rooms. The opening reception will be held in the Opera Room of the Dorchester Hotel on Thursday April 24, 2003 from 6pm to 8pm. The hotel's address is 70 Church St. Nanaimo.

*Call for Conference Papers:*

A call for conference papers will be issued in October.

**Action:** Lara Wilson is to extend invitations to The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia and Sandy Santori, Minister of Management Services to invite them to our upcoming conference.

## **6.5 Internet**

*CAIN Funding Cuts:*

The AABC (along with every other provincial and territorial council) is being asked to cut 20% from the CCA grant funds approved for this fiscal year. The Internet Committee has already contacted the person responsible for each approved project to ascertain whether or not they have started their CAIN funded project and if so, how much money they have already spent and/or committed. The dollar figure the AABC is required to cut is \$45,000.

The CAIN Equipment purchase programme will not be cut. All 2nd grant applications have been rejected outright; including the AABC's Itinerant Archivist programme. The CCA will not be able to relinquish available grant monies until they are notified by this Committee as to how these cuts are to be implemented. A deadline of September 27, 2002 has been set for the submission of CCA grant applications.

Heather Gordon has requested the following Executive authority: In order to meet the CCA deadline of Sept. 27th, she would like the Internet Committee to be empowered to decide its course of action for the reduction of grant monies as soon as the survey information has been compiled. This Committee will forward its recommendations to Lara Wilson and Erwin Wodarczak for final approval prior to CCA submission.

**Motion:** Erwin Wodarczak moved to give authority to Heather Gordon and the Internet Committee as outlined above. Christine O'Donnell seconded. Motion carried.

**Action:** Lara Wilson to contact CCA, asking how AABC can best express its support for CAIN and CCA to Heritage Canada.

*Recommendations for Consideration:*

1) Erwin Wodarczak proposed that the AABC begin lobbying the CCA for a change to the guidelines of the Control of Holding Special Projects programme. Recommendations for change should allow for a provincial global match similar to the one permitted in the CAIN guidelines. This change would allow for more flexibility in how grant monies could be spent.

2) Erwin Wodarczak proposed that the AABC change its application procedures for the 2003/04 year and submit CAIN grant applications to meet 2 requirements. The first application to request funding for the BCA Network and BCA Network operation requirements; while the second application would allow the AABC to hold 2 CAIN adjudications. This latter change would permit institutions to submit only 1 application.

**Action:** The Executive tabled these issues for now.

*Website Content-Updating:*

Erwin Wodarczak suggested that education and preservation contractors provide input to the "Archivists Toolkit" in an effort to maintain its relevancy.

**Action:** Christine O'Donnell and Lara Wilson to contact the Preservation and Education Committees and pass along this request.

*Website Content-Design:*

Erwin Wodarczak requested that the committees who request the uploading of specifically formatted special event pages be responsible for determining this new content. The Internet Committee should not be responsible for determining this content, rather, it should only be responsible for uploading the final product.

**Action:** Lara Wilson to contact Committee Chairs and inform them of this responsibility.

## **6.6 Preservation**

*CCI Workshop:*

Rosaleen Hill recently hosted a CCI workshop at the Vancouver Public Library and all went well.

## **6.7 PAAL**

*Archives Week:*

Peter Johnson reported that his Committee members have been working independently on *Archives Week* preparations since the last report:

- Barb Towell has completed planning and arrangements for an "Archives in Your Attic" event to be held Saturday November 23rd at the B.C. Archives.

- Peter Johnson has been working with Surrey Heritage Services' Publicist, Dani Brown, to create an 'economy' 11" x 17" poster for mailing to all B.C. archives to publicize *Archives Week*.
- A total of 320 copies have just been printed by the City of Surrey printshop and will be available to AABC at a printing-only cost of 60 cents per poster.
- A new (and economic) "Archives Week" website is currently being prepared with Bill Purver's generous help.
- The *Archives Week* theme this year is "Celebrating 150 years of Public Education in B.C." *Archives Week* will run from November 17-23.

#### *Private Sector Privacy Legislation:*

On August 23, Lara Wilson and Richard Dancy (PAAL Committee) met with Chris Norman, Director, and Sharon Plater, Senior Advisor, of Corporate Privacy and Information Access Branch (CPIAB), Ministry of Management Services. This informal meeting was in response to an invitation to the AABC from Chris Norman, who is holding consultation meetings across the province regarding the proposed Private Sector Privacy Legislation. Among the issues discussed at the meeting were the scope of the legislation, retention, and disclosure as they pertained to private records held by archives. The meeting went well and Chris was receptive to our concerns. AABC will continue to update the membership on the legislation's progress, and welcome comments.

### **6.8 Newsletter Editorial Board**

#### *Newsletter .pdf file:*

Bob Edwards asked the Executive to consider the possibility of changing the electronic format of the newsletter to a .pdf file in an effort to reduce the number of hardcopies that require printing and mailing. The Executive requires more information on this change in format.

#### *AABC Minutes:*

Bob Edwards has noted the inefficiency of inputting and tagging minutes twice - once for the website, and once for the newsletter. He is to contact Leslie Field for more information on this process.

## **7. Other Business**

#### *Call for New Members:*

The Executive decided to submit a call for new members for the various AABC committees.

**Action:** Erwin Wodarczak to post this call to archival list-serves and on the AABC webpage. Erica Hernández to forward this call on to the BC-Muse list-serve.

#### *Greater Vancouver Regional Representative:*

Lynne Waller expressed an interest in becoming the AABC's Greater Vancouver Regional Representative.

**Motion:** Christine O'Donnell moved to accept Lynne Waller as a new regional representative. Erwin Wodarczak seconded the motion. Motion carried.

## **8. Adjournment**

Lara Wilson moved to adjourn the meeting, Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 3:14 pm.

#### *Next Executive Meeting:*

Date: Saturday December 7, 2002

Time: 10:00 am

Location: UBC Main Library, Room 860 (across from UBC Archives office)

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## Executive Minutes - 7 December 2002

### **AABC Executive Committee Meeting Minutes: 7 December 2002**

Executive of the Archives Association of British Columbia  
Location: Room 630, UBC Main Library, Vancouver, B.C.

#### **Present:**

**Lara Wilson**, President  
**Erwin Wodarczak**, Vice President  
**Carrie Eirene Stevenson**, Treasurer  
**Christine O'Donnell**, Individual Member-At-Large  
**Kathy Bossort**, Institutional Member-at-large  
**Erica Hernández**, Secretary

#### **Guest:**

**Lisa Beitel**, Conference Program Committee Chair

### **1. Approval of Agenda:** approved

Lara Wilson called the meeting to order at 10:44 am.

### **2. Approval of Minutes of 21 September 2002 Executive Meeting:** approved

### **3. Business Arising**

#### **3.1 Outstanding Issues**

##### *Gaming Application*

Lara Wilson reported that we are still awaiting the adjudication. Lara and Carrie completed an "Amendment to Application Form", as requested by the Gaming Policy and Enforcement Branch. The form indicates that upon dissolution, the AABC will transfer all unused gaming funds and assets purchased with gaming funds to the minister of Finance or another eligible charitable organization in BC.

##### *Minister Santori*

Lara Wilson sent the Minister a copy of the latest AABC newsletter.

##### *CAIN Funding:*

Lara Wilson has sent CCA the AABC's statement of intent for the BCAIN province-wide virtual exhibit project.

She has not yet received word from Fred Farrell regarding the funding advocacy letter. Once received, this letter will serve to inform AABC's penned response to the CAIN cuts.

**Action:** Lara Wilson to contact Fred Farrell about this letter.

#### *BC Historical Federation Membership*

Lara Wilson reported that AABC's membership with this organization is up-to-date.

#### *AABC Conference 2003 Invitations*

Lara Wilson sent formal Conference invitations to Minister Santori and The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia. Minister Santori would most likely be unable to attend and no answer has yet been received from the Lieutenant-Governor.

#### *CCA Control of Holdings Project*

Lara Wilson reported that AABC held off on lobbying action for changes to CCA's Control of Holdings guidelines at this year's General Assembly (2002). The Internet Committee recommended we wait to see what happens in the New Year regarding funding.

#### *Archivist's Toolkit*

Lara Wilson reported that she had spoken to the Education Committee about maintaining the relevancy of the online Archivist's Toolkit.

#### *Newsletter Production*

Lara Wilson reported that the decision to produce the newsletter in a PDF file is still being deliberated.

#### *Terry Reksten Fund Award*

Lara Wilson reported that the Aldergrove Heritage Society won this competition. Lara recommended that an AABC representative meet face to face with the Friends of the BC Archives' Executive for the adjudication process.

### **3.2 Secretary's Report**

#### *BCMA Conference Report*

Erica Hernández reported that the BCMA Conference (October) was very informative and offered many sessions that were of great use to the small institution.

#### *Strategic Planning Session - February 2003*

Erica Hernández reported that she has received only a couple of responses to her call for input into this year's session topics. She will therefore repeat a call for interest and hopes to have a session draft prepared by the end of December.

## **4. President's Report**

#### *Proposed ACA-AABC Mentorship Programme*

Lara Wilson reported that the ACA Membership Committee (Chair, Jennifer Mohan) has offered to take on the activity of organizing and facilitating a local archivists mentorship program at SLAIS.

#### *Surrey Archivis, MINISIS and the BC Thesaurus*

Lara Wilson brought the Executive up-to-date on this situation and informed them that a draft agreement has been drawn up which asserts AABC copyright over the content of the BC Thesaurus. Both Surrey Archives and MINISIS, which is adapting the Thesaurus for Surrey's new archives management system, have been informed of this necessary agreement.

#### *BC Archives Integration into the RBCM*

Lara Wilson discussed with the Executive AABC's response to this situation.

**Motion:** Lara Wilson moved that AABC write a letter outlining the Association's concerns regarding the integration, Erwin Wodarczak seconded the motion. Motion passed.

**Action:** Lara Wilson will draft letter.

## 5. Treasurer's Report

### *Financial Reports*

Carrie Stevenson reported that AABC is up-to-date in compiling its financial statements for the 2002 year.

### *Archives Week Poster*

Lara Wilson informed the Executive that she had authorized payment to Peter Johnson of the Surry Archives and PAAL Committee Chair for the production of the 2002 Archives Week poster.

### *BC Heritage Trust*

Carrie Stevenson reported that the AABC may be able to secure future funding from monies offered by BC Heritage Trust.

### *General Fund Allocation*

Carrie Stevenson proposed the separation of particular funds from the General Fund in an effort to maintain funds designated for particular programs. Her motivation for this separation was to ensure that future Executives were aware of past funding designations. The Executive would not support this proposal but suggested that more of an effort be given to maintaining good documentation of past events and future plans in order to assist future Executives.

### *Budget Approval*

Carrie Stevenson reported that as money was saved from not being able to offer the Education and Advisory Service this year, money will be available for both the ANS and EAS programs for next year. She notes however, that this budget is not sustainable. The budget proposals for the 2003/2004 fiscal year were presented to the Executive. The ANS requires \$17,900 in hard dollars. With this amount the ANS contractor will operate at almost 100% of 2002/2003 levels at 2.5 days per week - the minimum required by the Internet Committee. The EAS requests \$4,500 and its contractor will operate at approximately 45% of 2002/2003 levels. Two BCAPS budget scenarios were presented: the first with the contractor operating at 75% of the 2002/2003 budget level; the second at 65% of the 2002/2003 budget level.

**Motion:** Carrie Stevenson moved to approve the 2003/2004 ANS budget. Erwin Wodarczak seconded. Motion carried.

**Motion:** Carrie Stevenson moved to approve the 2003/2004 EAS budget. Kathy Bossort seconded. Motion carried.

**Motion:** Carrie moved to approve BCAPS budget scenario #2 on a tentative basis - provided 10% of BCAPS funds can be moved to Control of Holdings. Christine O'Donnell seconded. Motion passed.

## 6. Committee and Program Reports

### 6.1 Education

#### *2003/2004 Education Program*

Jane Turner's report, presented by Lara Wilson. In the face of current fiscal realities, the Education Committee is planning to limit their 2003/2004 program to an average of two days per week. The Education Advisor will focus primarily on the development of distance education sessions, and will promote arrangement and description, and the development of finding aid systems. The Education Advisor will also tailor portions of the core curriculum to institutions and regional group meetings, so as to focus on local needs for demonstration, discussion and learning.

Given the current fiscal realities, the Committee recommended that the Executive get broad input from AABC members before the 2003 AGM on how best to restructure the AABC's three programs (Network, Preservation and Education).

The Committee recommended the following changes to fees for core workshops:

Member Rates:

\$45 for a one day workshop

\$90 for a two day workshop

\$135 for a three day workshop

Non-member rates, including a one-year individual membership in the AABC:

\$95 for a one day workshop

\$140 for a two day workshop

\$185 for a three day workshop

**Motion:** Carrie Stevenson moved to approve this change in fees. Kathy Bossort seconded. Motion carried.

*Institutional Members' Attendance at Specialized Workshops*

The Education Committee proposed the following attendance policy for specialized workshops: "In order to ensure space for individual members at specialized workshops there will be a limit of one registrant per institution at institutional and associate member rates".

**Motion:** Lara Wilson moved to approve this change. Erwin Wodarczak seconded. Motion carried.

## **6.2 Grants**

*CCA General Assembly*

Kathy Bossort represented the AABC at the CCA General Assembly on October 26-27, 2002. She forwarded a report on the meeting's proceedings to the AABC Executive, Friday November 1, as well as attended the AABC Internet Committee meeting, November 6, to report specifically on CAIN.

*Notification to Institutional Members*

Kathy Bossort reported that all institutional members have been notified of the availability of, and changes to, the CCA guide and forms for the Control of Holdings program for 2003/2004. The deadline for receipt of applications is December 20, 2002.

*Committee Members*

The AABC Executive was asked to approve the Grants Committee membership list: Kathy Bossort, Chair; Ann Carroll; Laura Cheadle; Chris Hives; Francis Mansbridge; and Christine O'Donnell.

**Motion:** Lara Wilson moved to approve this membership. Carrie Stevenson seconded. Motion carried.

*Adjudication of Control of Holdings Applications*

The Grants Committee will adjudicate the CCA Control of Holdings program applications Monday, 6 January 2003 at the Delta Museum and Archives.

*Past CCA Control of Holdings Monies*

The AABC Executive asked the Grants Committee to report on the amount of money in Control of Holdings available for projects proposed by AABC institutional members over the past few years. Kathy Bossort provided the Executive with these past grant adjudication statistics for 2000/2001, 2001/2002, and 2002/2003.

## **6.3 Membership**

*Membership Statistics*

Dovelle Buie's report presented by Erica Hernández. The latest membership statistics are as follows:

*2002 AABC Membership Numbers*

95 Institutional  
40 Associate Institutional  
7 Honourary Life  
1 Honourary Patron  
10 Sustaining  
77 Individual  
51 Student/Volunteer  
**281 TOTAL** (282 Total = with the newsletter category)

*2001 AABC Membership Numbers*

100 Institutional  
41 Associate Institutional  
7 Honourary Life  
1 Honourary Patron  
10 Sustaining  
87 Individual  
53 Student/Volunteer  
**299 TOTAL** (300 Total = with the newsletter category)

The current numbers include the new first year MAS students. Membership is down from 2001 by 9 members.

## **6.4 Conference Program**

*Conference Planning Update*

Lisa Beitel presented the Conference Program report to the Executive. Conference plans are currently on schedule; letters of invitation have been sent off to potential plenary speakers; Jan. 15, 2003 is the next deadline for the submission of session papers. A conference write-up is to be included in the December 2002 Newsletter issue. Jane Turner has confirmed 2 of 3 workshops to be offered at the conference, including 2 proposed half-day workshops. Christine Meutzner has booked the sites for the opening reception and banquet, and has arranged for conference attendees to book rooms at the conference hotel for \$69 per night. Entertainment for the special events is still being worked on. Pre-conference workshops will be held at the CIBC Arts Centre.

*Travel Subsidy*

The Executive informed Lisa Beitel that travel subsidies will be offered to all delegates who meet the AABC's travel subsidy requirements.

*Registration Procedure*

Lisa Beitel proposed the following change in conference registration procedure: Christine Meutzner will set up an ACCESS database to input conference registrant information and delegates will be asked to send their forms straight to Nanaimo. This information will then be localized at the conference site making registration issues easier to manage, as well as saving the time and cost of having Karen Blimkie do this work -as has been the past custom. All conference cheques will be sent to Karen Blimkie once received by Christine. The Executive was in agreement that this was an efficient and necessary change in registration procedure.

*Conference Budget*

Lisa Beitel presented the Executive with a proposed budget for the 2003 AABC Conference.

**Motion:** Lara Wilson moved to accept this budget. Christine O'Donnell seconded. Motion carried.

## **6.5 Internet**

*Digital Memories Program*

Erwin Wodarczak presented the Internet Committee's CAIN application for the Digital Memories program. This proposal will essentially support the development of a province-wide exhibition initiative aimed at presenting the themes of ethnicity and culture in BC, genealogy and the family in BC, immigration and settlement in BC and Protest in BC to an audience base of kindergarten - grade 12 students. Support for this initiative will allow for the creation of a digital image database on a province-wide basis, as well, it will also assist individual archives in their own digitization process.

#### *Itinerant Archivist*

The Internet Committee has determined to resubmit their CAIN application for an itinerant archivist.

#### *West Vancouver Community Archives Project*

The West Vancouver Community Archives has recently received \$1600 in funding for a re-description project. Once revised these new fonds descriptions will be included in BCAUL.

### **6.6 Preservation**

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee is currently in-line with its planned budget and members are aware that additional budget cuts are looming.

Lara Wilson recommended the AABC publicize to its members the availability of CCA grants for preservation workshops.

**Action:** Christine O'Donnell to find out more on CCA grants and publicize this information to AABC members, if time allows.

### **6.7 PAAL**

#### *"Archives in Your Attic"*

Carrie Stevenson reported that the November "Archives in Your Attic" event at the BC Archives was a success, with lots of public interest and media coverage. This Committee's intent is to hold it again next year.

#### *Private Sector Privacy Legislation*

Lara Wilson briefly reviewed the private sector privacy legislation brief drafted by Richard Dancy and amended by Ian Forsythe, which had been previously forwarded to all Executive members. The Executive was happy with this brief, and was informed that more AABC input may be required as this draft legislation is developed. This brief will be included in the next AABC newsletter.

### **6.8 Newsletter Editorial Board**

Erwin Wodarczak presented the Board's report. Bob Edwards is currently looking to include student papers, an article by Gary Mitchell on the BC Archives / Royal BC Museum "merger", and private sector privacy legislation in the next newsletter. The Newsletter Editorial Board has plans to meet to discuss the possible revamping of the newsletter.

**Action:** Lara Wilson to send Bob Edwards samples of other institutional newsletters to contribute to this discussion on restructuring the AABC newsletter.

## **7. Other Business**

#### *Date for Strategic Planning Session*

Kathy Bossort proposed holding the strategic planning session at the Delta Museum and Archives in March as opposed to February. This change in date would allow for easier road travel for participants from the Interior, as well, the ideas generated at this meeting would remain fresher in the minds of participants for the April AABC Conference. Kathy still has to determine an exact date for the March meeting.

## 8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 2:00 pm.

*Next Executive Meeting:*

Date: Saturday January 11, 2003

Time: 10:30 am

Location: Room 630, UBC Main Library

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## British Columbia Archival Network News

### New and Notable on the Web

#### 1. Greater Vernon Museum and Archives -- On-line Photograph Database

The Greater Vernon Museum and Archives has recently launched its impressive new web site, along with a user-friendly online photograph database providing access to approximately 2500 images. The new web site is at [www.vernonmuseum.ca](http://www.vernonmuseum.ca).

#### 2. British Columbia Archives -- On-line Moving Images Index

Researchers can now search and review descriptive entries for 3,200 moving image titles (about 7,000 film and videotape items) in the holdings of the provincial archives. For an overview of the holdings and search options, go to [www.bcarecives.gov.bc.ca/movingim/general/movingim.htm](http://www.bcarecives.gov.bc.ca/movingim/general/movingim.htm).

#### 3. Archives Society of Alberta -- Alberta InSight Photograph Database

The ASA has recently provided public access to its growing, province-wide online historical photograph database. The official launch of Alberta InSight will be later in 2003 but those interested are invited to check it out with the link from [www.archivesalberta.org/general/database.htm](http://www.archivesalberta.org/general/database.htm).

#### 4. Online Photograph Galleries as Extensions of Descriptive Finding Aids

Two archives have recently mounted photograph galleries of images from specific fonds or collections in their holdings. Links to these galleries are available from online inventories and/or BCAUL descriptions.

The Delta Museum and Archives has recently launched such a gallery for images from the Ken Young collection. The gallery is accessible directly at [aabc.bc.ca/aabc/delta/gallery/](http://aabc.bc.ca/aabc/delta/gallery/).

The University of British Columbia Archives has established its first two online galleries of this kind, consisting of photographs from the Gavin Dirom fonds ([www.library.ubc.ca/archives/Dirom/index.htm](http://www.library.ubc.ca/archives/Dirom/index.htm)) and the George Van Wilby fonds ([www.library.ubc.ca/archives/vanwilby/index.htm](http://www.library.ubc.ca/archives/vanwilby/index.htm)).

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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@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

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

### **British Columbia Archives:**

Commission on the Union Club, the Elks Club, Eureka Club, Chess Club, Playgoers Club and the Railway Porters Club fonds  
Vancouver City Policy Inquiry fonds  
Inquiry into the Circumstances of Landslides at Whatshan fonds  
Commission on Claims Arising out of Riots on Vancouver Island fonds

### **British Columbia Medical Association Archives:**

Dr. A.C. Waldie fonds

### **City of Richmond Archives:**

Graham Elliston fonds

### **City of Vancouver Archives:**

Vancouver Centennial Committee fonds  
Amy Leigh fonds  
Strathcona Residents' Association fonds  
Velma Beryl Kipp fonds  
Bell-Irving family fonds  
Major Matthews collection  
Woodward's Department Stores Limited fonds  
Quine family fonds  
Community Arts Council of Vancouver fonds  
Kiwans Club of Vancouver fonds  
Vancouver (Burrard) Lions Club fonds  
Alan Lever fonds  
Kitsilano War Memorial Community Centre Association fonds  
Adrien Mansvelt collection  
Anglo-British Columbia Packing Company fonds  
University Women's Club of Vancouver fonds  
Lois Kerr fonds  
Eustace Smith Ltd. fonds  
Howard Green fonds  
Everett Crowley fonds  
McGuigan family fonds  
Lower Kitsilano Ratepayers' Association fonds  
MacMillan Bloedel Place fonds  
A. Stewart McMorran 29th (Vancouver) Battalion collection  
E.V. Young fonds  
Canadian Arthritis and Rheumatism Society B.C. Division fonds  
Yip family and Yip Sang Ltd. fonds  
West Point Grey Lawn Bowling Club fonds  
Kitsilano Yacht Club fonds  
Commonwealth Historic Resource Management Ltd. fonds  
United Way of the Lower Mainland fonds  
Strathcona Property Owners and Tenants Association fonds  
Greenpeace Foundation fonds

Urban Design Centre fonds  
American Woman's Club fonds  
Robert Henry fonds  
Ernest Le Messurier fonds  
Coalition of Progressive Electors fonds  
Stanley H. Warn fonds  
Walter A. Grecula collection  
Vancouver Museum fonds  
Carnwath, Anderson family fonds  
Sculptors' Society of British Columbia fonds  
Charles J. Christopherson fonds  
George Henry Cowan fonds

**Delta Museum and Archives:**

Ken Young photograph collection

**Fort Steele Heritage Town Archives:**

Fort Steele mining collection

**Morris and Helen Belkin Art Gallery:**

Kenneth Coutts-Smith fonds  
Eric Metcalfe fonds  
Gary Lee Nova fonds  
Artropolis fonds  
Rodney Graham fonds  
Peter White's It Pays to Play collection  
Victor Doray fonds

**Simon Fraser University Archives:**

Margaret Benston fonds  
Frances Wasserlein fonds  
Candace Parker collection  
Anne Roberts collection  
Gerald Scott fonds  
Susan Walsh fonds

**South Peace Historical Society Archives:**

Dorthea Calverley fonds  
Peace River Rural School District fonds

**Trinity Western University Archives:**

Board of Governors fonds

**University of British Columbia Library Rare Books and Special Collections:**

Thomas and Emma Crosby fonds  
Art Finley fonds  
Margaret Cowie fonds  
Canadian Western Lumber Company Limited fonds  
Crawford Kilian fonds

Ann Blades fonds

**White Rock Museum and Archives:**

White Rock Historical Society fonds  
Fraser Valley Regional Library, White Rock Branch fonds  
B Welcome Social Club fonds  
Old Age Pensioners' Organization, Branch No. 11 fonds  
Marjorie Richardson fonds  
Edward Whittaker collection

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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) Chemainus Valley Museum**

New email address: [cvhs@island.net](mailto:cvhs@island.net)

### **2) Cowichan Valley Museum and Archives**

New web site: [www.cowichanvalley.museum.bc.ca](http://www.cowichanvalley.museum.bc.ca)

### **3) Simon Fraser University Library Special Collections and Rare Books**

New web site: [www.lib.sfu.ca/about/collections/specificcollections/specialcollections/spcl.htm](http://www.lib.sfu.ca/about/collections/specificcollections/specialcollections/spcl.htm)

### **4) Alberni District Historical Society Archives**

New web site: [www.city.port-alberni.bc.ca/AVMuseum/Archives.htm](http://www.city.port-alberni.bc.ca/AVMuseum/Archives.htm)

### **5) Bulkley Valley Museum**

Mailing address: P.O. Box 2615, Smithers, B.C. V0J 2N0

### **6) City of Burnaby Archives**

New web site: [www.city.burnaby.bc.ca/cityhall/departments/archvs.html](http://www.city.burnaby.bc.ca/cityhall/departments/archvs.html)

### **7) Fraser-Fort George Regional Museum**

New web address: [www.theexplorationplace.com/archives/index.html](http://www.theexplorationplace.com/archives/index.html)

New email address: [archive@theexplorationplace.com](mailto:archive@theexplorationplace.com)

### **8) Greenwood Museum**

New web site: [www.greenwoodcity.com/greenwoodheritage/archives.html](http://www.greenwoodcity.com/greenwoodheritage/archives.html)

New email address: [museum@sunshinecable.com](mailto:museum@sunshinecable.com)

### **9) Boundary Museum**

New contact: William Adams , Curator/Administrator

New email address: [boundarymuse@look.ca](mailto:boundarymuse@look.ca)

## **10) City of Coquitlam**

New web address: [www.coquitlam.ca](http://www.coquitlam.ca)

New email address: [hgordon@coquitlam.ca](mailto:hgordon@coquitlam.ca)

## **11) Alder Grove Heritage Society**

New web address: [www.telephonemuseum.ca](http://www.telephonemuseum.ca)

New email address: [info@telephonemuseum.ca](mailto:info@telephonemuseum.ca)

New fax number: (604) 857-9559

## **12) Hallmark Society**

New address: 950 Kings Road, Victoria, B.C. V8T 1W6

New web address: [www.hallmarksociety.ca](http://www.hallmarksociety.ca)

New email address: [office@hallmarksociety.ca](mailto:office@hallmarksociety.ca)

## **13) South Peace Historical Society Archives**

New phone number: (250) 782-4565

New web address: [www.calverley.ca/HiSoc.html](http://www.calverley.ca/HiSoc.html)

New email address: [hsarchives@pris.bc.ca](mailto:hsarchives@pris.bc.ca)

## **14) Anglican Diocese of Kootenay Archives**

New contact: Howard Hisdale , Archivist

New email address: [diocese\\_of\\_kootenay@telus.net](mailto:diocese_of_kootenay@telus.net)

## **15) Glenlyon-Norfolk School Archives**

New email address: [keithwalker@shaw.ca](mailto:keithwalker@shaw.ca)

## **16) Kamloops Educational Heritage Project Archives**

New email address: [rhatch@sd73.bc.ca](mailto:rhatch@sd73.bc.ca)

## **17) Kelowna Museum**

New email address: [archives@kelownamuseum.ca](mailto:archives@kelownamuseum.ca)

## **18) Naramata Heritage Museum**

New email address: [margaretholm@shaw.ca](mailto:margaretholm@shaw.ca)

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

New web site: [www.town.princeton.bc.ca/museum/museum.htm](http://www.town.princeton.bc.ca/museum/museum.htm)

## **20) Valemount and Area Museum**

New fax number: (250) 566-4244

## **21) Kootenay Gallery of Art, History and Science**

New web address: [www.kootenaygallery.com](http://www.kootenaygallery.com)

## **22) Saanich Pioneers' Society Museum and Archives**

New website: [victoria.tc.ca/Community/Spsma/](http://victoria.tc.ca/Community/Spsma/)

### **23) Sidney Museum**

New email address: [info@sidneymuseum.ca](mailto:info@sidneymuseum.ca)

New website: [www.sidneymuseum.ca/](http://www.sidneymuseum.ca/)

### **24) Sointula Museum**

New phone number: (250) 973-6412

New email address: [soinmuse@island.net](mailto:soinmuse@island.net)

New website: [www.island.net/~soinmuse/](http://www.island.net/~soinmuse/)

### **25) Union of British Columbia Indian Chiefs Resource Centre**

New web address: [www.ubcic.bc.ca/resource.htm](http://www.ubcic.bc.ca/resource.htm)

### **26) Kamloops Museum and Archives**

New contact name: Susan Cross , Archivist

New telephone number: (250) 828-3689

New email address: [scross@city.kamloops.bc.ca](mailto:scross@city.kamloops.bc.ca)

### **27) Prince Rupert City and Regional Archives**

New web address: [www.princerupertlibrary.ca/archives/](http://www.princerupertlibrary.ca/archives/)

### **28) West Vancouver Museum and Archives**

New contact: Yau Min Chong , Community Archivist

New email address: [ymchong@westvancouver.net](mailto:ymchong@westvancouver.net)

New hours of operation: Thursdays and Fridays, 12:00-4:30.

### **29) Langley Centennial Museum and National Exhibition Centre**

New contact name: Lisa Codd , Arts and Heritage Curator

### **30) Greater Vernon Museum and Archives**

New web site: [www.vernonmuseum.ca](http://www.vernonmuseum.ca)

New email address: [mail@vernonmuseum.ca](mailto:mail@vernonmuseum.ca)

Hours of operation: Tuesday-Saturday, 10:00-5:00

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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@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

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

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# AABC Newsletter

Volume 13 No. 1 Winter 2003

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## Architectural Reproductions: Preservation Issues and Storage Options

Architectural reproductions are found in most archival collections. They can pose preservation problems in terms of their storage, and in some cases, their deterioration. As some of the materials used are known to deteriorate more rapidly than others, identification of architectural reproduction media in the descriptive record is crucial. And as archival records are made available online, identification of media type is becoming more important; just as the on-line researcher wants to know that, for example, the JPEG image of a photograph he or she is viewing has been scanned from a platinum print, researchers may find information about architectural drawing media useful.

An excellent publication to assist with the identification of architectural reproductions is *Architectural Photo Reproductions: A Manual for Identification and Care* by Eléonore Knissel and Erin Vigneau. This book is considered the primary source for architectural drawing/photo reproduction identification. It leads you through the identification process with the use of flow charts and many exceptional photographs. Published by Oak Knoll Books, it can be ordered from their website ([www.oakknoll.com](http://www.oakknoll.com)).

### Common Types of Architectural Drawings

Blueprints, which were commonplace by the 1870s, are the most common medium of architectural drawing reproduction found in archival records from the 20<sup>th</sup> century. They are produced by the heliographic printing process. This was a two-step process. In step one, a paper or cloth coated with a light-sensitive solution would be placed beneath a drawing with black ink lines, and then exposed to light. In step two, the negative image appearing on the paper or cloth would be fixed. Other common heliographic processes include:

- Pellet prints -blue lines on a white background introduced 1842 and declined in use by the 1930s
- Ferrogallic prints -black line on white background introduced 1861 and declined in use by the 1930s
- Vandyke prints -brown lines on a white background introduced 1889 and declined in use by the 1930s

The decline of the heliographic process was brought about by the improved processing of diazotypes. Diazotypes, also known as an Ozalid, were introduced in the 1880s but did not become commercially viable until the 1930s. Diazo prints may have blue, black, brown, magenta or lavender lines on a flecked off-white background. The diazo process, unlike the heliographic process, is based on the use of paper coated with

diazonium salts, which is then exposed to ultraviolet light. The ultraviolet light attacks the diazonium salts, turning the exposed areas off-white and leaving the areas protected by the black lines of the original drawing to form the image.

From a preservation perspective, one of the drawbacks to the diazotype process is that residual phenols from processing are left in the paper. These phenols oxidize on exposure to air, causing a yellowish brown discolouration of the image side of the reproduction. This type of deterioration is accelerated by exposure to ultraviolet light, and by storing the diazotypes in an alkaline environment.

### Storage

Architectural reproductions should be stored flat in map cabinets where possible. Shallow drawers (approximately 1" deep) are considered a better choice than deeper drawers, as retrieval is easier as there is less chance that the drawers will be over filled. Heavily used reproductions should be encapsulated in either Mylar or Milinex 516. An excellent discussion of storage methods is the Northeast Document Conservation Center (NEDCC) Technical Leaflet *Storage Solutions for Oversized Paper Artifacts*, which can be found on the Web at [www.nedcc.org/plam3/tleaf49.htm](http://www.nedcc.org/plam3/tleaf49.htm) This leaflet also has links to other NEDCC publications such as *Encapsulation in Polyester Film Using Double Sided Tape* and *Relaxing and Flattening Paper by Humidification*.

One inexpensive method for rolled storage is to use black plastic ABS plumbing pipe for the tube. ABS pipe/tube is available in a range of diameters and lengths from hardware/plumbing stores. It is a good idea to put a sheet of Mylar around the architectural plan so that when it is being retrieved one pulls on the Mylar to slide the plan out of the tube rather than on the plan itself. Of course, it is always preferable to store oversize records flat, as this increase ease of access and minimizes damage to the records during handling.

### Folders

Blue prints are alkaline sensitive. If they are placed in buffered folders or interleaved with buffered acid-free tissue they may fade. It is recommended that blueprints be stored in pH neutral folders. If your archives has only buffered folders available for use, then place a sheet of Mylar or Milinex 516 at the front and back of the folder to separate the blueprints from direct contact with the folder.

The U. S. National Parks Service has a useful publication by Diane Voigt-O'Conner, *Caring for Blueprints and Cyanotypes*. It is part of the NPS Conserv O Gram leaflet series and can be found online at

[www.cr.nps.gov/museum/publications/conserveogram/19-09.pdf](http://www.cr.nps.gov/museum/publications/conserveogram/19-09.pdf)

Diazotypes should be stored in a non-buffered folder as well. An alkaline folder or buffered acid-free tissue will increase the rate of phenol degradation, leading to the formation of the yellowish brown discolouration mentioned above. Diazotypes, and in particular sepia diazotypes, should either be stored separately or encapsulated, so that they do not cause discolouration on other drawings that are in contact with them.

Further information on architectural reproductions can be found at the University of Texas library website: [www.lib.utexas.edu/apl/aaa/storagecarebib.html](http://www.lib.utexas.edu/apl/aaa/storagecarebib.html)

This website has very useful annotated bibliographies on a range of topics, including:

- Disaster Prevention, Preparedness, and Response

- Identifying & Processing Materials
- Monographs, proceedings & special issues
- Preservation Reference
- Reformatting & Digitizing Materials
- Storage & Care

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