

# AABC Newsletter

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

Volume 11 No. 2

Spring 2001

ISSN 1193-3165

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

How to join the AABC  
[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

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

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

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

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

Editorial Board:

[Peter Johnson](#)  
[Marta Maftai](#)  
[Jennifer Mohan](#)  
[Patti O'Byrne](#)  
[Barb Towell](#)

Submission deadlines:

Summer - June 15, 2001  
Fall - September 15, 2001

## Table of Contents

### Features

- [The Fonds and Creative Licence: The Morris/Trasov Archive by Krisztina Laszlo](#)

### News

- [Charitable Status with Canada Customs and Revenue Agency by Karen Blimkie](#)
- [Archives Association of British Columbia Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector](#)
- [AABC Annual Conference 2001](#)
- [Notes](#)
  - [Ruby Nobbs, 1907-2001](#)
  - [An Update on the BC Directories Microfilming Projects \(Help!\)](#)
  - [The Association of Canadian Archivists Annual Conference Winnipeg, Manitoba 4-9 June 2001](#)

### Columns / Regular Items

- [President's Report](#)
- [Executive Minutes \(11 December 2000, 22 January 2001\)](#)
- [BC Archival Network News](#)
- [BC Archival Preservation Service](#)
- [AABC Contact Information](#)

### Advertisers

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000 or via e-mail

Last updated  
April 8, 2001

- [Eloquent Web Archivist](#)
- [Archivia Enterprises](#)
- [Bury Media and Supplies](#)

The AABC acknowledges the generous financial support provided by the British Columbia Archives for the publication of this newsletter

© 2001 Archives Association of British Columbia

**The Fonds and Creative Licence: The Morris/Trasov Archive**  
by Krisztina Laszlo\*

What constitutes art, and specifically fine art, can be difficult to define. Questions of what differentiates art from non-art and good from bad art arise. Answers to these questions have been debated in academic treatises, art galleries, coffee shops and taverns for centuries. In essence such responses are subjective. Each individual has an answer that may conform to the general tastes of the time or may be formed in reaction to commonly held, contemporary notions of art and aesthetics. Accordingly, the archivists reading this article will have their own concepts of aesthetics that have nothing to do with their understanding of their professional role as archivists, records managers, or information specialists. The archival profession as a whole has spent little time considering either the nature of art as it relates to the methodological practices of archiving, or if the two seemingly disparate areas share any mutual ground on which comparisons might be drawn. Thus, archivists who are professionally knowledgeable can only decide for themselves whether or not art and archives can ever converge, or whether they must remain mutually exclusive. This article will show one example where the two have converged, and offer a discussion of the nature of archives as art.

One view of art derived from Plato holds that the artist is inspired by the Muses (or, in later versions, by God, or by the inner impulses, or by the collective unconscious) to express that which is beyond appearances - inner feelings, eternal truths, or the essence of the age.<sup>(1)</sup> Another common idea regarding aesthetics is that the artist creates art for its own sake, and not for any moral, political, educational or religious purposes. But archives, at least as understood and defined by the profession, are not part of a creative process per se, but rather by-products of some other activity that may or may not be aesthetic in origin. The papers, letters, diaries, and other evidence of activity that may form part of the fonds of an artist or writer are formed in the same manner as are all archives: they are made or received by that person in the conduct of their personal or business affairs. They may be about their works of art and mirror aspects of the creative process, but they are not in and of themselves works of art. This distinction between an archives (created as a by-product of activity) and a work of art (the direct product of activity) is clear. There are, however, as suggested above, places where the boundaries between the two blur. One of the most interesting examples of this convergence is the Morris/Trasov Archive, which is housed at the Morris and Helen Belkin Art Gallery at UBC.<sup>(2)</sup>

The Morris/Trasov Archive was conceived and compiled by artists Michael Morris and Vincent Trasov. It began in the early 1970s with the formation of the Image Bank, a repository of mail art projects received in collaboration and exchange with artists working in other cities and creative environments. Over time the image bank grew to encompass not just the collaborative network of images received from other artists, but also to reflect and include materials generated by Morris and Trasov individually, and material collected by them. In 1978 the bank was forced to change its name when a photographic agency in the United States, which had registered and copyrighted the name "Image Bank", initiated legal action against the artists. Lacking the funds to fight a protracted legal battle, the Image Bank changed its name to the Morris/Trasov Archive. The scope and content of the Archive as it expanded beyond its original purpose is impressive: it includes the individual fonds of Michael Morris and Vincent Trasov as well as their collective fonds. In addition, it also encompasses an extensive collection of books, periodicals and other published material, art in multiple forms and media, artists' books, moving image and sound recordings, collages, correspondence, ephemera, exhibition catalogues, found objects, mailings, magazines, zines, photographs in various formats, postcards, posters, drawings, prints, and more. All of these materials collected and created by Morris and Trasov form their archives.

An interesting aspect of this collection of material from an artistic as well as archival point of view is how the creators view it. In reference to the Image Bank, Michael Morris has stated that it was/is "not an elaborate filing system or an access or retrieval agency ... [but] a reflection of responses, attitudes and positions that have been part of the constant redefining of the creative process in our time."<sup>(3)</sup> This ideology also holds true for the larger Morris/Trasov Archive since it is viewed by its creators not just as a collection of material (or a static archives), but as an organic entity. In conversations with the author, Vincent Trasov has many times referred to the material as a "living archives."<sup>(4)</sup> Indeed, both he and Morris see the Archive as an ongoing work of art, and the process of "archiving" as a creative one. The archiving that Morris and Trasov engage in is inherent in their activity as artists, and they consciously identify themselves as not just the caretakers of their Archive, but active participants in its creation. The creative "muse" that produces and inspires works of art, is the same one that drives the creation of their Archive. This Archive, then, is not a by-product of other activities that Morris and Trasov engage in, but it is one of their primary foci. Its creation can be interpreted as an end in and of itself, and not as a means to achieve some other artistic or aesthetic goal; (although it has fuelled a number of other projects, these projects are the by-products and not the *raison d'etre* of the Archive). Scot Watson, the Belkin Art Gallery's Director, has expanded on this concept, noting that:

... "the Morris/Trasov Archive is not an ordinary archive, but something more slippery to define. The Archive itself contains earlier attempts to file and catalogue its holdings. Many of the files are not closed, but contain as yet unrealized potential for projects and exhibitions. The Archive, in a certain sense, is meant to be considered as a work of art, or perhaps more accurately, as a vehicle for artistic research, as a working model for research as art, art as research."<sup>(5)</sup>

The Morris/Trasov Archive thus embodies a unique approach to art, research, and the process of archiving that blurs the boundaries between contemporary and traditional ideas.

For the archivist, the question remains whether or not the Morris/Trasov Archive is an archives in the true sense just because its creators define it as such. Many in the archival profession might argue that it is a hybrid of sorts, consisting of the artists' fonds, their collections of objects and the works of other artists. From an archival perspective, it is thus useful to see what typically archival characteristics it holds in order to determine whether or not the Morris/Trasov Archive is what its creators assert it to be. I shall therefore examine whether the Morris/Trasov Archive is authentic, impartial, interrelated, natural, and unique in the manner that these terms are generally applied to an archives or a fonds.

Authenticity is conventionally defined as "the quality of archival documents to bear authentic testimony of the actions, processes, and procedures which brought them into being."<sup>(6)</sup> Upon examining the material in the Archive, it is clearly a reflection not only of the creative energy and output of its creators, but of the artistic milieu of which they were an integral part in the 1970s. The Archive documents, in part, the processes and procedures of a network of artists engaged in an exchange of not only correspondence, but ideas and themes which flourished in the avant-garde art movement of the 1970s. Morris and Trasov describe this period as one of "playful utopia", which is readily evident when material in the archive is consulted.<sup>(7)</sup> There is the Miss General Idea Pageant (of which Michael Morris won the crown in 1971), the Mr. Peanut Mayoralty campaign in which Vincent Trasov's alter ego sought office in Vancouver, and others. Although it may be stretching the definition of authenticity to denote "authentic testimony" of a movement in creative processes, in the case of the Morris/Trasov Archive such a loose definition of the term is applicable. The material in the Archive continues to bear testimony to the contemporary era that created it. In addition, it provides more than static evidence of its origins by its nature as an organic, fluid work of art that continues to grow and change with the input of its creators at the same time as it freezes a sense of the period from which it emerged.

In one sense, then, the Morris/Trasov Archive is authentic if one defines the term loosely, but not as it is strictly used by archivists. The definition of impartiality conceived by the profession, that archives derive from the fact and circumstance of their creation as a means of carrying out activities and not as ends in themselves, is also not applicable in this case.<sup>(8)</sup>

As already noted, the artists very consciously create the Archive with the intention of preserving both the material and the process of its accumulation. In this regard, the qualities of naturalness and inter-relatedness can also be applied

only with a degree of relativity. The archives are spontaneously generated by the artists in a creative sense, but not in the way business documents would naturally be produced. Likewise, the contents of the archives relate to each other only in a more general sense. They are created and accumulated by Morris and Trasov, and therefore reflect their interests and show how the different projects originate and grow from one other. Their inter-relatedness stems from their bond with the creators of the Archive, and not from any naturally occurring process that would link one item to another when records are created secondary to the activities that generate them.

Finally, the archival characteristic of uniqueness is also present in the Morris/Trasov Archive. Again, however, it depends on how strictly one defines the criteria for uniqueness. For archivists, uniqueness relates both to the item (or document) itself, and its relationship to other records within the fonds in terms of authenticity, impartiality, naturalness and inter-relatedness. The inter-relatedness of items in the Morris/Trasov is fluid. The artists regularly draw items from the Archive and rearrange them in ways that bring new meanings and contextual affiliations to the relationships they previously held. The old meanings still exist, but they are layered alongside the new and the manner in which they are unique is constantly redefined.

As we have seen, the five characteristics that are applied by archivists to define a fonds do not apply to the Morris/Trasov Archive in any strict definition of the terms. In fact, their application to the Archive is one that requires subjective and relative interpretations rather than clear boundaries. When archivists look at what the artists have created they may see a collection or an active set of records which due to their continued use do not fall under the category of archives. Yet, the artists define their creation as an archives, and such philosophers as Derrida have noted that archiving is an action or act inherent in the historical/humanistic process.<sup>(9)</sup> Therefore, in response to the question posed at the beginning of this piece as to whether or not the Morris/Trasov Archive is a true archives according to the archival profession, the answer is "no". The answer to whether or not it is a true archives in a wider sense, depends on whether the individual posing the question is willing to reach beyond these strict archival definitions to embrace a more relativistic and creative approach to archiving.

1 *QBP Dictionary of Ideas*, Quality Paperback Book Club ed. of the Hutchinson Dictionary of Ideas, s.v. "art."

2 Another example of the convergence between art and archives is the Browser Artropolis show held in Vancouver in 1997. Browser combined the idea of archives and exhibitions, giving participating artists a grey Hollinger box which would contain their contribution to the show.

3 UBC Fine Arts Gallery, *Hand of the Spirit: Documents of the Seventies from the Morris/Trasov Archive* (Vancouver, BC:UBC Fine Arts Gallery, 1994), 6.

4 Vincent Trasov, conversations with author, Summer 2000.

5 *Hand of the Spirit*, 5.

6 "Select List of Archival Terminology," School of Library, Archival and Information Studies, University of British Columbia.

7 *Hand of the Spirit*, preface.

8 "Archival Terminology".

9 Jacques Derrida, *Archive Fever: A Freudian Impression* (Chicago: The University of Chicago Press, 1996)

(\*) Krisztina Laszlo holds a joint position as the Archivist for the Morris and Helen Belkin Art Gallery and the Museum of Anthropology. She graduated from the Master of Archival Studies program in 1999.

[Back to Table of Contents](#)

# AABC Newsletter

Volume 11 No. 2 Spring 2001

## Charitable Status with Canada Customs and Revenue Agency (formerly known as Revenue Canada) by Karen Blimkie

### Background

In July, 2000, the Archives Association of British Columbia applied to Canada Customs and Revenue Agency for registration as a charitable organization. In January, 2001, we received notification that our application had been successful.

### What Does This Mean?

Effective back to April 1<sup>st</sup>, 2000, the AABC is considered to be a charitable organization under the rules and regulations of Canada Customs and Revenue Agency and the Income Tax Act.

Status as a charitable organization means that we do not have to pay federal income tax. Furthermore, as a charitable organization, we can issue "*Official Income Tax Receipts*" for donations. With these receipts, the donor is able to deduct the donation on his annual income tax return. This is the key advantage of having charitable status.

### Rules Regarding Donations

There are rules and restrictions regarding how donations are made and receipts issued.

*Donations of cash or goods* are acceptable. In the case of donated goods, the amount of the income tax receipt must be for the "fair market value" of the donated goods. In most cases, an appraisal must be done to determine this fair market value. Where a donation of goods is being considered, the Treasurer and Financial Manager should be consulted to determine the proper procedures for valuing the donation. Donated goods which are eligible to receive tax receipts from the AABC are goods which will become the property of the AABC - not of individual institutions.

For all donations, the donation must be made freely, and the donor cannot receive any special benefit in return such as free membership or newsletter subscription or reduced rate to conferences.

Memberships to the AABC cannot be considered as donations, as they convey certain rights (e.g.: newsletter). Similarly, conference or workshop fees are not considered donations.

*Official Income Tax Receipts cannot be issued for services.* For example, if a donation is made for free printing or accounting services, we cannot issue a tax receipt for the value of these services.

For a tax receipt to be given for a donation of goods, the goods involved must be donated to the AABC as opposed to an individual archive. For example, if an institution receives a donation of valuable documents, we can only issue a tax receipt if the documents are going to be the direct property of the AABC. If the donor wishes the documents to be the

property of that institution, then we cannot issue a tax receipt - any such receipt would have to come from the institution if they in fact have their own charitable status.

Canada Customs and Revenue Agency is also extremely strict regarding the *issuance of the Official Income Tax Receipts*. The receipts must be sequentially numbered and indicate certain information. A list of some of the information sought follows: AABC name, address and charitable registration number, location where the receipt was issued, date of donation and date of receipt, type of donation (cash/goods), dollar value, name and address of donor and an explanation of valuation for donation of goods. Receipts must be strictly controlled and logged by a designated individual, and only certain individuals within the organization can sign the receipts.

To meet these requirements, we will be implementing the following procedures:

- Receipts will be printed to serve as "Official Income Tax Receipts".
- These will be three part forms and will contain all of the information required as outlined above. The Financial Manager will be responsible for controlling and issuing the receipts. Receipts will be issued on a periodic basis, probably monthly.
- Certain individuals from the AABC will be designated to sign the receipts. For example, the Financial Manager, President and Treasurer would be likely individuals who could hold signing authority for the receipts.
- At AABC events such as the annual conference, a manual, regular receipt book may be used to issue receipts to individuals who wish to make donations. The donors should be advised that an Official Income Tax Receipt will be sent to them at a later date. Appropriate information such as the name of donor and mailing address would need to be obtained.

### **Additional Canada Customs and Revenue Agency Requirements**

In order to maintain our status as a registered Charitable Organization, we are required to file an *annual report*, called a "Registered Charity Information Return" or T3010. This return is due no later than six months after our fiscal year end. This means that our first return is due to Canada Customs and Revenue Agency no later than September 30<sup>th</sup>, 2001.

The T3010 requires financial information and some details on the organization's activities and programs. Failure to file the T3010 on time is grounds for losing status as a registered charitable organization.

*Political Activities* – As a registered charitable organization, the AABC can continue to engage in our current type of "political activities". This would include making presentations on archival issues to elected representatives or government. However, the AABC cannot engage in "partisan" political activities such as endorsing specific political parties or candidates for public office, making contributions to political parties and candidates, or participating in fundraisers for such individuals.

*Disbursement Quota* - In order to maintain registered charitable status, Canada Customs and Revenue Agency requires that a specified amount called the "Disbursement Quota" be spent each year on direct program activities as opposed to administrative or overhead costs. .

To qualify, only 20% of the AABC's expenses each year may relate to administrative or overhead expenses. This is not a problem at this time.

### **Summary**

Registration as a Charitable Organization does carry with it a large number of regulations and requirements. However, these are manageable if properly controlled. The Finance Committee should add to it's annual checklist of activities, the filing of the T3010.

The advantage of being able to issue Official Income Tax Receipts far outweighs any additional administrative

requirements. This is an opportunity to increase the AABC's revenue and should prove to be a valuable asset to the AABC in the future.

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia

## Archives Association of British Columbia Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector

Richard Dancy  
Terry Eastwood  
Raymond Frogner  
Evelyn Peters McLellan

Approved by the Executive 11 January 2001

The Archives Association of British Columbia (AABC) represents archival institutions and archivists in the province. It has existed since 1973. It welcomes the opportunity to offer its views to the British Columbia Legislative Assembly's Special Committee on Information Privacy in the Private Sector.

The Association supports the extension of protection of privacy to the private sector. The clauses of the British Columbia *Freedom of Information and Protection of Privacy Act (FOIPPA)* protecting the privacy of information in public records have in the main worked well from the archival standpoint. The Association sees no reason why the privacy principles of *FOIPPA* cannot be extended to the private sector.

The principles in question are ably articulated in the Canadian Standards Association's *Model Code for the Protection of Privacy*. The ten principles of the Code, the Association believes, provide an excellent set of guidelines for an act protecting privacy in the private sector. The Association would like to see a separate British Columbia act passed, but one that would address certain archival concerns unmentioned in federal legislation.

In recent times, growing public concern over potential and actual abuses of personal information held in large and now usually computerized records and information systems has caused many Western countries to pass laws regulating disclosure of personal information. Inevitably, these laws must strike a balance reconciling conflicting public interests - the individual's right to privacy and society's need for knowledge. Archivists are very familiar with making decisions to strike this balance, for they regularly make decisions about disclosure of records, a great many of them containing personal information. Archivists are bound by their professional calling to identify, preserve, and make available for use records of enduring value, but they also recognize obligations to protect the interests of the creators and subjects of records in determining when to disclose records. It is this need to strike a balance between competing interests that motivates this brief.

However, the protection of privacy is mainly, though not exclusively, a contemporary concern. Citizens of Canada, through its political traditions and laws, have protection of their human dignity, their right to self-determination, and to non-interference in their personal and private affairs. Protecting privacy allows people to grow in a healthy psychological environment, and to contribute to public life without fear that their personal and private lives will be exposed to their detriment or embarrassment. Insofar as disclosure of personal information in records is concerned, the risk of harm is greatest when the records relate to matters still alive, under current concern, and likely to affect the involved individuals. With the passage of time, the protection of privacy can, under carefully controlled circumstances,

begin to give way to society's need for knowledge and understanding of its past actions, accomplishments, and difficulties. As the risk of harm lessens, the potential of benefit from disclosure can be realized. It is with this understanding in mind that the Association makes its recommendations.

The Archives Association of British Columbia has carefully reviewed the federal government's *Personal Information Protection and Electronic Documents Act (Bill C-6)* and has noted a number of features which, if passed in a similar British Columbia act, could pose unintentional but serious impediments to the daily conduct of the archivist's work. These arise from the definition of "personal information" to mean "information about an identifiable individual," excluding only "the name, title or business address or telephone number of an employee of an organization." This could be taken to include almost any references to individuals contained in records that are of a commercial nature. Since most archives routinely acquire records of private individuals, companies, charitable organizations, political organizations, professional associations and the like, such personal information is, in fact, scattered widely and randomly throughout their holdings. It is our position that *Bill C-6* poses potential impediments to the release of such information for scholarly or historical research purposes.

These potential problems can, however, be minimized in a BC act by provision of clauses or language which explicitly clarify the act's application to archives. In this respect, we think BC's *FOIPP Act* offers a model superior to that of *Bill C-6*.

With respect to non-commercial use of information, *Bill C-6* provides that consent to the use and disclosure of personal information in records is not necessary if the use or disclosure is for "statistical, scholarly or research purposes" [s. 1(2)(c)]. In contrast, the BC *FOIPP Act* provides a separate section [s. 36] allowing "disclosure for archival or historical purposes." We feel that this language is more appropriate for research using archives (including family history, avocational research and the necessary work of archivists themselves in arranging and describing records).

We recommend (1) that a BC act be consistent in its language with the provincial *FOIPP Act* in providing for disclosure and use of personal information without consent for "statistical, scholarly, archival or historical purposes."

*Bill C-6* requires that the Privacy Commissioner be informed before every use and disclosure of personal information without consent [ss. 7(2)(a) and 7(3)(f)]. Administering this provision in an archival context would be extremely onerous - to the Archives, to the Commissioner and to researchers. Again we point to the BC *FOIPP Act* which contains no such requirement for public records. Instead it lists [in ss. 35 and 36] a number of conditions which must be met and leaves it to archival institutions to determine in any given case whether or not they are in fact met. The public has recourse to the Commissioner if they think the archives has judged wrongly and unreasonably invaded an individual's personal privacy. This approach has worked well for public archival records and we see no reason why the same standard should not apply to private archival records.

We recommend (2) that a BC act should exempt archives from any requirement that a privacy commissioner be informed before every use and disclosure of personal information without consent.

*Bill C-6* provides for disclosure of personal information without consent if the record is 100 years old or more, or if the individual it is about has been dead for 20 years or more [(s. 7(3)(h))]. This is consistent with the BC *FOIPP Act*. We note, however, that the Legislative Assembly's

Special Committee to Review the Freedom of Information and Protection of Privacy Act - effectively the precursor of the present committee - heard many complaints about the inordinate length of this time limit. In its Report to the Legislative Assembly, that Committee in fact recommended lowering this threshold to 70 years after creation of the record or 20 years after the subject's death. We concur that this is a reasonable standard.

We recommend (3) that a BC act provide for use and disclosure of personal information without consent if the record has been in existence for 70 years or more or the individual it is about has been dead for 20 years or more; and that the *FOIPP Act* should be amended similarly.

Finally, we would like to point out the overall ambiguity that British Columbia public archival institutions face with

respect to access and privacy legislation. It springs from the fact that in this province (and across the country for that matter) archives which are attached to public bodies and are publicly funded acquire both public records and records of private organizations. The BC *FOIPP Act* covers their public records but explicitly excludes from its scope any private records donated to them. On the other hand, the federal Bill C-6 clearly applies to private-sector organizations and their records, but it is silent on the question of its application to those same records when they are donated to and become the property of a public body archives.

In our view this confusion only underscores the need in this province for a separate Archives Act to explicitly address the mandate and authority of public archival institutions, including their responsibilities with respect to access and protection of privacy. As we pointed out in our brief to the Special Committee to Review the Freedom of Information and Protection of Privacy Act, BC is the only province in Canada to lack an act governing the functioning of archives. It is long overdue and it constitutes the ideal venue to coherently address the kinds of concerns we have raised throughout this brief.

We recommend (4) that the province develop and pass an Archives Act as a progressive counterpart and support to its access and privacy legislation.

Thank you for the opportunity to present our views.

\* \* \*

## **BURY MEDIA AND SUPPLIES**

YOUR SUPPLIER OF ARCHIVAL PRODUCTS  
FOR OVER TWENTY YEARS

- Many New Products
- New University Products archival catalogue
- Canadian price list

Contact us for catalogues, local stock and enquiries at:

Bury Media & Supplies Ltd.  
10-3771 North Fraser Way, Burnaby BC, V5J 5G5  
Tel. (604) 431-1964 or 431-1965  
Fax (604) 431-1930  
Email: [info@rbury.com](mailto:info@rbury.com)

PROUD MEMBER OF THE ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

[Back to Table of Contents](#)

# AABC Newsletter

Volume 11 No. 2 Spring 2001

## AABC Annual Conference: The Place of Archives in Heritage Last chance to visit the City of Gardens

After April 6th, please register at the conference at which time an additional fee of \$25 will be charged and lunch and banquet tickets will not be available. Registration for workshops is not available after April 6th.

Conference highlights include: an opening reception on Thursday evening from 6:00 to 7:30 pm at Government House, presentations by plenary speakers John Adams (Regional Manager, B.C. Heritage) and Gary Mitchell (Provincial Archivist and Director), a special session on Heritage Gardens and Archives and a sumptuous dinner buffet at the Laurel Point Inn.

Three workshops will be offered in conjunction with the conference. The pre-conference workshop is, "Getting Started: An Introduction to Archival Practice" on April 25 and 26, 9:00 to 4:30, at the Oak Bay Archives. On Friday afternoon, two concurrent workshops will be offered at St. Ann's Academy. They are "Introduction to Database Design and Management" and "Data Management Strategies for Archives". Members living outside of the South Vancouver Island Region must register in 1 of the 3 workshops in order to be eligible for subsidies. Transportation subsidies cover gas, tolls, bus, ferry, and air costs. Accommodation subsidies will pay up to \$50 per night of the workshop(s). A fixed amount of funds are available; reimbursement will be subject to demand. Subsidy request forms will be supplied at the conference.

For those of you who do not plan to attend the workshops, the Local Arrangements Committee has planned an afternoon of self-guided garden tours on Friday. You will have an opportunity to view the glorious Abkhazi Garden, which will also be discussed in the first session on Saturday ([www.conservancy.bc.ca](http://www.conservancy.bc.ca)).

If you don't have time to take in the whole conference, but plan to be in Victoria on Saturday why not purchase a ticket to attend the "Heritage Gardens and Archives" session? This lecture will be held at 9am in the St. Ann's Academy Auditorium and will be open to both conference attendees and members of the public. Members of the public can purchase a \$10 ticket at the BC Archives after April 1<sup>st</sup>. The number of tickets is limited so get one early! For an additional \$5, the public can also take in a guided tour of Abkhazi Garden at 11:30 the same day. A portion of all ticket sales will go to The Land Conservancy of BC for the preservation of Abkhazi Garden. Please note that there is no charge for conference attendees as this session is included in their registration.

A special thank you to all the Conference Committee and Local Arrangements Committee members who have been working hard since the fall to bring together the conference program and events. Members of the Conference Committee are: Jane Turner, Daphne Paterson and Darlene McCue. Members of the Local Arrangements Committee are: Mickey King (chair), Sister Margaret Cantwell, Laurette Agnew, Brenda Waksel, Michael Carter, Susan Hart, Mary Barlow, Carey Pallister, and Jean Sparks.

I hope to see you in Victoria at the end of April!

Jennifer Mohan

AABC 2001 Conference Program Chair  
[Jennifer.Mohan@gems6.gov.bc.ca](mailto:Jennifer.Mohan@gems6.gov.bc.ca)

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia

# AABC Newsletter

Volume 11 No. 2 Spring 2001

## Notes

### **Ruby Nobbs, 1907-2001**

Ruby Nobbs died in Queen Victoria Hospital in Revelstoke on Wednesday, April 4th, just two weeks after her 94th birthday. Ruby was a charter member of the Revelstoke and District Historical Association in 1958 and served as its treasurer for over 30 years, and as museum manager (in a volunteer capacity) from 1982 to 1999. Ruby was a well known member of the AABC, and attended many conferences over the years. In 1999, at the AABC Conference in Revelstoke, she was presented with a Life Membership. She received an Award of Merit from the BCMA in 1987. Ruby also served as a director of the B.C. Heritage Society for several years. She was granted the Freedom of the City of Revelstoke in 1992 and in 1999, the Ruby Nobbs Community Archives was opened at the Revelstoke Museum and Archives. Despite failing health and being legally blind, Ruby published two books in recent years; *Revelstoke - History & Heritage* in 1998 and *Rail Tales - Stories from the Revelstoke Division* published just last November.

Ruby will be greatly missed for her dedication to preserving and promoting the history and heritage of Revelstoke and B.C., for her phenomenal memory and for her great tenacity.

Cathy English  
Revelstoke Museum and Archives

\* \* \*

### **The Association of Canadian Archivists Annual Conference Winnipeg, Manitoba 4-9 June 2001**

We Invite You to Come on a Journey...

What is an odyssey? A long journey during which the traveller must overcome obstacles . . . an intellectual quest. The development of archival theory and practice and of the archival profession in Canada has been an odyssey of sorts, with a long and rich history, its full share of obstacles to overcome, and a wealth of opportunities for professional, institutional, and intellectual growth.

ACA 2001 brings an opportunity for archivists to explore the archival odyssey: from where we have been, and how we can bring the lessons of the past to the challenges of today, to where the technology of the 21st century is taking us, and how archivists can harness technology's potential to ensure the continued relevance of archives to our institutions and to Canadians.

For more information on the Conference Sessions; the ACA Institute and Pre-Conference Workshops; Conference Accommodations; and planned Social Events please visit the ACA Web Site at [aca.archives.ca](http://aca.archives.ca) (click on the Annual Conference Link).

Winnipeg, situated at the forks of the Red and Assiniboine Rivers in the heart of the continent, has been a meeting place for centuries. Winnipeg is also a city of neighbourhoods. The most historic is St. Boniface, an easy walk across the Provencher Bridge from the City Centre and close to the Forks National Historic Site. It is also the home of the

Centre culturel franco-manitobain, ACA 2001 Conference Headquarters. The immediate neighbourhood is home to distinctive shops and over a dozen restaurants. Experience the warm atmosphere of Franco Manitoba and plan also to visit Winnipeg's other unique ethnic neighbourhoods and historic sites.

For more information on these and many of Winnipeg's other attractions visit the Tourism Winnipeg Web Site at [www.tourism.winnipeg.mb.ca](http://www.tourism.winnipeg.mb.ca) and plan to journey to Winnipeg in June of 2001.

\* \* \*

### **An Update on the BC Directories Microfilming Projects (Help!)**

City and regional directories, as everyone realizes, are very important reference sources for history, genealogy and a surprising range of other social sciences. However, these volumes are also becoming excessively scarce and difficult (and very expensive) to replace when lost or damaged. Their paper and bindings are often failing due to acidity and wear.

Since 1994 we have been working at UBC Library's Preservation Office to create a comprehensive collection of B.C. Directories on microfilm. So far we have microfilmed (in 8 separate projects) the volumes for 1860 through 1960--and we now are trying to do 1961 to 1965. As before, our film will be 35mm silver halide on polyester base, using the lowest possible reduction to ensure a high-quality image. Rigorous technical and bibliographical checking is performed on every reel.

Now funding for these projects has always been the problem, since the UBC Library budget has no room to fully support the program (beyond paying full subscription price for its own copy). As a result we have proceeded on a cost-recovery basis, in a series of self-contained subscription projects.

But we really really need more subscribers to enable our series to continue! The price per reel is \$75 and the 1961-65 set I calculate will run to about 23 or 24 reels (there will be 95 titles in this set).

Of course one can order part-sets or individual reels from this or any of our previous sets. Please send me an email to get more information. The 1961-65 project had been slated to be completed this winter, but now it looks like Summer 2001 will be the soonest it can go forward. (In general, UBC Library holdings for this period are not good, and we will film from copies borrowed from other institutions, especially the B.C. Archives Library, whose co-operation in this project is absolutely invaluable.)

But if I can't find more subscribers then it just won't happen.

Norman Amor  
Preservation Microfilming Librarian  
Main Library, UBC  
[namor@interchange.ubc.ca](mailto:namor@interchange.ubc.ca)

\* \* \*

## **Eloquent Web Archivist**

another WEBCAT product  
MARC, XML, RAD  
fast data & image entry  
anytime, anywhere, anybody

1-800-663-8172



[info@eloquent-systems.com](mailto:info@eloquent-systems.com)  
[www.eloquent-systems.com](http://www.eloquent-systems.com)

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia

# AABC Newsletter

Volume 11 No. 2 Spring 2001

## President's Report

by Jane Turner

It has been a busy year. The Executive managed several public awareness and advocacy initiatives, made important headway on the development of institutional standards, reviewed delivery of regional development support, prepared for CAIN, and began the integration of the education and advisory services.

### Public Awareness and Advocacy

The AABC had a major focus on advocacy issues this year, including a privacy report submitted to the provincial government, the development of Archives Week, and an innovative theme for the annual conference. If archives are to continue to grow and develop in a sustainable manner, we must continue to publicly share our commitment to the value of archives. Strong public support ensures the support of our elected government. The preservation of our documentary heritage depends on it.

Under the leadership of Richard Dancy, the AABC submitted a response to the BC Special Committee on Information Privacy in the Private Sector. The AABC report carefully balanced the extension of the protection of privacy to the private sector with the historical need of society for knowledge about and understanding of its past actions, accomplishments and difficulties. Its recommendations clearly addresses archival concerns that were unmentioned in the federal legislation. It can be found on the AABC web site.

Under the leadership of David Mattison and myself, and the support of Gary Mitchell, the AABC held its first annual Archives Week. For the first time, the Association put together a major public awareness campaign to promote the value of archives to local communities throughout the province. The proclamation event allowed us to demonstrate first hand the reality of the impact of community archives on their constituencies to Cathy McGregor, Minister Responsible for the BC Archives.

If we want the support of government for our work to continue, we must do more of this direct, positive advocacy work. Archives Week has a tremendous potential to increase public awareness with our provincial government, our sponsoring agencies, our communities, our donors, and our users. I hope it will continue to be an annual event so we can all rely on it as a vehicle to promote the value of archives within our own institutions and in the broader society. I think this event is a wonderful example of how the AABC serves its members.

Under the leadership of Jennifer Mohan and Mickey King, an innovative conference plan has been developed to explore the role of archives in heritage. I know this conference will be an exciting opportunity to explore this subject. The Executive hopes that the conference will also provide a venue for a dynamic dialogue between archivists and the speakers at the conference who represent a broad range of users and participants in the heritage movement. Engaging in this type of dialogue is an essential aspect of public awareness and advocacy in which we all need to engage to promote the important work we do.

### Institutional Standards

The process of developing institutional standards made headway this year. The Institutional Standards Committee finalized the document, "Sustainable Archives: Guidelines for Institutional Membership," for distribution to the general membership in the AGM package. The document reflects a broad consensus established in an extensive consultation and review process that included input from all committee members and reports from discussions held at regional group meetings. It was further revised to reflect the discussion held at the Strategic Planning Workshop on 24 February 2001.

Throughout all discussions, everyone supported the concept of enriching our basic standards in order to work towards the goal of promoting and strengthening a sustainable and inclusive network of archival institutions throughout the province capable of preserving the documentary heritage of British Columbia.

The suggested procedures for institutional membership application reflect the philosophy of the Committee to apply the guidelines in a positive manner that combines self-study and advisory support provided by AABC advisory services. The participants at the Strategic Planning Workshop came to a consensus that progress could only be made if the new guidelines were applied, not only to new applicants, but also to current institutional members.

We continue to value input from the membership on any aspect of the guidelines, procedures for membership application, or timeline for implementation. The Executive is now ready to submit the document to members for their response. I ask for confirmation of your support for this executive direction.

### **Regional Development**

Regional development is an important aspect of our Association's work, given the geographical diversity of our province, and the physical isolation that exists in many regions. To begin to address this issue, last year's Executive instituted a limited budget for each regional group across the province to assist them with communication and travel costs related to regional meetings and the work of the regional representatives.

At our recent Strategic Planning Workshop, we discussed ways to improve our assistance to the regions. Several good ideas emerged. In addition to continuing support for basic meeting costs, it became apparent that the geographically diverse regions required more funds than the geographically cohesive regions (Lower Mainland, Fraser Valley, and Vancouver Island South) to offset higher travel costs for regional meetings.

In addition to providing this basic support, there was general agreement that it would be useful to send the Education and Advisory Archivist to attend regional meetings in at least some of the regions that are not covered in the grant program in each year. It was also agreed that it would be useful to bring the Regional Representatives in for a day before the Strategic Planning Workshop, so that they could discuss regional planning issues, which could then be brought to the Planning Workshop for discussion. In the coming year, we need to implement these ideas, and continue to evaluate and seek ways to improve and extend regional development.

### **BC Archival Education and Advisory Service**

This year was the first year of the BC Archival Education and Advisory Service, which combined the education and advisory functions into one program. The Executive has been pleased with the new program, and believes the integration has enhanced communications with the regions, particularly in regard to responding to community needs for educational workshops. Combining educational offerings with site visits and advisory services in which the contractor develops an intimate knowledge of the needs of the community has resulted in a vital, responsive and dynamic process that brings needs and service together.

Deidre Simmons initiated the complicated process of integration. Her contribution has been valuable in identifying and responding to regional needs for advising and education. The increased numbers of workshops and attendance speak clearly to this, as does the increased demand for sponsored workshops, and the increased enthusiasm of the regional groups. Patti O'Byrne provided enthusiastic and knowledgeable assistance in providing education and advising services in the Okanagan and Central Interior/Northeast regions of the province. We thank them both for their efforts in this inaugural year.

Last year, the Executive decided to provide on a trial basis a distributed service centralized in Victoria and Kelowna, away from the lower mainland. After a review of the new service, the Executive decided, with the unanimous support of the Education Committee, that the present configuration of two contractors was not an effective way to continue, and that our members would be more effectively served if we centralized the service in the lower mainland and used the services of one contractor. And so we have done that.

The happy outcome of this decision is that the Executive appointed Janet Turner as the Education and Advisory Archivist, effective April 1, 2001 to March 31, 2002. Janet will begin her duties on April 9th, and will be working from her home in Port Coquitlam. Her extensive experience in community archives, her commitment to public service, and her passion for sharing archival knowledge will benefit everyone. The Executive and the Education Committee look forward to working with Janet providing education and advisory services to the archival community in British Columbia, and building on the work started this year.

### **Administrative Management**

This year, the Executive continued last year's work of establishing structures to ensure an ongoing process of financial accountability and responsive management. Thanks to the leadership of Lynne Waller and Karen Blimkie, the Executive has made clear progress in establishing a strong framework for financial management of the Association's affairs. Controls are now in place, along with a firm executive commitment to financial transparency and accountability to our members and our grantors. Our new Financial Manager, plus our charitable status and GST reporting requirements provide the structure to ensure that present levels of financial accountability will continue.

Events such as the Summer Roundtable and the Strategic Planning Session that were also initiated last year provide a structure to enable the Executive to manage the Association's affairs in a responsive manner. The purpose and effect of these major meetings has been to co-ordinate services and ensure a dynamic dialogue occurred among all who participate in the leadership of the Association.

Over the years, we have grown from a small group of dedicated individuals who gathered together for mutual support, with a budget of several thousand dollars, into a thriving and complicated non-profit business that provides a wide variety of archival services to the archival community in British Columbia. We are accountable for nearly \$380,000 going through the AABC this year, either directly to grant programs or indirectly being adjudicated by the Grants Committee. This figure will increase to more than \$550,000 next year with expected CAIN funds. We manage three major programs that offer a wide variety of archival services to the BC archival community; and, at the present moment, we have ten people under contract to the Association.

We have a dedicated membership committed to the task of working together to preserve the documentary heritage of British Columbia. Over the years we have jointly provided an impressive array of high quality services. However, management of this increasingly complex work needs an attentive and time-consuming administrative eye to keep the Association on track and moving forward.

I think it is time for us to begin to publicly discuss the fact that our task has grown too big for volunteer management to sustain. I concur with Lynne Waller when she says that our organization is not sturdy enough to support the weight of the programs we provide. In the coming year, I recommend that the incoming Executive investigate the feasibility of funding a part-time administrative management position to ensure that the AABC will be able to continue to provide successful services to our members and the broader archival community in British Columbia.

### **My final words of thanks**

I would like to express my thanks to our contractors for serving the financial, education, advisory, preservation and network needs of the archival community. The success of our Association is due in large measure to the dedicated and knowledgeable work of Karen Blimkie, Rosaleen Hill, Deidre Simmons, Patti O'Byrne, Bill Purver, David Chamberlain, Christine O'Donnell, and Jennifer Roberts. Thanks also to Emyrs Miller, who designed our beautiful Archives Week poster; Pat Gemmel, who has redesigned our website; and the ACT Cinemage Group who provides maintenance and technical support for our server.

I would like to express my thanks to the many, many enthusiastic volunteers who participated in running the Association. At last count, there were 45 individuals serving on committees or as regional representatives. You are an involved, committed and engaged group of people, and it has been a pleasure to work with you.

I would also like to express my thanks to our Provincial Archivist, Gary Mitchell, who has demonstrated to me time and time again his knowledgeable and dedicated support for the work of the Association. He has guided our applications for grant funds through the process; he has asked perceptive and intelligent questions to ensure accountable use of public money; he has offered useful suggestions for executive consideration, and has provided generous assistance in many different ways.

My final thanks I reserve for each Executive member. The steady wisdom, gentle humour and generous spirit of Lynne Waller, Heather Gordon, Dovelie Buie, Laura Cheadle and Dorothy Lawson have been a continual source of guidance and support to me throughout this year. Thank you each one.

\* \* \*

## *Archivia Enterprises*

Trevor May, B.A., M.A.S.  
*Archival Consultant*

9680 West Saanich Rd., North Saanich, B.C. V8L 5H5  
Tel: (250) 656-0588 Fax: (250) 656-0688  
E-mail: [archivia@islandnet.com](mailto:archivia@islandnet.com)

[Back to Table of Contents](#)

## AABC Executive Minutes

### Meeting Minutes: 11 December 2000

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

#### 1. Minutes from previous meeting

Meeting was called to order at 12:30 pm.

The minutes from the Executive meeting of September 25, 2000 were previously approved by the Executive through e-mail. The minutes have been posted to the web-site.

Jane Turner moved and Heather Gordon seconded the approval of the November 6, 2000 meeting minutes. The minutes will be posted on the web-site as soon as possible.

#### 2. Business Arising

##### *Regional Representatives' Terms of Reference*

Dorothy Lawson reported that this item has been deferred to the January 2001 meeting of the Executive.

##### *BC archival institutions & outstanding CCA reporting requirements*

Laura Cheadle reported that she has contacted the five institutions in question. Some of the five institutions are aware that they have outstanding reports. Laura informed the Executive that Monique Ostiguy, Grants Manager with the CCA, has been notified that the AABC has been in contact with these archival institutions who have outstanding CCA reports.

##### *Information sent to the Lieutenant-Governor of British Columbia*

Jane Turner reported that she has mailed a package to the Lieutenant-Governor about the AABC.

##### *Heritage survey of political parties*

Jane Turner reported that Brian Klassen, a member of the Public Awareness, Advocacy and Legislation (PAAL) Committee, will work on this issue and will forward any ideas or recommendations to the Executive for their review.

##### *Revenue from advertising in the AABC Newsletter*

Lynne Waller noted that the Newsletter Editor reported budgeted advertising revenues would be reached by the end of the fiscal year.

*Report re: various Education & Network Advisor programs across Canada*

Jane Turner reported that she has received the report (Michael Moosberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000). Jane Turner said that the Executive needs to discuss the report at the January 2001 meeting. Heather Gordon will copy the report and distribute to the Executive.

*Nanaimo Community Archives and AABC Web-site*

Heather Gordon reported that the Nanaimo Community Archives has been informed that the AABC will host their site on the aabc.bc.ca server. We will provide this service for up to two years, or until the NCA makes Web hosting arrangements with another local institution or Internet service provider, whichever comes first.

*Mailing Labels of all AABC Institutional members Sent to Laura Cheadle*

Dovelle Buie reported that the labels are done and have been sent to Laura Cheadle.

*Whistler Museum and Archives – Revenue Sources*

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, has contacted the Whistler Museum and Archives requesting the information. No response has been received.

*Spring 2001 Planning Session*

Heather Gordon reported that she has reserved the space at the Sands Hotel for the Spring Planning sessions which will take place on February 23<sup>rd</sup> and 24<sup>th</sup>.

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

Jane Turner reported that the proclamation of Archives Week in Kamloops went very well. Held at the Secwepemc Cultural Centre, Chief Ron Ignace spoke at the event. Jane said that she had heard of some events around the province and hopes that members will consider reporting the events in their community and/or archives in the AABC newsletter. The Village of Belcarra was one municipality that proclaimed Archives Week in their community.

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

Lynne Waller reviewed the Financial Statements to October 31, 2000.

Lynne reported that grants are being received and that the systems established with the Financial Manager are going well. Lynne indicated that membership fees are still short but that she expects some more will come in the new year. Lynne pointed out that membership is credited to the Association's fiscal year of April 1<sup>st</sup> to March 31<sup>st</sup>. The Executive agreed that membership revenue should be posted forward to the next fiscal year.

The Treasurer reported that the AABC's non-profit registration has not been received yet and we are still waiting. Heather Gordon indicated that she had been talking with Revenue Canada and gave further information concerning our application.

There was some discussion about the budgeted funds for regional representatives. Lynne pointed out that the funds for the regional representatives are for regional use and not for individual purposes. Lynne indicated that roughly \$2,500 planned expenditures out of the \$4,000 have been planned. The remainder will be used for travel expenses for the Spring Strategic Planning workshop.

Lynne Waller informed the Executive that we have received a renewal notice for the British Columbia Historical Federation. Lynne moved and Dovelle seconded that we will renew our membership with the Federation.

**Action** Lynne will arrange to have our membership with the British Columbia Historic Federation renewed.

Lynne Waller and the Executive discussed vehicle expense rates for AABC contractors. Lynne informed the Executive that the Treasury Board rates are set every October 1<sup>st</sup> and March 31<sup>st</sup>. The current rate for BC is 41 cents. The Canadian Automobile Association rate is 44.7 cents for 18,000 km per year or 61.6 cents for 12,000 per year. Lynne recommended that the AABC set the vehicle expense rate for the following fiscal year every October 31<sup>st</sup> based on the Treasury Board rate. This would allow the Executive to plan in the fall for the following spring renewals of AABC contracts. Lynne moved her recommendation and Heather seconded.

**Action** Lynne will arrange with the Financial Manager to ensure that the AABC sets the vehicle expense rate every October 31<sup>st</sup> to that which is established by the Treasury Board. The current rate is 41 cents per km for British Columbia.

## **5. Conference**

Jane Turner reported that the Local Arrangements and Programming Committees for the 2001 conference have been hard at work. The Executive was very pleased to review the detailed budget prepared by Jennifer Mohan, Conference Chair.

Dovelle Buie reported that the Membership Committee has been working on the membership database in the hopes that a reworking of the database will help with the conference registration.

### Conference 2002

The Executive discussed the ACA conference in 2002.

**Action** Heather Gordon, on behalf of the AABC, will extend an invitation to the ACA to hold their conference in Vancouver in 2002.

The Executive discussed that we will need to decide what AABC conference or meeting will be arranged in 2002. Some ideas discussed included having an extended AGM or a AABC pre-conference workshop.

### Conference 2003

Jane Turner informed the Executive that Chief Ron Ignace extended an open invitation to the AABC to host our annual conference in Kamloops. The Executive was very happy to receive the invitation, and will consider the site for the 2003 conference.

**Action** Jane Turner, on behalf of the AABC, will accept Ron Ingace's invitation to host a conference in Kamloops. The Executive will work out details at a future date.

## **6 CCA/CAAT Grants Review**

The Executive discussed the CCA and CAAT Grants and reviewed the budget. Lynne Waller will send Jane Turner the revised grant budgets.

## **7 Committee and Program Reports**

### Preservation (ad hoc)

Dorothy Lawson updated the Executive on the Preservation Committee work plan. Dorothy informed the Executive that the Committee has been reviewing the BC Archival Preservation Service budget.

### Internet Committee (ad hoc)/CAIN (ad hoc)

Heather Gordon informed the Executive that the CAIN application for year one has been submitted. Heather circulated the application.

Heather explained that year two money is still not confirmed and that we are awaiting more information from the CCA

Ann Carroll has written summary concerning CAIN for the next AABC newsletter.

Membership Committee (standing)

Dovelle Buie reported that as of December 11, 2000, membership numbers are as follows:

Individual 110  
Associate Institutional 35  
Institutional 107  
Sustaining 10  
Student/Volunteer 23  
Honorary Life 5  
***TOTAL 290***

Dovelle Buie reported that the Membership Committee is focusing its efforts on (1) Membership Brochure; (2) Research and review of Institutional fee structures and (3) Membership/Conference Database Design. The Membership Committee's next scheduled meeting is on Tuesday December 12, 2000.

Dovelle Buie informed the Executive that there has been some problems obtaining the contact information for Honourary Life member Dr. R. McDonnell (associated with the BC Medical Association). Dorothy Lawson said that she will review her records from last year to see if she has his contact information.

PAAL Committee (ad hoc)

Jane Turner reported that Brian Klassen will coordinate the heritage survey of political parties.

Jane Turner reported that Richard Dancy is researching issues related to information privacy in the private sector and the federal government's "Personal Information Protection and Electronic Documents Act." On behalf of the AABC, he is preparing a brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector. The Brief will be circulated to the Executive for review and approval.

Institutional Standards Committee (ad hoc)

Jane Turner reported that she has heard back from some members concerning the draft.

## **8 Other Business**

There was no other business.

The meeting was adjourned at 3:45 pm.

Next meeting: January 22, 2001 at 12:30 pm at Richmond City Hall.

\* \* \*

**Meeting Minutes: 22 January 2001**

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

## **Minutes from previous meeting**

Meeting was called to order at 12:40 pm.

The Executive reviewed the agenda and added two items: (1) yearly payment for the work Leslie Field does on the AABC web-site and (2) Nominations Committee report.

Jane moved that the minutes from the Executive meeting of December 11, 2000 be approved by the Executive. Heather seconded the motion and all were in favour. The minutes will be posted to the web-site as soon as possible.

### **1. Business Arising**

Dorothy Lawson reported on the Regional Representatives Terms of Reference. Dorothy suggested that the Regional Representatives also consider submitting annual reports to the Executive. It was agreed to change the sixth duty to state: "Prepare an annual workplan, budget and report, in coordination with the Executive."

**Action:** Dorothy will arrange to have the Regional Representatives' Terms of Reference posted on the AABC web-site.

Heather reported that a letter of invitation has been written to the Association of Canadian Archivists (ACA) to hold their conference in Vancouver in 2002.

Jane reported she will be, on behalf of the AABC, accepting Ron Ingace's invitation to host a conference in Kamloops in 2003.

### **2. President's Report**

Jane Turner reported that two letters have been received from the Hon. Cathy McGregor, Minister of Advanced Education, Training and Technology. One letter states that \$5,000.00 for 2000 Archives Week has been approved and the other letter thanks the AABC for Archives Week and for the contribution that archives and archivists make in the province. The Executive was very pleased with the Minister's letters and with her demonstrated support for the initiatives of the BC archival community.

Jane Turner reported that she received an e-mail from Linda Chakmak with the Archives Association of Ontario (AAO). The AAO has asked if they could use parts of the AABC web-site as a model for them to build upon. Jane informed the Executive that this was something that we did this year to develop the Archives Week web-site. On behalf of the Executive, Jane gave the AAO permission to use our web-site as a model for them to build upon.

Jane reported that the CCA and CAAT grants for the three AABC programs have been submitted.

### **3. Treasurer's Report**

Lynne Waller reviewed the Financial Statements to the end of December 2000.

The Treasurer reported that she had met with Heather Gordon and Karen Blimkie on January 15, 2001. The management of the Association's financial resources were discussed. Lynne informed the Executive that Karen Blimkie will be attending the Spring planning session in late February.

Lynne Waller reported that the Association has received non-profit status. She clarified that this means that the AABC has tax exempt status as a charity.

**Action** Lynne will write an article for the newsletter concerning the AABC's non-profit status and will submit the article to Chris Hives, AABC Newsletter Editor.

Lynne reported that a standardized expense claim form for all Association contractors and by the AABC Executive will be prepared by the end of the fiscal year (March 31, 2001).

The Executive discussed how the Association will manage GST rebate funds. In the interests of being as clear and transparent as possible, Lynne moved that we contact our granting agencies to state our position regarding our placement of the GST rebate in our general fund and ask for their confirmation on this position. Jane seconded the motion. The Executive was in agreement.

**Action:** Lynne will contact the BC Archives and the CCA to inform them of our intentions to place the GST rebate in our general fund and ask for them to confirm this position.

Lynne Waller reported that the Education Committee has asked what will be done with funds resulting from surplus workshop registrations. The Committee recommended that the Executive consider transferring the funds directly back into the education program budget, rather than into general revenue.

Lynne moved that the Executive adopt a general AABC financial guideline that a portion of any surplus in the general fund at the end of the fiscal year should be used to support educational endeavours in the next fiscal year; the portion to be determined by the Executive in consultation with the Finance Committee. Jane seconded. All were in agreement.

#### **4. Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector**

On January 11, 2001, the Executive approved, via e-mail, the Public Awareness, Advocacy and Legislation Committee's (PAAL) "Brief to the Legislative Assembly's Special Committee on Information Privacy in the Private Sector." The report is available on the AABC web-site at [aabc.bc.ca/aabc/report\\_on\\_privacy.html](http://aabc.bc.ca/aabc/report_on_privacy.html). The Executive joined Jane in expressing their appreciation for all the hard work done by Richard Dancy and the PAAL Committee.

#### **5. Conferences**

##### 2001 Victoria Conference

Jane Turner reported that everything is in order for this year's AABC conference. The Program Committee have confirmed the sessions, including the speakers and session chairs. The Local Arrangements Committee is working on having conference bags for the delegates, on having self-guided garden tours, and ensuring that the conference is on budget. The Local Arrangements Committee will be arranging a mid-February mail-out concerning the conference; the Membership Committee will ensure that the members receive their renewal notices in the same mail-out.

##### 2002 Vancouver - Association of Canadian Archivists (ACA)

Heather Gordon reported that the ACA has confirmed that they will be coming to Vancouver in 2002. The Executive discussed the idea of having some money set aside to subsidize those members of the AABC who would like to go to the conference but who otherwise may not be able to afford the registration fees. The ACA has indicated that AABC members are encouraged to suggest ideas for the content of the conference as well as any suggestions they may have for the workshops. The AABC Annual General Meeting will most likely be scheduled for the Sunday after the ACA conference. Details will be forthcoming.

#### **6. AABC Spring Planning Workshop**

The spring planning workshop is scheduled for February 23<sup>rd</sup> and 24<sup>th</sup>, 2001. Jane Turner reported that all Committee chairs and regional representatives will bring work plans and budget suggestions for the up-coming year. The Education, Preservation and Network Committees will also bring three-year workplans. The work plans will form a significant portion of the discussions in order to ensure coordination between the programs. Each committee should also bring priorities of budget items and suggestions for future projects. Jane Turner hopes to discuss the Institutional Standards issue. Heather will confirm the agenda as well as who will be attending the sessions.

#### **7. CCA/CAAT Grants Review**

Laura Cheadle reported that the AABC adjudication for the CCA grants took place on January 6, 2001. The CCA's

final deadline is Feb 1<sup>st</sup>, 2001 at which time they will give the final approval for the grants.

The following applications were approved:

- AABC Preservation Grant (\$33,469.00)
- BC Archival Network (\$21,852.00)
- BC Archival Education and Advisory Service (\$33,640.00)
- Institutional Control of Holdings (\$29,508.00)
- Preservation Management (\$18,531.00)
- Preservation Training & Information Program – AABC Fraser Valley Regional Disaster & Recovery Training workshop (\$1,640.00)

Laura commented that there were many more applications than there was money. Heather commented that for those institutions who did not have their applications approved, that they should, where appropriate, apply for CAIN funding.

Laura recommended that it would be helpful to continue to have some funds available for an out-of town committee member on the Grants Committee. Laura also stated that the Grants Committee has discussed the merits of having a manual that could outline guidelines for Committee members in terms of the adjudication process.

## **8. Committee and Program Reports**

### **Internet Committee (ad hoc)/CAIN (ad hoc)**

Heather Gordon reported that year one CAIN funding has been approved by CCA. The Association has hired Pat Gemmill (a web designer) who will be working from now until March 31<sup>st</sup>, 2001. Three itinerant archivists have also been hired; Jennifer Roberts and Christine O'Donnell will be centered in the Lower Mainland and David Chamberlin will work in the Victoria area. The Executive stressed that the itinerant archivists and web-designer will need to ensure that invoices are submitted. The Executive discussed the details of the contracts decided that the hiring of these contracted must be documented in a letter of understanding, which should be submitted to the President and Treasurer for final approval before signing.

Heather explained that year two funding has not been confirmed. Once the funding is confirmed, there will be another adjudication for the grants committee.

### **Education (ad hoc)**

The Executive discussed confidential contract issues. The Executive agreed unanimously that due to the expensive nature of the current configuration of the Education/Advisory service with two contractors, and with the unanimous recommendation of the Education Committee, the AABC should return to having one contractor who would be centered in the Lower Mainland for the 2001/2002 contract year.

With regard to Michael Mooseberger, "A Study of Archival Advisory Services Programs in Canada: A Summary Report to the Canadian Council of Archives," May 2000 report. Jane reported that she has been in contact with the President of the CCA, Fred Farrell, asking him to clarify the recommendation of the manual concerning the AABC and the Manual for Small Archives. The report recommends:

The CCA urge and support the Archives Association of British Columbia in undertaking a major revision and re-publication of its Manual for Small Archives and that if the AABC is unable or unwilling to undertake this work that the CCA negotiate with the AABC to undertake the project on behalf of the Canadian archival community.

### **Membership Committee (standing)**

Dovelle Buie reported that as of January 22, 2001, membership numbers are as follows:

Individual 110  
Associate Institutional 34  
Institutional 108  
Sustaining 10  
Student/Volunteer 23  
Honorary Life 6

***TOTAL 291***

Membership Database

Dovelle reported that since she and Marnie Burnham are currently working on the AABC membership database, recently received revisions or new members have not been added to the database. The membership numbers, therefore, might be slightly different from that outlined above.

The data has been cleaned up; this should allow us to search the database in many more ways and also permit mail-outs by postal code. Dovelle pointed out that, in the interests of wanting to keep the Association's expenses as low as possible, Marnie has been working on the database as a volunteer for the last year and a half. The task can be quite overwhelming at times and suggested that the Executive should consider contracting out some of the work. The Executive discussed the idea and felt that the task could still be done by volunteers on a rotating basis - rather than one person responsible for the job indefinitely.

Honourary Membership and Proposed Constitutional Change

Dovelle Buie presented the Executive with a letter from Membership Chair Marnie Burnham. Marnie requested that the Executive amend the Constitution as it pertains to the imparting of honorary membership. Currently, the executive recommends and grants the annual honorary membership at the conference banquet, and then submits it to the general membership for their approval the next day at the Annual General Meeting. This is not in keeping with the procedures established by the constitution. In order to eliminate the awkwardness of the current process, Dovelle moved and Heather seconded that the Executive accept Marnie Burnham's constitutional amendment as follows, and submit it to the membership for approval:

**Action:** Dovelle will ensure that the membership receives a notice of special resolution that outlines for Article V, Section I (1) (i) to be amended to the following: "Honorary life membership shall be accorded by the Executive to persons who are distinguished for their archives work, who have rendered distinguished service to the Association, or who are otherwise deemed worthy of honour. Honorary life members have the right to vote during meetings and hold office in the Association." The special resolution will be distributed to the membership with the conference mail-out in mid February.

The Executive agreed that for this year we will need to continue with past practice.

Membership Brochure

Dovelle reported that the Membership Committee is working on developing a new membership brochure for the AABC. The Membership Committee wants to clarify: (1) the expectations of the Executive concerning the brochure and (2) any particular aspect of the brochure that the Executive would like to see or not see. The Executive made the following observations about the current membership brochure:

- Remove reference to the Heritage Council as this no longer exists.
- Include information re: advisory program (particularly preservation and education).
- Include application form - with fees outlined, preferably in an insert.
- Reference to the Manual for Small Archives should be eliminated.
- Ensure the web-site address is on the brochure.
- Liase with Erwin re: logo. Pat Gemmell (mentioned earlier in these minutes) is working on contract for a network logo. This will be completed by March 31<sup>st</sup>.

- Include the fact that we are now designated by Canada Customs & Revenue Agency as a Charitable Organization - Charitable #86502 2529 RR0001

In terms of the text, the Executive was comfortable with the Membership Committee reworking/rewording that which is already on the internet. It will be submitted to the Executive for final approval.

### Institutional Membership Applications

Dovelle Buie reported that the Membership Committee recommends that the Executive approve the Enderby and District Museum Society's institutional membership. The Executive reviewed the application received and supported the Membership Committee's recommendation. Dovelle moved to accept and Jane seconded.

**Action:** Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Enderby & District Museum Society's application for Institutional Membership has been approved by the Executive.

Dovelle reported that another Institutional Membership application has been received from the Alberni Valley Museum. Because of questions regarding the acquisition policy and the relationship to the Alberni District Historical Society, the Membership Committee recommended that the application should not be accepted. The Executive accepted the Membership Committee's recommendation to not approve the application.

**Action:** Dovelle will inform Marnie Burnham, Chair of the Membership Committee, that the Alberni Valley Museum's application for Institutional membership has been denied.

### Membership Fee Structures

Dovelle reported that the Membership Committee has been working on a review of the current membership fee structure of the AABC. Membership Committee member Carrie Stevenson has done some preliminary research into the issue by looking at the fees other provincial associations. Marnie Burnham is doing some further investigation into the matter and will be submitting a report to the Executive in the next few weeks.

The Executive joined Dovelle Buie in expressing appreciation to Marnie Burnham for all the hard work that she and membership committee members (Marie Helene Robitaille and Carrie Stevenson) have been doing.

### Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives has accepted the position of Nominations Committee chair. Heather moved that Chris Hives be this year's chair of the Nominating Committee. Jane seconded the motion and all were in agreement.

## 9. Other Business

Jane Turner reported that Chris Hives has recommended that we give Leslie Field an yearly fee of \$500.00 for his work on the AABC web-site newsletter. Jane moved that we give Leslie \$500.00 a year for his work. All were in agreement that the nominal yearly payment would go towards recognizing the extensive work that Leslie does on the web-site newsletter; Leslie Field will be asked to submit an invoice for the fee.

**Action:** Lynne will contact Chris Hives to coordinate the payment procedures for Leslie Field.

Dovelle Buie stressed that she will need all reports from Committee chairs by March 16, 2001. This will enable her to put the AGM packages together and mail them out before she goes on holidays March 30<sup>th</sup>, 2001.

The Executive agreed that they would meet following the Spring Planning session on Saturday February 24<sup>th</sup>.

The Executive set March 12<sup>th</sup> as the next meeting following the Spring Planning session. The meeting will be held at Richmond City Hall.

The meeting was adjourned at 3:45 pm.

Next meeting February 23<sup>rd</sup> and 24<sup>th</sup>, 2001 at Sands Hotel.

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia

## BC Archival Network News

### Canadian Archival Information Network (CAIN) -- Update

The first version of the national database component of the Canadian Archival Information Network (CAIN) is almost ready to be rolled out of its Ottawa showroom and on to computer screens everywhere via the Web. It is expected that the CAIN National Database will be launched later this spring for public use.

Data from all participants in the Canadian North West Archival Network (CaNWAN), including the BC Archival Union List (BCAUL), the Archives Network of Alberta (ANA), the Yukon Archival Union List (YAUL), and the Northwest Territories Archival Network (NWTAN), have been successfully uploaded to the national system and will comprise the bulk of the records on the first version of CAIN. The national system has been developed by the Information Technology staff of the National Archives of Canada in association with the Canadian Council of Archives.

Stay tuned for further details, including those relating to CAIN funding. Announcements regarding CAIN will be made over the Canadian archives electronic mailing list (arcan-l) and the AABC's "archives-bc" mailing list. To subscribe to "archives-bc", consult the AABC's *Electronic Mailing List* web page at [aabc.bc.ca/aabc/maillist.html](http://aabc.bc.ca/aabc/maillist.html).

---

### New Look Coming for the British Columbia Archival Union List

Work has been carried out since January on an upgraded system for the BC Archival Union List (BCAUL), which will provide for increased functionalities for both researchers and participating repositories and will present to the public a more modern web look and feel.

The new system has been developed specifically for the AABC by the ACT/Cinimage Group, a Vancouver and Calgary based firm specializing in web-based delivery systems for heritage resources.

More details about the new system will be provided at the time of its official launch, expected later this Spring.

---

### New and Notable on the Web

#### 1. City of Victoria Archives -- Online Genealogical Indexes

A new feature on the impressive City of Victoria Archives web site is an online Vital Statistics Search, which allows users to search Ross Bay Cemetery records (1872-1980), a Death Notices Index (1901-1939), and a Marriage Notices Index (1901-1939). The "Vital Statistics Search" feature can be accessed directly at: [web.city.victoria.bc.ca/archives/](http://web.city.victoria.bc.ca/archives/).

#### 2. UBC School of Library, Archival and Information Studies -- Web Resources for Archival Professionals

This site, developed by Melissa Lowenberg, a student in the MAS program at UBC, provides links to general resources on the World Wide Web for archives professionals. It can be accessed at [www.slais.ubc.ca/resources/archival-resources/](http://www.slais.ubc.ca/resources/archival-resources/).

---

## **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 by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabc.bc.ca/aabc/bcaul.html](http://aabc.bc.ca/aabc/bcaul.html). In addition to the entries listed below, a large number of new and revised descriptions are presently being compiled by the AABC's superb "CAIN Readiness Team", Jenn Roberts, Christine O'Donnell, and David Chamberlin. These three contractors have been revisiting AABC institutional members to review their BCAUL contributions.

### **Lion's Bay Historical Society:**

Village of Lion's Bay photograph collection

### **New Westminster Museum and Archives:**

New Westminster Fire Department fonds  
New Westminster Museum and Archives photograph collection  
Scott Paper Ltd. fonds  
Royal Columbian Hospital fonds  
Star Shipyard (Mercer's) fonds

### **North Vancouver Museum and Archives:**

Board of Police Commissioners fonds  
North Vancouver Commissioner fonds  
Robert Harris fonds  
Anna Sumpton fonds  
Morrice J. Hanley fonds  
Wanda Hanley (Waldock) fonds  
Third Street Service Station fonds  
Burrard View Elementary School fonds  
Alexander Rout Harvey fonds  
David Wallace fonds  
Alderman Tom Reid fonds  
North Shore Community Arts Association fonds  
Stella Jo Dean fonds  
Catamaran Ferries International Inc. fonds  
Canadian Coast Guard fonds  
Norvan Power and Sail Squadron fonds  
North Vancouver Museum and Archives fonds

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

Patrick D. McTaggart-Cowan fonds  
John Ellis fonds  
Office of the Registrar fonds

Thomas J. Mallinson fonds  
Political Science, Sociology and Anthropology collection

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

Carl K. Lindley photo collection  
Gordon Waite fonds  
Edna Proctor fonds  
Barrett photo collection  
Dawson Creek and District Homecoming 2000 Committee fonds  
Dawson Creek Chamber of Commerce photo collection  
Gladys Farble photo collection  
Gibson Giles photo collection  
Ada Courchene photo collection  
Edna Jolly photo collection  
G. Rutledge photo collection  
Marion Hackworth photo collection  
H.G. "Bud" McIntyre photo collection  
Donald Booth photo collection  
Ernest W. Zemke photo collection  
John F. Murrell photo collection  
Alaska Highway - Museum photo collection  
Jeanne Cody photo collection  
John R. Browning photo collection  
Rendezvous '92 photo collection  
O.B. Glenn photo collection  
Mellet photo collection  
Valender photo collection  
Abe Nelson photo collection  
McGillvray/Ripley photo collection  
B.C. Assets and Lands Corporation fonds  
Peace River South Retired Teachers' Association fonds

### **University of British Columbia Library Special Collections:**

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

---

## **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) Courtenay and District Museum and Archives**

New address: 207 - 4th Street, Courtenay, B.C. V9N 1G7  
New phone number: (250) 334-0686  
New fax number: (250) 338-0619

### **2) Creston and District Museum and Archives**

New web site: [www.creston.museum.bc.ca/cvm](http://www.creston.museum.bc.ca/cvm)  
New address: 219 Devon Street, Creston, B.C. V0B 1G3

New contact name: Tammy Hardwick , Manager

New email address: [mail@creston.museum.bc.ca](mailto:mail@creston.museum.bc.ca)

New hours of operation: Tuesday-Saturday, 10:00-3:00 (Appointments recommended, October - April)

### **3) Vancouver School of Theology Archives**

New phone number: (604) 822-9435

### **4) City of Richmond Archives**

New contact name: Lynne Waller

New email address: [archives@city.richmond.bc.ca](mailto:archives@city.richmond.bc.ca)

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

New contact: Collections Officer

### **6) Canadian Airlines International Ltd. Corporate Archives**

*The archives has closed. Records have been moved to the Air Canada Corporate Archives in Montreal.*

### **7) Whistler Museum and Archives**

New web site: [whistlermuseum.org](http://whistlermuseum.org)

New contact name: Pat Gemmill , Curator and Archivist

New email address: [info@whistlermuseum.org](mailto:info@whistlermuseum.org)

### **8) Lion's Bay Historical Society Archives**

New contact name: Myron Loutet , Chairperson

New email address: [myron.loutet@reichhold.com](mailto:myron.loutet@reichhold.com)

### **9) Oliver and District Heritage Society Archives**

New contact name: Lynn Alaric , Archivist

### **10) New Westminster Museum and Archives**

New hours of operation: Archives - Thursday-Friday, 11:00-4:00 (by appointment); Saturday-Sunday, 11:00-4:00

### **11) Saanich Archives**

New web site: [www.gov.saanich.bc.ca/fpweb/heritage/saanich\\_archives.htm](http://www.gov.saanich.bc.ca/fpweb/heritage/saanich_archives.htm)

### **12) Simon Fraser University Library Special Collections**

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

---

## **British Columbia Archival Network Service - Contact Information**

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

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

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia

## BC Archival Preservation Service

### Amazing On-Line Preservation Information

In the last few years the number of websites that relate to preservation issues have exploded. Many institutions now post their full range of preservation publications on-line. These publications can be downloaded and can be used to augment your archives library.

The Northeast Document Conservation Center [www.nedcc.org/pubs.htm](http://www.nedcc.org/pubs.htm) has a wide range of preservation technical leaflets and publications available at their website.

On-line versions of both their *Preservation of Library and Archival Materials: A Manual* and *Handbook for Digital Projects: A Management Tool for Preservation & Access* can be found on their "Publications" pages.

The Technical Leaflets in *Preservation of Library and Archival Materials: A Manual* are organized into the following sections: Planning & Prioritizing; The Environment; Emergency Management; Storage & Handling; Reformatting and Conservation Procedures. These Technical Leaflets offer very useful and practical preservation information.

The *Handbook for Digital Projects: A Management Tool for Preservation & Access* is the publication that goes along with the three-day NEDCC "School for Scanning" workshop. The excellent publication is organized into the following sections: Overview: Rationale for Digitization and Preservation; Considerations for Project Management; Selection of Materials for Scanning; Overview of Copyright Issues; Technical Primer; Developing Best Practices: Guidelines from Case Studies; Vendor Relations and Digital Longevity.

The U.S. National Parks Service has made the *Conserv O Gram*

[www.cr.nps.gov/csd/publications/conservedgram/cons\\_toc.html](http://www.cr.nps.gov/csd/publications/conservedgram/cons_toc.html)

preservation leaflet series available on-line. *Conserv O Gram* leaflets cover a wide range of preservation issues relating to archives and museum collections. Of particular interest to archivists are the sections on Paper Objects; Photographs and Archival and Manuscript Collections and Rare Books. In light of the upcoming CAIN projects the following *Conserv O Grams* may be of immediate interest.

19/19 Care of Archival Compact Disks

19/20 Care of Archival Digital and Magnetic Media

19/21 Planning Digital Projects For Preservation And Access

19/22 Managing Digital Projects For Preservation And Access

The Library of Congress [lcweb.loc.gov/preserv/](http://lcweb.loc.gov/preserv/) also posts preservation leaflets on-line. The Library of Congress leaflets again cover a range of topics. Of particular interest include Peter Water's Emergency Drying Procedures For

Water Damaged Collections, Record and Tape Care in a Nutshell and Care, Handling and Storage of Motion Picture Film.

The Council on Library and Information Resources [www.clir.org/pubs/reports/reports.html](http://www.clir.org/pubs/reports/reports.html) lists all of the reports that they have published over the last few years. The CLIR website allows for on-line purchasing of their reports but no free downloading of information. Recent reports that are of interest to the archival community include:

Publication 95: Preservation Science Survey: An Overview of Recent Developments in Research on the Conservation of Selected Analog Library and Archival Materials. December 2000. \$20

Publication 93: Risk Management of Digital Information: A File Format Investigation. June 2000. \$20

Publication 92: Authenticity in a Digital Environment. May 2000. \$20

The Research Libraries Group now publishes the DigiNews ([www.rlg.org/preserv/diginews](http://www.rlg.org/preserv/diginews)). Diginews is a bimonthly web-based newsletter which focuses on issues that relate to digital projects with a preservation component or rationale. This is a really interesting journal to browse on an on-going basis as it describes case studies and highlights websites of interest. In the February 2001 'issue' the Editor's Interview is with Colin Web. This article discusses the National Library of Australia's Digital Preservation Agenda and offers a terrific overview of digital project in Australia.

One last on-line publication that all archives should have is *Environmental Guidelines for the Storage of Paper Records* by William K. Wilson. This NISO publication (NISO TR01-1995) is available on-line at

[www.techstreet.com/list\\_niso\\_stds.tmpl](http://www.techstreet.com/list_niso_stds.tmpl). This report outlines appropriate environmental guidelines for the storage of records in libraries, archives, and other storage facilities. It is clearly written and easy to follow.

[Back to Table of Contents](#)

# AABC Newsletter

Volume 11 No. 2 Spring 2001

## AABC Contact Information

### Executive

#### President

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

#### Vice President

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

#### Treasurer

Lynne Waller  
[penland\\_waller@telus.net](mailto:penland_waller@telus.net)  
Phone: (604) 275-5805  
Fax: (604) 664-9008

#### Secretary

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

#### Individual Member at Large

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

#### Institutional Member at Large

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

### Committee Chairs

#### Education Committee

Linda Wills  
[vm\\_chin@junction.net](mailto:vm_chin@junction.net)  
Phone: (205) 542-3142  
Fax: (205) 542-5358

#### Grants Committee

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

#### Membership Committee

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

#### Nominations and Elections Committee

#### Public Awareness, Advocacy and Legislation Committee

(vacant)

#### B.C. Archival Preservation Service Advisory Committee

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

#### Internet Committee

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

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

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

[Back to Table of Contents](#)

© 2001 Archives Association of British Columbia