

AABC Newsletter

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

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

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My Impressions of the AABC / ASA Annual Conference

by Judy Kovacs

My first thought about attending the conference was: "I have to get up how early to get to the bus?" Actually, that wasn't my first thought. My *real* first thought was more along the lines of "ooh, some interesting sessions AND the opportunity to see and talk to people I haven't seen in a while." Ultimately, both thoughts came together: I did have to get up at an inhumane hour to get to the bus, and I did attend an interesting session and see people I hadn't seen in a while. Good things, that.

Back to my story. For those of you fortunate enough to be living in the Revelstoke area, you missed the Happy Archives Bus ride! Movies, conversation, gossip (not that any of us gossip, of course), donut shops, time to stare out the window, nap time, and a great sense of relief at NOT having to drive 10 hours – were the general feelings wafting about on the bus ride from Edmonton. Personally, I napped. And watched movies. And stared out the window. Unfortunately, I'm not a very active bus passenger.

Revelstoke. I'm not sure how they did it, but the Local Arrangements Committee managed to arrange for some of the best April weather possible. Four days of sunshine, great weather and the chance to see the lovely mountains around Revelstoke – what more could one want?.

Receptions And Other Activities: In addition to the lovely weather, the receptions arranged by the hardworking Ruby Nobbs and Cathy English of the Revelstoke Historical Society and Revelstoke Railway Museum were of the most enjoyable and interesting receptions any of our annual conferences have ever had. The Conference banquet was one of the most memorable in recent years – especially with the appearance and performance of "Dolly Levi" and her sidekick, Gary Mitchell of the BC Provincial Archives. I do believe was the first time *anyone* has sported a feather boa at an AABC or ASA Annual Conference. I also believe several people have pictures of the appearance of said feather boa.

The Actual Conference: The conference had a large variety of sessions and workshop, including CAIN, Copyright, EAD, Introduction to Archives for Museums, Board Members at Risk, Strategic Planning and Grant Writing. Unfortunately, the workshops on Aboriginal Archives and Project Management did not happen *quite* as planned, but there were many other sessions to attend and people to discuss things archival with in their stead. I attended the Copyright workshop, and found it both extremely informative and thought provoking. From what I gathered from speaking to other conference goers, they too were quite satisfied with the sessions and workshops they attended.

Overall Impressions: I really had a good time. I had a wonderful opportunity to see and talk with many people I had not seen in a while, and also to meet new people in our profession. My workshop experience was also a very worthwhile one. Finally, but no less important, my appreciation and congratulations to the Conference organizers, Kelly Stewart and Wayne Murdoch for arranging things so well, and to the Local Arrangements Committee for doing such an exemplary job with the weather, receptions and the Feather Boa Buffet.

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Debunking Information Architecture

by Blair Galston

Think of building a house. This is your house and you want to do the job right. After the fantasizing, information gathering, financial planning, and so on, what do you need before you start building? You guessed it. You need an architectural plan.

Now, think of building a web site. No, think bigger! You are going to help the organization you work for build a web-based tool for internal communication — an Intranet. This tool is going to be so cleverly constructed that staff will be able to find the information they need quickly and easily! Revolutionary thinking, indeed, but you want to pull it off because you're committed to your calling as an information professional to make information a resource that can be used and shared efficiently, effectively, and economically. And what do you need before you proceed to build? Three guesses . . .

What Is an Information Architecture?

An information architecture is a logical plan for organizing information. It includes rules which ensure consistency and predictability for users of the information. Its underlying logic enables intuitive use and easy access to information. Just as, in home or restaurant, you'd look for a toilet in the bathroom or a refrigerator in the kitchen, so also should you and your co-workers be able to approach the organization's Intranet and find what you need in an obvious place. And the route you take should require minimal navigation.

An information architecture is not the actual informational content of the Intranet, nor is it the design or layout of the information. It's the two-by-fours, not the furniture or wallpaper.

A good architecture serves as a foundation and framework for future growth. However, it is not simply an idea or concept meant to inspire new ideas. It is a plan that is followed religiously, with a formal process for making adjustments when required.

How Do You Create an Information Architecture?

ICBC has just been through all this, so take note. Like records classification, you will want to conduct a thorough inventory of records and information that are already being shared electronically. You will also need to solicit from stakeholders some ideas or proposals for Intranet sites; group brainstorming sessions are in order. There are also a number of organizations that have already been through several versions of their own Intranets, and a survey of those organizations has proven helpful to ICBC.

Once you've created a mock-up of your architecture, you may choose to facilitate a focus group or two, testing the logic and intuitive quality of your work on fresh and critical minds. Remember, no matter how well the architecture works for you, the Intranet will be a failure if its architecture is a puzzle to everyone else. A word of caution: user validation is important for the success of your undertaking, but it should never compromise the underlying logic of your architecture.

The Case for a Common Architecture

The experience of ICBC in creating an architecture for its Intranet has yielded another important learning. If there are

other technologies that serve primarily to support the sharing of information with a broad audience (i.e. general or group space), it may be wise to create a common architecture which can be applied to all these tools.

In ICBC's case, Outlook Public Folders are being used in tandem with the Corporate Intranet. A common architecture will help control duplication of information between the technologies. Although a given document will reside in one place only, it will be accessible on both, thanks to hyperlinks. A common architecture also reinforces a symbiotic relationship between the systems, whereby each supports the other, and a user's movement between systems is facilitated. In other words, if a user is accustomed to working in Outlook, it won't be such a leap to visit the Intranet because information is organized the same way on both systems.

Intranet Governance

So you have your Intranet. You have an architecture that helps staff find what they want easily and efficiently. You think you're finished. Not so! You've got to keep this baby going. What you need is some governance.

Governance is a system of policies and procedures, rules and conventions, standards and guidelines for the management of content. It establishes a framework for defining who is responsible for what and how decisions are made. It is also a key strategy for managing future change and growth.

Why is it important? Like Maxwell Smart and Secret Agent 99, governance combats CHAOS. Records and information managers know all too well what happens when information accumulates unchecked over time—when rules are applied inconsistently—when changes and additions go unmanaged. In the end, chaos impedes access and retrieval of information, wasting a lot of precious time.

Elements of Governance

First you must establish a governance framework. Who will have the power to make decisions? Who will help enforce those decisions? Many organizations have a governance board comprising major stakeholders, FOI, internal communications, and legal representatives, as well as a coordinator or web master who oversees implementation on a daily basis.

Content and design standards are also an essential piece of governance. Good content management can be effectively established only if responsibilities are clearly defined from the outset. Roles such as content owner, author, editor, and contact should be assigned and accountability of those who fill the roles should be formally acknowledged.

From a records management point of view, context management is a crucial part of Intranet governance. Each document posted to the web must include a surrogate description of the creation, status, use, and destiny of the document. A profile of a web page might include such data as who the author is, when the document was last updated, whether or not it is considered the original, what classification and schedule applies, what security precautions are involved, etc. These data, which may or may not be contained in the document itself, serve not only to help manage the document, but also to lend reliability and authenticity—qualities which in turn allow staff to trust and therefore actually use the information.

The Bottom Line

There is a pervasive assumption that information technology (IT) specialists have the required set of skills to set up and manage electronic systems and applications. It's true that IT is an integral and indispensable part of, say, a web development project. However, another integral component of web development—the information architecture—is best suited to records and information professionals. This is classification, folks! You too can be an architect. So, if there's an Intranet barn raising in your neck of the woods, and you're not invited, then for the sake of the greater good, do something about it.

* * *

The content of this article was gleaned in the context of project work for ICBC's Records, Archives & Document Management Department and in

collaboration with Jayne Bellyk (Corporate Records Officer and Acting Manager).

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**Standards and More:
Meetings and Sessions at the 1999 ACA Conference**
by Bill Purver

The Annual Conference of the Association of Canadian Archivists (ACA) was held in London, Ontario in the first week of June. The theme, "Measuring Up: Standards in Archival Practice," provided a forum for presentations relating to the infrastructure requirements and developments of the Canadian Archival Information Network (CAIN), the standards making process nationally and internationally, standards relating to arrangement, description and appraisal, and the nature of standardized approaches and strategies relating to the acquisition of records.

The ACA Conference also provided a meeting place to discuss other business, including the sharing of information about the activities of national and provincial associations and councils and of the various programs these organizations administer. The following is a brief outline of the highlights of two meetings, the Council of Presidents meeting and the meeting of Provincial and Territorial Archives Advisors, along with a very brief overview of the Conference sessions themselves.

The annual Council of Presidents meeting (chaired by the President of the ACA) and the Provincial and Territorial Archives Advisors meeting (chaired by Johanna Smith of Nova Scotia), were attended by representatives and delegates from provincial and territorial archives councils and associations from across the country. The meetings focussed on comparing and contrasting the programmatic activities that each organization supports and the nature of the administrative infrastructure each body utilizes to carry them out. In addition, issues relating to CAIN, to public awareness activities, and to education and training efforts were discussed.

It was apparent through the presentations of each provincial representative or delegate that despite shared common objectives, the various provincial associations have utilized a variety of different means to carry out their activities. It was also clear that radical restructuring of the infrastructure and activities of several provincial associations over the last year had resulted in what was viewed as an improved organizational structure and a better focus on the efficient delivery of programs with clearly-articulated objectives and goals.

The most radical changes made by a provincial organization in Canada were carried out in Ontario by the Archives Association of Ontario (AAO), with the strong support of the provincial archives. The AAO ratified a new governance plan (based on a commissioned study carried out by a national consulting firm), hired a full-time Executive Director, maintained an Executive Assistant, added a part-time Conservation Advisor, and continued the full-time positions of union list (ARCHEION) project archivist and of the Archives Advisor. The work of the former Education Coordinator was folded into the duties of the Executive Director and Executive Assistant. The AAO also formally approved the implementation of strict standards for institutional membership in the Association and carried out work to establish recommended knowledge requirements for archivists in the province.

The nature of changes within other provincial organizations mirrored in a smaller way the major restructuring and focus in Ontario. The Council of Nova Scotia Archives is now considering the hiring of a full-time Executive Director, and paid administrative assistants have become the norm for most provincial organizations, either in combination with an advisory program or as stand alone positions. Union list project archivists have been hired on a full-time or part-time basis in several provinces. Implementation of strict institutional standards for archives continued in Nova Scotia and Manitoba and developments in this regard have taken place in Alberta.

Major restructuring of provincial education programs have also taken place. The new Education Program Plan for

Alberta involves the delivery of courses at an annual Archives Institute, an approach similar to the educational program now provided in Newfoundland. In Newfoundland, a core manual for small archives has been developed in conjunction with its revamped education curriculum, the manual having been designed to act as a text book resource for each of the various courses offered together at a once-a-year Education Institute.

Another common thread behind the changing nature of the activities of the various provincial associations is improved and increased cooperation with other heritage organizations. For example, the Council of Nova Scotia Archives, through its advisory program, developed the educational module for archives that is delivered within the framework of the educational program for the provincial Museums Association. In addition the Council was asked to provide input into the standards-making process concerning archival operations for museum accreditation in the province. In New Brunswick, the first ever joint meeting of the Archives and Museums Associations will be held in the fall. The New Brunswick Council is also active in the Provincial Heritage Week Committee.

In addition, steps have been taken by individual associations and councils to satisfy specific needs relating to archives in their area. As an example, the Yukon Council of Archives has been working closely with first nations groups in the territory and, through its advisory program, has drafted a pamphlet entitled "Setting Up a First Nations' Archives". The Northwest Territories Council of Archives, always cognizant of the vast geography separating the communities it serves, emphasized the development of web resources by institutions to allow for increased communications and awareness of archives.

Representatives for each province and territory indicated an ongoing commitment to developing their components for inclusion in the developing Canadian Archival Information Network. In this regard, discussions took place on a prototype, Z39.50-based Northern and Western Canadian Archival Union List, envisioned potentially to be operational within one year.

Provincial representatives or delegates also recognized that the development of such a national network and the implementation of the many standards underlying it have forced them to refocus their activities and work towards rationalizing the nature and delivery of association programs. Representatives from a number of provinces stressed the need to establish more formal institutional standards for archives wishing inclusion in the developing provincial and national networks.

The formal sessions at the ACA Conference were of the highest quality and kudos must be given to Ian Forsyth of Simon Fraser University Archives for his role as Co-Chair of the program committee. The keynote address given by Robert Garon of the National Archives of Quebec emphasized the various innovative programs undertaken by the provincial archives in Quebec to decentralize operations and build a cooperative, regional framework for archives in the province. The standards process, from the Canadian Council of Archives (CCA) perspective and from a perspective of international record-keeping standards, was discussed in two plenary sessions. The impressive work of the InterPARES (International Research on Permanent Authentic Electronic Records in Electronic Systems) group, a major international research study led by the faculty at UBC's School of Library, Archival and Information Studies, and the standards framework accompanying the decentralization of national archival services in New Zealand were introduced to the Canadian archival community.

Invigorating discussions followed from a number of sessions, including a debate on the Australian series system approach to arrangement, and presentations relating to appraisal methodologies, to the application of descriptive standards to electronic records, to the development of acquisition strategies and approaches, and to the establishment of institutional standards for archives.

The Canadian Archival Information Network (CAIN) initiative was the subject of several sessions, and was discussed extensively in the context of other Conference activities. CAIN sessions included a discussion of the national planning framework, case studies in implementation of union lists and automated systems, and the application and implementation of data value and content standards in a national network. From a British Columbia perspective, it was of interest to hear the BC Archival Union List (BCAUL) cited in various contexts as a model for a number of aspects of the developing Canadian archival network.



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Introducing the New AABC Executive

President - Chris Hives

Chris Hives has been University Archivist for the University of British Columbia for eleven years. He completed Masters degrees in Canadian history (University of Western Ontario) and archival studies (University of British Columbia). Before his appointment as University Archivist, Chris served as project archivist on the UBC Archival Automation Project which eventually provided the foundation for the development of the British Columbia Archival Union List. Since entering the profession Chris has been very active in various capacities with archival organizations at both the provincial and national levels.

Treasurer - Lynne Waller

Lynne Waller is new to the board of the AABC and to Archives generally. She graduated from the MAS program in 1998, part of a mid-life educational program to change employment after nearly 20 years working in the west coast fishing industry. Her first archival contract was to establish archival policy and procedures at the Gulf of Georgia Cannery National Historic Site in Steveston where she is still employed. "It is rather ironic to wind up working in a Cannery after trying to put the fishing industry behind me," she said. Lynne has also been a participant in a family wholesaling business for many years. She and her husband, Fred, are enthusiastic supporters of the Steveston heritage community.

Secretary - Marnie Burnham

Marnie Burnham joins the Executive as secretary after three years as a member of the AABC Membership Committee. After graduating from the MAS programme in 1996, Marnie spent two years as a contract archivist at UBC Archives. She currently works in the Vancouver Office of the National Archives.

Institutional Member-at-Large - Francis Mansbridge

Francis Mansbridge attended the Archival Studies program at UBC from 1991 to 1993. He worked on contracts at the North Vancouver Museum and Archives and Simon Fraser University before becoming archivist at North Vancouver Museum and Archives in 1994. He has also been Chair of the Conservation Committee and is now in his second year as Institutional Member at Large.

Individual Member at Large - Dorothy Lawson

Dorothy Lawson is currently archivist for the Bowen Island Historians with whom she has been associated since 1979. Since coming to Vancouver in 1976 from the Maine State Museum she has, until recently, been active in the field of conservation both as an instructor and as a conservator. In a former incarnation she taught - everything from tiny tots to college students. She holds degrees in Art and Art History, Masters Degrees in English Literature and Printmaking. Her Masters degree in Conservation of Historic and Artistic Works, with Advanced Certificate done at the State

University of New York (Cooperstown) was followed by a two year internship at the Fogg Museum, Harvard. Concerns for proper handling, beyond conservation, of the holdings of the Historians' Archives brought her into happy contact with the Archives Association in the early 1980's.

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Communities Connect Project

The goal of the AABC's Communities Connect project was to provide archives throughout the province the opportunity to develop and launch a basic Web site, using HTML templates and skills gained by attending one of a series of workshops held around the province. The workshops were presented by June Campbell, the consultant hired by the AABC to develop the templates and generally coordinate the project.

The project was completed on March 31st, 1999, and consisted of four phases. Phase One was the development of the HTML templates, with a set of instructions, geared specifically to archives and archivists, along with a project Web site <<http://aabc.bc.ca/aabc/project.html>>, and was completed on September 22, 1998. Phase Two was the creation of a prototype Web site using the templates and instructions. The Chilliwack Archives agreed to be the model, and the Web site (which may be viewed on-line at <<http://aabc.bc.ca/aabc/chilliwack/>>) was completed October 6, 1998.

Phase Three consisted of a series of workshops on Web site design and development, presented by June Campbell and held in each of the eight AABC regions. For the convenience of the participants, most of the workshops were scheduled to coincide with regular regional meetings. Summaries were made available through the project Web site. In addition to these sessions, June made herself available for consultation with individual archivists. Phase Four consisted of the completion of the final project report.

The original B.C. Government grant was \$20,000. Under the terms of the project, the consultant was paid \$17,083.83 in fees and expenses; an additional \$338.35 was spent on equipment rentals and other items for the workshops. At the end of the project, \$2,577.82 was left over and was due to be returned to the provincial government. This surplus was due mainly to the frugality of June Campbell and the regional representatives in managing to keep expenses down. For example, June scheduled two workshops for one trip into the interior, saving the cost of a second plane trip. Also, institutional facilities and equipment were used whenever possible to avoid paying a rental fee. Time constraints did not allow us to make use of the surplus before the project was due to be completed. However, since that time the provincial Library Services Branch has approved the expenditure of those funds on the on-line publication of the AABC's *Manual for Small Archives*.

The response by participants to the workshops, and to the resources and assistance offered, was positive. Although some participants already had Web sites for their institutions, others indicated their intent to use the template when time permitted. By the end of the project, four workshop participants had contacted the consultant regarding Web site development. Two new sites, which had already been in development and so did not incorporate the templates' design features, were also announced. However, other than the prototype developed for the Chilliwack Archives, no new Web sites have been developed using the template. This may be due to the time and resource constraints faced by many community archivists - feedback received to-date tends to bear this out. In addition, many community archives are staffed by volunteers, especially senior citizens, who despite their interest and enthusiasm may not be sufficiently computer-literate to take advantage of what they were taught. *The Internet Committee invites participants to contact them and provide their perspectives on the project, especially regarding what they gained from the workshops and how they intend to proceed with developing their sites.*

Although the project itself has ended, there will be long-term benefits for the archival community. AABC will continue to maintain the project page on their Web site, and will continue to list and announce new template-based sites as they are completed. Additionally, space will continue to be made available on the AABC server for those institutions without their own Web server to mount their sites. Also, the template and accompanying instructions will continue to be made available to interested members.

Overall, I believe that AABC's Communities Connect project has enabled and encouraged archives and archivists around the province to develop and maintain a presence on the Internet. It was timely, and I believe will have a long-term impact outweighing the initial results. The project also made archivists more aware of the opportunities for community outreach and the dissemination of historical information available to them through this new medium of communication.

Erwin Wodarczak,
Chair, AABC Communities Connect Project Sub-Committee

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Membership Feedback Sought for Education Committee Report

The AABC Education Committee invites comments on its 1998/99 report. Please address comments to Janna Buhlmann (chefarch@ican.net, [P] 666-9644, [F] 666-4963).

The AABC Education Committee was operating under a special mandate for the 1998-1999 year, *to focus on creating an educational plan or framework for the AABC's Education Program and activities rather than delivering workshops* (June 15, 1998 Executive Committee minutes). Based on this special mandate, the committee conducted an informal review of committee records to facilitate an understanding of committee history and activity. This review was used to formulate questions for soliciting perspectives from the community. The Committee then proceeded to contact various people within the AABC community regarding their perspectives on how the Education Program has served them in the past and what they would regard as potential improvements. Input was also solicited from other archival associations and individuals outside of the AABC. Finally, the records review was combined with the results of phone contacts to formulate suggestions for the educational portion of the Needs Assessment Survey.

Based on the above, the AABC Education Committee puts forward the following recommendations, which should eventually incorporate the results of the Needs Assessment Survey.

The AABC Education Committee recommends:

- (1) that the marketing of the program be expanded beyond the archival community to generally include organizations that generate and maintain their own records. This expansion will reemphasize the core clientele as being those individuals or organizations who have little or no training in archival theory, methodology, or practice.
- (2) that the function of the Committee be expanded to include a survey of educational opportunities existing outside of the scope and context of archival training offered by the AABC, such as volunteer recruitment, project management, and fundraising. The Committee would then provide information regarding these non-AABC options to members.
- (3) that, taking into account current draft policies and procedures, the policies and procedures of both the Committee and Coordinator be examined in order to determine whether or not they meet the needs of the Education Program.
- (4) that the issue of obtaining copyright of all workshop curricula be addressed, making it more amenable for the Association to look at curricula revision.
- (5) that core curricula be examined with an eye to revision and update where necessary. Curricula review should also occur at regular intervals and should encompass all workshops. A time frame for this type of review should be established, as well as the process through which this revision will occur.
- (6) that curricula review be conducted with an overall emphasis on the inclusion of more practical approaches to day-to-day archival issues.

- (7) that the Association expand upon the current educational delivery format to include options such as distance education, lectures, and roundtable discussions.
- (8) that presentation of a certificate upon completion of core courses be implemented.
- (9) that the cost of workshops be assessed, taking into account the possibility of a fee increase. This fee increase would most likely result in extra revenue which could be utilized for the future improvement and/or expansion of the Program.
- (10) that a list of potential workshop instructors be maintained and evaluated yearly to ensure that there is a current body of instructors that can serve the needs of the Program and its clients. A regularly maintained list of instructors would also assist in the scheduling of courses for the year.
- (11) that the Workshop Participant Evaluation Form be examined in order to determine its ability to capture information regarding the quality of workshop instruction, content, and environment.
- (12) that a statistical analysis of workshop attendance be undertaken and instituted as a regular practice, so as to provide the hard data necessary to determine the past effectiveness of workshops.
- (13) that the results of the Needs Assessment Survey which pertain to the Education Program, Committee, and Coordinator be expanded upon in a more detailed survey which would provide the Association with in-depth data regarding future needs. As with the analysis of statistical data, a detailed survey should be implemented on a regular basis.

Jana Buhlmann and David Wardle
1998-1999 AABC Education Committee

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New on-line access to the City of Vancouver Archives

The City of Vancouver Archives, as of June 1st, is making its database of records descriptions and photographic images available on the Web.

Nature of changes and benefits to users

With the mounting of the database on the Internet, new levels of description of our public and private records holdings are now available online to our users. For the first time online, users are able to determine not only that we have records by or about a particular person, corporate body or City department, but also which specific documents we have in our holdings. Previously, to view this level of detail, users had to consult hard copy indexes and finding aids at the Archives.

For the first time, City publications and reports and pamphlet descriptions will now be accessible online. Previously, researchers had to consult card catalogues and printouts to determine our holdings of these materials.

Most likely of greatest interest to our users, photographic images of over 4,000 photographs are now viewable on the Web. Images of early Vancouver from the Stuart Thomson fonds as well as those by well-known B.C. photographers, such as Philip Timms, in the Vancouver Museum fonds have been described in the database and linked to scanned images. Linked to these descriptions is a new interactive online photo order form.

All descriptions will be up to date as a copy of the database using a non-mainframe, PC-based software, DBTextworks for Windows and Webpublisher, will be uploaded automatically to the Web.

What's in the database

The database presently contains over 92,000 entries with records added daily. To date, all public records (civic government records) are described in the database at the fonds, series and file level. All private records are described at the fonds level, with approximately 45% to date entered at the series and file level. All holdings of City publications and reports (Pds) are entered. Ten percent of the Pamphlet Collection; those dating between 1841 and 1926 and any pamphlets added to our holdings since 1997 are also included. Approximately, 4,000 photographic images are also entered.

How to find the database

This new research tool is found on the City of Vancouver Archives' homepage <www.city.vancouver.bc.ca/ctyclerk/archives>. Hit the Search button on the front page and a welcoming page provides a list of choices for searching the holdings. This replaces the link to the view of our holdings provided by the AABC's BCAUL. For those who don't have access to the internet, the Archives has installed a computer in the Reading Room of the Archives for public use.

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British Columbia Museums Association Selected as VOLNET Delivery Agency

The British Columbia Museums Association, in partnership with Industry Canada, is pleased to offer VolNet to the BC Voluntary community. The BCMA has been chosen as a VolNet Delivery Agency, and has already commenced the Assessment phase of the project, which will see 200 voluntary organizations in BC selected to receive the VolNet Service Package.

VolNet is a federal government initiative administered by Industry Canada to improve the voluntary sector's access to information technology and to the related skills and tools available to help it play a stronger role in Canadian society. VolNet's goal is to offer Internet connectivity, including computer equipment and Internet skills development and support, to 10,000 voluntary organizations by March 31, 2001.

What is the VolNet Service Package?

The VolNet Service Package includes providing Internet connectivity, computer equipment, Internet support and skills development to organizations which do not yet have these tools. Support and skills development will be available to anyone in the voluntary sector.

Who is Eligible?

Not-for-profit community organizations with voluntary board of directors who have not been connected to the Internet for the past six months will be the target groups for VolNet. Eligibility will be assessed by the BCMA against criteria established by the VolNet National Advisory Committee.

Applications will be considered until midnight July 16, 1999.

Applications received after July 16, 1999 will be placed on a waiting list.

The first 200 eligible applications received by the BCMA will be accepted.

For further information, contact:

Tracy London, Installations Coördinator	VolNet@MuseumsAssn.bc.ca
203 - 1005 Langley Street	Phone (250) 387-3971
Victoria, BC V8W 1V7	Fax: (250) 387-1251

Find more information, and download applications at:

<<http://www.MuseumsAssn.bc.ca/~bcma/VolNet/>>

Visit the official VolNet web site at: <<http://www.VolNet.org/>>

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Canadian Council of Archives Grants 1999/2000

Regular Programs

University of British Columbia	"UBC President's Office Records Project"	\$4,911
Oliver and District Heritage Society	"Redescription of Holdings"	\$3,472
City of Vancouver Archives	"Jack Lindsay Photograph Description Project"	\$5,985
Simon Fraser University	"Redescription of Non-Sponsorial Records"	\$2,580
West Vancouver Museum & Archives	"Arrangement, Description & Production of Finding Aid for Six Fonds"	\$3,336
Surrey Archives	"Surrey Volunteer Fire Dept. Records"	\$1,400
Trinity Western University Archives	"Records of the Registrar's Office"	\$1,071
Fort Steele Heritage Town Archives	"Fort Steele Mining Collection"	\$4,705
Campbell River Museum &	"Courier-Islander Fonds"	\$5,550

Archives		
Trail City Archives	"Photograph Description Backlog"	\$4,258
Fraser Fort George Regional Museum	"Wally West Photographic Series"	\$2,000
Langley Centennial Museum & National Exhibition Centre	"Archives Arrangement and Description Project"	\$3,478
	Total to Institutions	<u>\$42,745</u>
AABC	"Archives Education and Training Program"	\$16,100
AABC	"Archives Advisor/Network Coordinator Program"	\$35,218
	Grand Total	<u>\$94,063</u>
CPCAR Grants		
B.C.Archives	"B.C. Forest Service Nitrate Negative Preservation Project"	\$3,108
Mission Community Archives	"Archival Storage System Project: Phase II"	\$3,000
UBC Library, Special Collections	"Lowry Collection Microfilming Project"	\$3,470
City of Vancouver Archives	"Don Coltman/Steffens-Colmer Fonds & Jack Lindsay Fonds Cold Storage Project"	\$3,172
Vancouver School of Theology	"Rehousing of VST Archival Records"	\$1,741

Jewish Historical Society	"Leonard Frank Forestry Rehousing Project"	\$3,480
Delta Museum & Archives	"Aural History Reformatting Project"	\$1,060
Surrey Archives	"Surrey Archives Audio Storage Project"	\$770
Kelowna Centennial Museum	"Upgrade to Conservation Standards of Storage"	\$784
Fraser Fort George Regional Museum	"W.D. West Photos Reformatting Project"	\$1,400
	Total to Institutions	<u>\$21,986</u>
AABC	"B.C. Archival Conservation Service"	\$30,450
	Grand Total	<u>\$52,436</u>

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**Canadian Council of Archives - Young Canada Works
in Heritage Institutions**

Approved British Columbia Projects (1999)

City of Vancouver Archives	\$9,244.00	(2 positions)	Archives Library Assistants
Nelson Museum/Kootenay Museum Association and Historical Society	\$4,081.08	(1 position)	Archival Assistant
Royal Roads University Learning Resource Centre	\$7,275.37	(1 position)	Assistant Archivist Librarian
Revelstoke Museum & Archives	\$3,863.50	(1 position)	Archives Planning Assistant
Bulkley Valley Historical and Museum Society	\$2,066.92	(1 position)	Archival Assistant
Vancouver Art Gallery	\$3,368.72	(1 position)	Research Assistant
Valemount Historic Society	\$1,729.78	(1 position)	Archives and Museum Assistant
City of Surrey Archives	\$2,357.00	(1 position)	Archives Assistant
Campbell River Museum	\$4,089.43	(1 position)	Archival Program Coördinator

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Community Archives Assistance Program Grants

(November 30, 1998, deadline)

<u>Applicant And Project</u>	<u>Grant Amount</u>	<u>Cumulative Total</u>
01 <i>Hazelton Pioneer Museum and Archives</i> To rehouse 10.2 metres of textual records and approximately 890 photographs in archival quality containers.	\$1,641.00	\$1,641.00
02 <i>Village of Lytton Museum and Archives</i> To purchase a computer capable of running Windows '95 and InMagic effectively. To re-house 300 photographs and describe the photographs and 1 m of textual records (8 fonds) on InMagic.	\$2,000.00	\$3,641.00
03 <i>Gulf of Georgia Cannery Society</i> To accession, arrange and describe and house records of the Canadian Fishing Company fonds (3 m of textual records and 150 photographs) held by the Society, and to determine their relationship to Canadian Fishing Co. records held in other archives.	\$3,300.00	\$6,941.00
04 <i>Greater Vernon Museum and Archives</i> To arrange and describe 3.5 m of records of the Interior Vegetable Marketing Agency Cooperative, 1935-1980.	\$728.00	\$7,669.00
05 <i>Delta Museum and Archives</i> A redescription project to produce RAD compliant item level descriptions of 1,000 photographs from the records of the Delta Museum and Archives in InMagic database.	\$1,936.00	\$9,605.00
06 <i>City of Vancouver Archives</i> To redescribe according to RAD 3,450 images and make the images and descriptions available by scanning and linking to DBTextworks database.	\$6,059.00	\$15,664.00
07 <i>Simon Fraser University Archives</i> To arrange and describe the records of the Women's Bookstore Collection which consists of 11 m of records ca. 1968-1979.	\$2,000.00	\$17,664.00

	<i>Vancouver General Hospital School of Nursing Alumnae</i>		
08	To appraise, arrange and describe records of the Nursing School, ca. 1899-1998.	\$3,000.00	\$14,570.00
	<i>Trail City Archives</i>		
09	To accession, arrange and describe and rehouse the records of the Trail and District Arts Council and affiliated groups, 3.5 m of textual records and 400 photographs.	\$2,821.00	\$23,485.00
	<i>View Royal Community Archives</i>		
10	To purchase a computer and archival software for use by volunteers in the accessioning and description of 300 photographs and 1.2 m of textual records.	\$1,800.00	\$25,285.00
	<i>Valemount Historic Society</i>		
11	To purchase software to be used to describe and scan 2,150 photographs, slides, and negatives and promote the use of the database in the community.	\$2,517.00	\$27,802.00
	<i>Surrey Archives</i>		
12	To arrange and describe the records of the Environmental Institute of BC fonds, 1.5 m of textual records.	\$1,432.00	\$29,234.00
	<i>Fraser-Fort George Regional Museum</i>		
13	To appraise, arrange and describe, rehouse and scan photographs from the Wally D. West Photographic Collection, 1950's Series, ca. 4,300 photographs.	\$3,000.00	\$32,234.00
	<i>Friends of the Government House Gardens Society</i>		
14	To establish policies and procedures, accession and re-house records, textual records and photographs, undetermined extent.	\$3,750.00	\$35,984.00
	<i>Cortes Island Museum and Archives Society</i>		
15	To establish an acquisition policy and rehouse records, 1,000 photographs and 4 m of textual records.	\$1,728.00	\$37,712.00
	<i>Matsqui Sumas Abbotsford Museum Society</i>		
16	To sort, accession, and house 15m of textual records and 1,000 photographs from the M.S.A. Museum Society fonds, Mid Valley Roller Skating Alliance fonds, Straiton Community Club fonds and Clayburn Women's Institute fonds and to describe the photographs.	\$5,400.00	\$43,112.00
	<i>Sisters of Saint Ann Archives</i>		
17	To produce copy negatives and reference laser prints of ca. 1,000 photographs from 8 albums.	\$1,912.00	\$45,024.00
	<i>Enderby and District Museum Society</i>		
18	To purchase a reconditioned microfilm reader.	\$427.00	\$45,451.00

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

Notes

Membership Renewals

It's almost too late, but members still have time to renew their AABC membership.

The deadline for membership renewals is June 30, after which "any member whose fees are in arrears shall forfeit her or his good standing" (AABC Constitution, Section 1,1 part 5), and only those members who have renewed before the deadline will appear in the Membership Directory.

But, all is not lost if you fail to renew in time, as "payment of fees in arrears any time between the fourth (July) and ninth (December) month of the membership year will restore the member to good standing for the current year "

Members who renew late will receive a new Directory, but will not be in it. Unfortunately, if you really forget and don't renew by the end of March 2000, your name will be removed from the membership roll.

So the moral of the story is: ***Don't Forget to Renew Your AABC Membership!***

British Columbia Museums Association Conference

The BCMA's annual conference will be held in Revelstoke from October 15-16, 1999. The theme of the conference is "Buiding Bridges". For additional information contact the BCMA (Phone: 604-669-5342 or e-mail: BCMA@MuseumsAssn.bc.ca)

New Publication Available

Researching the Indian Land Question in British Columbia:
An Introduction to Research Strategies & Archival Research for Band Researchers

For ordering information contact:

Chiefs Mask Bookstore
5th Floor - 342 Water Street
Vancouver, BC
V6B 1B6

Phone: (604) 684-0231
Fax: (604) 684-5726

E-Mail: cmbooks@ubcic.bc.ca

AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

President's Message - Laura Millar (April 1999)

I write my last president's message on the first day of April, a beautiful spring day with the promise of warmth and sunshine in the air. As I write this, we await the "Cain Enabled" workshops and the 1999 Annual General Meeting, which will take place from 14-17 April in lovely Revelstoke, where I understand the snow has made a hasty retreat in anticipation of crowds of enthusiastic and uninhibited archivists from BC, Alberta, the Yukon, the Northwest Territories, and even from Saskatchewan, Manitoba, and Ontario. Registration for the workshops presently stands at over 75, and we anticipate a great success all around!

By the time you get this newsletter, the workshops and AGM will be over, a new Executive will have taken the lead, and the association will have moved into a new financial and administrative year. The important workshop on strategic planning for the AABC will have taken place at Revelstoke, and recommendations for future actions will have been brought to the incoming Executive. Also, you will by now have received a copy of the survey results from the 1999 needs assessment survey, ably prepared by our Needs Assessment Coordinator Caitlin Webster on behalf of the AABC.

I have had a chance to read through the survey results, which I strongly urge the membership and incoming Executive to examine carefully in order to determine short and long-term goals and objectives for the AABC. In my reading of the needs assessment and consideration of the state of the AABC at present, let me offer a few personal suggestions for action.

Communications: This year's Executive has endeavoured to increase its communications with committees, regional representatives, and the AABC membership, to keep everyone up to date as much as possible - without overwhelming them with information! To increase communications further, I suggest that the new president write a quarterly communiqué to the committee chairs, contractors, and regional representatives, separate from the president's message in the Newsletter, updating Executive activities and advising of forthcoming events and plans. I think it would also be wise to recommence publishing excerpts from the Executive minutes in the AABC Newsletter, so that the membership is kept up to date on Executive deliberations and decisions.

Finances: At this point no one knows if the AABC will be appointing a program officer or otherwise enhancing its administrative systems. Regardless, I strongly urge the Executive to strengthen the financial management structures within the association. In particular, I recommend that monthly cash flow statements and financial reports be prepared for all project and committee accounts. Continual and detailed monitoring is particularly important with grant-funded accounts, where monies must be disbursed according to grant guidelines and within a specified time.

Regional Representatives: The AABC's regional representatives are key players in the success of AABC's programmes. This year, they helped tremendously in organizing workshops, hosting meetings, advising on regional needs, and otherwise helping to strengthen the association. We must remember that all regional representatives serve as volunteers and that their time and resources are limited. This year's Executive established a small budget for each regional representative, to offset meeting and communications costs. I would urge the incoming Executive at least to maintain, if not increase, that budget, and maintain close links with the regional representatives to ensure their needs are being met. I wonder also if the regional representatives would consider contributing more articles and news items

to the AABC Newsletter? Perhaps a short report from each region four times a year, to keep everyone else up to date on your work?

Conferences: There was a clear message in the needs assessment survey that many members do not want the AABC conferences to focus on theoretical archival issues. Many respondents urged more concrete, practical, and hands-on sessions. I would urge the new Executive to consider this issue seriously as you plan for an annual conference for 2000. Let us not duplicate events available elsewhere but focus instead on the needs of our membership within British Columbia, particularly those with few other opportunities for expansion of their professional or personal interests in archival work.

Educational activities: The Education Committee this year conducted a review of the AABC's education programme. Our Executive has recommended expanding that review in 1999-2000 to consider such issues as curriculum revision and alternate methods of delivery. Many people indicated in the needs assessment survey that they would like to see distance education courses offered by the AABC in archives management. As someone who has worked in distance education for many years, I welcome the suggestion but caution that administering a distance education programme takes considerable time and resources. Further, institutions such as universities and colleges exist to provide such educational opportunities. Perhaps the time has come for the AABC to work collaboratively with institutions such as universities or colleges to offer records and archives courses, leaving us more time for our core responsibilities.

Publications: *A Manual for Small Archives* has done extremely well for the association over the last ten or more years, but we find now that there are not funds in our general accounts set aside for reprinting or reproduction. Should we always rely on grant funds for such projects? Should we be publishing at all? Or would it be better to work in collaboration with an established publishing company? Our revenues would no doubt be lower but I wonder if publishing is in fact one of the core responsibilities of this association.

Ultimately, I pose a question that I hope will be addressed by our strategic planning workshop, by analysis of the needs assessment survey, and by consideration of the future of the association. What is the role of the AABC? Is the AABC a professional association, an archival association, a granting agency, a publisher, an educator? To me, the great strengths of the AABC are, and ought to be, our advisory services, our member services (including newsletters and website information), and our role as advocates for the preservation of archival materials in British Columbia. We are not publishers, but we can work collaboratively with publishers to continue to provide valuable information tools. We are not educators, but we can work with educational institutions to deliver important workshops and seminars. We ought not to take on projects or activities without the administrative structure to support them, but that does not necessarily mean we have to increase our administrative systems. Cooperation and collaboration can also help us achieve excellent results.

Sadly, I believe that the association's key role - as advocates for the preservation of our province's documentary heritage - has diminished in strength over the years, as we spend more and more time on other tasks. I would love to see more articles in our Newsletter about the work of archives around the province. I would also love to see more effort by the AABC at publicity and promotion, such as during Heritage Week, which is unfortunately all but ignored by the association. There are those who argue that we live in a historical times and such advocacy efforts serve no good purpose. I disagree. If the AABC does not take a lead role in advocacy, promotion, and publicity, we abdicate our responsibility to help archival institutions around the province and to encourage the safe care of archival materials regardless of the size, scope, or location of the archival repository. It is the job of the AABC to help ensure the preservation of a well-balanced documentary heritage for all of British Columbia, from the Gulf Islands to the Queen Charlottes, from the Kootenays to the Fraser Valley.

I hope the AABC makes full use of the valuable tools at its disposal: from needs assessment surveys to strategic planning sessions, from the energy and enthusiasm of our regional representatives to the ongoing commitment of our contractors and committee members. May we use these tools well to clarify the core responsibilities of the AABC and fulfil our mission for the provincial archival community.

AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

President's Message - Chris Hives (June 1999)

One of the advantages (or disadvantages depending on your perspective) of having a double issue of the *Newsletter* is that you benefit from (or perhaps have to endure) two president's messages.

Before discussing the organization's current state of affairs and suggesting some possible future directions, I would like to reflect briefly on some personal insights coming out of the recent AABC conference.

I remember debating briefly whether to make the long trek to attend this year's AABC conference in Revelstoke with our Alberta neighbours. In the end I am extremely glad I went. I was taken not so much with the sessions and workshops I attended, as interesting as they were, but rather with the people with whom I spoke. Coming from the smallest to the largest institutions, these people collectively conveyed dynamism, enthusiasm and an unbounded commitment to the preservation of the province's documentary heritage. The archival community is composed of delightfully eclectic and diverse individuals who bring to their positions very different skill sets that are applied in a wide variety of institutional settings. I came away from the conference with a renewed sense of enthusiasm.

The most poignant parts of the conference for me were the occasions spent paying tribute to Ruby Nobbs who, for more years than most of us have been alive, has been an outspoken advocate for, and tireless worker in, the preservation of local heritage in Revelstoke. As recognition of this outstanding commitment the AABC bestowed on Ruby an honorary life membership. While not downplaying her considerable accomplishments and legacy, it is important to remember that there are "Ruby Nobbs" toiling to preserve documentary heritage in communities throughout the province.

The most important thing we can do as an association is to provide the infrastructure and support to harness and direct that enthusiasm and commitment. From the biggest to the smallest of archival repositories we are all engaged in the collective enterprise of preserving the province's documentary heritage. In charting a course for the future we must continue to build upon our most important resource -- our members.

Just as a final postscript to the conference. The Association is tremendously grateful to the Revelstoke local arrangements committee for their efforts in staging the conference. Notwithstanding a brief power outage, over which I am told they had no control, everything came off without a hitch and the hospitality was outstanding.

Before discussing current initiatives and some future plans I would like to acknowledge the work of the previous executive and those individuals serving on various AABC committees. The past executive was called upon to make some very critical decisions. Having at heart the best interests of the Association, the executive made some decisions which very much occupied the agenda of the AABC last year. While we should learn from this experience, the time has come to move forward. There are simply too many issues that must be addressed for us to dwell on the past. In this spirit I would like to touch briefly on some of the initiatives currently underway, planned for the upcoming year or simply topics under discussion by the executive.

It is with great pleasure I note that as of June 1st, the AABC's Preservation Service is back in operation. The Association is indeed fortunate to have secured the services of Rosaleen Hill who was our original Conservation Coordinator and was responsible for developing a very successful program. A brief overview of the Preservation Service is provided elsewhere in the *Newsletter*.

Needs Assessment Survey Working Group

This Working Group has been established with George Brandak as co-ordinator. Its mandate is to review and analyze the data from the recent needs assessment survey. This information will then be compared with the data generated by the 1988 needs assessment survey to help develop some quantifiable measurement of development within the provincial archival community. As the group may engage in some follow-up information gathering from institutions, I would strongly urge members to participate in this important process.

Association Finances

Much of the executive's attention has focused on financial matters. Although we have a very small revenue base that consists primarily of approximately \$13,000 generated through memberships, the AABC is responsible for tracking and accounting for almost \$150,000 received from government granting agencies to operate our various programs. Generally speaking, financial planning for the Association has tended to be somewhat reactive and ad hoc. This is certainly not to imply any criticism of past Association treasurers. Indeed the AABC is extremely fortunate to have secured the services of dedicated, diligent and careful individuals to serve in this important position. The problem is that our treasurers have carried a burden far and above what should have been realistically expected of volunteer positions. With each change of executive, the new treasurer, even with the support and guidance of their predecessor, has faced a very steep learning curve.

In addition to the sheer magnitude of tracking all of the AABC funds there are some pressing financial concerns. Primary amongst these is that fact that last fiscal year the Association spent approximately \$17,000 more than it took in. Obviously this is not a sustainable proposition. We must work toward decreasing the expenses of the organization or find additional sources of revenue.

As you may be aware, the Association began the year without a treasurer or vice president. While we are still in the hunt for the latter, I am very pleased that Lynne Waller agreed to serve as treasurer. She brings to the position, amongst other things, an eye for detail, common sense and good nature. She has consistently pointed out that she has no intention of becoming a book keeper nor an accountant and, indeed, this should not be an expectation of taking on such a volunteer position.

To help Lynne, and those that follow her, we have begun the complex task of rationalizing the organization's finances. In this process we are attempting to determine what are reasonable expectations for a volunteer treasurer. This involves examining the full range of duties of the position and then determining, within some financial constraints, what bookkeeping and accounting functions can be contracted. In addition, the Association has also established a Finance Committee. This will allow for some sharing of the significant, and perhaps, unrealistic demands previously placed on the treasurer. Moreover, it is our hope that by developing this committee we will be able to create something of a farm system from which to draw future AABC treasurers. There will be a small core of individuals who understand the Association's complicated finances and who do not feel intimidated by the position. This will introduce some continuity into the Association's financial management. Finally, the committee will also explore some possibilities for securing new sources of revenue to support the activities of the organization.

Web-Based Resources and the Newsletter

While recognizing that not all of our AABC members have the training or equipment necessary to take full advantage of the Internet, the Executive feels that we should not forego the opportunities presented by information technology. The past year has witnessed profound changes in the AABC homepage and the breadth of information that has been made available on-line. The Association sponsored a Communities Connect project to provide education and advice for web site creation and maintenance to representatives of over 50 institutions across the province. The Association is also

exploring the possibility of making the *Manual for Small Archives* available on the Internet. The organization has also recently moved to a Web-based newsletter in order to achieve some significant production and distribution costs savings while at the same time improving the timeliness in the delivery of information. The executive appreciates that this change was instituted with less consultation than we would have liked but circumstances left us with no alternative. To this point, the change has been quite favourably received.

Soon we hope to announce the establishment of a provincial archival list serve that will provide a forum for discussing technical, professional and political matters touching on archives. Members will have the opportunity to contribute to or at least learn from the discussions. The list serve will be used in conjunction with regular mailings to communicate timely information and help reduce AABC operating costs.

Organizational Structure, Governance and Regionalism

This year we hope to continue the process begun under the previous executive of developing and communicating policies and procedures to help formalize AABC operations. This is necessary so that everyone participating in the affairs of the organization understands their particular roles and responsibilities.

We will also review our archives advisory and preservation services programs to determine if the model currently employed is the most effective and efficient way in which to provide these services. It would also be useful to include the education program as part of this general review process. Dealing with these areas in a more integrated, holistic fashion is useful because they collectively all include education, albeit with some differences in approach and delivery. Perhaps it is time to reconsider the lines that have been drawn between the programs and determine whether they are necessary. Even if these programs are not structurally merged, they would still surely benefit from greater integration. As we look at changes in the archival community we have to ensure that the services delivered are those most relevant to the members of the community and that they are provided in an effective and cost-efficient manner.

Most of the AABC's initiatives have been developed and delivered centrally rather than emerging from the 'grass roots'. As a consequence, the growth of the provincial archival system might be characterized as a centralized or 'top down' approach. Perhaps this would be an opportune time to reconsider the delivery of our services to include elements of both centralized and regional models where ever possible. We should also consider the possibility of developing more formal roles for the regions in the Association through their regional representatives. The input of these individuals would be invaluable in helping the organization develop by identifying and communicating particular issues and concerns from their respective areas. They also have an important role to play in disseminating information within their regions. Perhaps over time the regional representatives could form a council of sorts, comparable to the Canadian Council of Archives' general assembly and occupy a similar role in the governance of the AABC.

By doing what it can to promote and support regional development, the AABC will contribute to the flexibility of the emerging archival network. This development will allow greater opportunities for various forms of cooperation at the provincial, regional and institutional levels. This cooperation may take the form of partnerships or joint projects with other archives, other heritage organizations, or perhaps with groups not traditionally associated with archives. It is important that we position the various components of the provincial archival network to take advantage of new opportunities and potential partnerships in the future.

Institutional Standards

Since the establishment of the B.C. Archives Council over a decade ago, there have been a number of initiatives or programs established to help foster institutional development in the province. In particular, the advisory services (both archival and preservation) have been funded to support this development. In light of these opportunities perhaps the Association should review its institutional guidelines or standards. The need to identify and target funding toward viable archival programs with proper evidence of sponsor support is important particularly for resource allocators who view grants as a system of investment. They see themselves as partners participating in the preservation of the province's documentary heritage. If after a review, changes in the guidelines are considered necessary, these changes should be implemented carefully and we must ensure that resources are provided to institutions to upgrade their operations. Perhaps the Needs Assessment Working Group will have more to say on this matter and certainly we will need to engage in widespread consultation with the archival community.

Archival Legislation

With the approach of the new millennium it may be timely to revisit the issue of archival legislation for British Columbia. This would certainly constitute an important element in the development of a provincial archival network. In the past the AABC has taken a very active role in lobbying for such legislation. Perhaps this would be an opportune time to review the Association's position and also begin to look for support for this development among other interested organizations in the province. The AABC's Public Awareness, Advocacy and Legislation Committee has been asked to add this item to its agenda.

Conclusion

Although this has been a fairly long-winded introduction to current initiatives and potential directions for the organization, I think it is important to at least begin to lay out the elements of the agenda for the upcoming year. In general, this will undoubtedly be a very challenging year for the organization. The growing burden on both financial and human resources is forcing us to reconsider the scope of the Association's activities. We have to be prepared to determine if all of the things the Association is currently doing are essential. If so, are there different ways in which the Association may deliver them. Or perhaps we should ask if there are any other groups that might be better positioned to deliver or sponsor these activities. We hope that some of these answers will come out of the recommendations of the Needs Assessment Working Group.

Finally, whatever accomplishments the AABC may realize in the future will continue to depend upon the contributions made by archivists around the province. At the AGM Jim Burrows spoke very eloquently and passionately about the importance of member participation and volunteerism in AABC activities. I agree fully with Jim's sentiments and if we are to continue to enjoy success in developing a vibrant provincial archival community then it will require the participation of a large number of volunteers. I would strongly encourage you to take an active interest and participate in the activities of the AABC.

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Minutes of Meeting
Executive of the Archives Association of British Columbia
26 April 1999

Present:

Chris Hives, President

Marnie Burnham, Secretary

Dorothy Lawson, Individual Member-At-Large

Francis Mansbridge, Institutional Member-At-Large

1. Executive vacancies

Executive addressed the current vacant positions of Vice-president and Treasurer. Potential candidates were discussed. Due to on-going financial obligations, a priority was placed on securing an individual to fill the position of treasurer.

Action: Members of the Executive agreed to solicit volunteers for the vacant positions and report progress.

2 Transfer of Signing Authority

Chris Hives reported that he would arrange to have the signing authority relating to the AABC's financial accounts transferred from the previous Executive into his name. Signing authority will also be given to the Vice President and Treasurer when those positions are occupied.

3. Conservation Service

Chris Hives reported that candidates for the vacant position of conservator had been interviewed by a selection committee comprised of members of the previous Executive and Jacqueline O'Donnell. This Committee had forwarded a recommendation for the approval of the incoming Executive. After a brief discussion of the Selection Committee recommendations, the Executive agreed to move forward with the its recommendation.

Action: Chris Hives will inform the successful candidate and begin contract negotiations with the goal of June 1st 1999 as a starting date. Frances Mansbridge will contact the other candidates to inform them an offer has been made to another applicant.

The Executive addressed the need to re-establish the **Conservation Advisory Committee**. Potential committee members were discussed.

Action: Dorothy Lawson will contact potential committee members to request their participation.

It was agreed that the AABC should move to change the name of the program to the British Columbia Archival Preservation Service in order to better reflect the preventive focus of the Service and also to bring it into line with developments in other archival organizations.

5. Contracts

The Executive discussed the development of contracts relating to services provided to the AABC. The previous Executive had begun investigating the exact nature of relationship between the Association and those providing contracted services to the AABC. Owing to potential changes in the administrative structure of the organization the previous Executive deferred the decision about the future course of action to the incoming Executive. Following a discussion of the issue and, in particular, the significant administrative and accounting requirements that would be result from potential changes, the Executive decided to continue with the status quo for 1999/2000.

Of particular concern were the serious time constraints confronting the Executive in having to make this decision. The contract of the Archives Advisor/Network Coordinator was to expire at the end of April 1999 and this required that a new contract be prepared in very short order. Chris Hives discussed several issues relating to the contract with the Archives Advisor/Network Coordinator which included financial terms and length of contract. The other members of the Executive agreed to his recommendations in this matter. The contract will run to the end of March 2000 and bring it into line with the regular fiscal year.

Action: Chris Hives will prepare a contract that includes the agreed upon elements and present it to Bill Purver for his signature.

The Executive will, over the next year, solicit advice and hold discussions with AABC contractors, the Advisory Committees and other interested parties to determine any changes that should be implemented to the working relationship between the Association and its contractors.

6. Archives Advisory Network

Chris Hives reported that the Archives Advisor/Network Coordinator identified a small surplus in the operating account and requested that the funds be reallocated to facilitate his attendance at the ACA Conference in June in London, Ontario. Given the conference's focus on CAIN-related issues and initiatives, the Executive approved this expenditure of funds.

The Executive discussed the salary of the Archives Advisor position. The Executive approved an increase in the 1999-2000 contract to reflect increases in the "in lieu of benefits" package and a timely raise.

7. Education Programme

The Executive discussed the direction of the Education Programme. It was agreed to continue with the programme as established by the for the coming year. The Executive decided to use this next year to plan a shift in the Education Programme to reflect the changing dynamics of the B.C. archival community.

Action: Ask the Chair of the Education Committee to develop recommendations, in the form of a report, regarding the direction of the Education Programme. The report should be submitted to the Executive by 31 October 1999.

8. Newsletter

The Executive discussed several issues relating to the Newsletter. In order to achieve cost-savings in production and distribution, decrease the range of duties now associated with the editorship of the publication and to enhance the timeliness in the distribution of its information it was agreed that the AABC should investigate the possibility of developing a web-based newsletter. The Executive also agreed that the paper-based version of the publication will be the default and that individuals willing to forego receiving a paper copy will have to notify the Association.

Action: Direct the Internet Committee to evaluate the viability of an on-line newsletter

8. Needs Assessment Survey

The Executive determined that a working group should be established to interpret the results of the 1999 Needs Assessment Survey. This interpretation should incorporate into its analysis a comparison with the survey conducted by the AABC in 1988 with a view to marking developments in the B.C. archival community.

Action: Chris Hives will approach George Brandak to act as chair of the Needs Assessment Working Group which will be asked to provide at least a preliminary report by June 30th, 1999.

9. Manual for Small Archives

Due to resource constraints and the general discussion at the AABC AGM, the Executive decided not to continue efforts at revising the Manual for the time being. The provision of photocopies of the current manual and other alternatives for providing this basic archival information will be explored.

11. Committee Liaisons

The Executive, in the absence of a Vice-President and Treasurer, agreed to delegate responsibilities for communicating with committees as follows:

Dorothy Lawson	Preservation Advisory Committee
Marnie Burnham	Membership Committee
	Newsletter
Chris Hives	Internet Committee
	Archives Advisory Network Committee
Francis Mansbridge	Education Committee
	Advocacy Committee

Next meeting: [10 May 1999, 2 pm.](#)

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Minutes of Meeting
Executive of the Archives Association of British Columbia
10 May 1999

Present: **Chris Hives**, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-large

1. Minutes of the previous meeting

Executive approved the minutes of the [previous meeting](#).

2. Introduction of Lynne Waller

Chris Hives welcomed Lynne Waller to the AABC Executive and expressed his gratitude at her willingness to accept the position of Treasurer.

3. General discussion of financial matters

Lynne Waller discussed her initial impressions of the AABC's finances from her brief survey of the AABC financial records. She outlined a number of issues she felt should be addressed by the Executive over the next year including the structure of AABC accounts, the burden of book keeping tasks required as part of the position of Treasurer, and the coverage of directors' liability insurance as it relates to financial matters.

The Executive agreed that the functions of the Treasurer should be re-evaluated. Chris Hives recommended that the Executive investigate the viability of expanding support services to include routine accounting tasks. He felt that the organization's budget should more realistically reflect the real costs of administering the AABC. Lynne Waller agreed to continue to complete these tasks in the interim.

Action: The Executive will examine the costs of expanding support services.

Action: Chris Hives will investigate sources of operating grants to finance expanded administrative services.

The Treasurer will be requiring budgets from each of the Committees.

4. Meeting with Donna Denham, SSU Support Services

The Executive asked Donna Denham to describe the work completed by SSU on behalf of the AABC. In addition, the

Executive discussed SSU's proposal regarding expanded support services including:

- expanded accounting services
- paper work to facilitate GST rebates
- expanded membership maintenance activities
- records storage

Action: Lynne Waller will visit SSU offices to meet with staff to discuss AABC book keeping

Although the AABC's contract with SSU expired at the end of the last fiscal year, Donna Denham agreed to continue under the terms established until the Executive has had an opportunity to discuss the merits of expanded service.

Action: Lynne Waller will investigate the costs of accounting services at other support agencies to compare market value.

5. Contracts

Chris Hives announced that Bill Purver has signed a contract to continue as the Archives Advisor/Network Co-ordinator for the 1999-2000 year. He also updated the Executive on the progress of negotiations with the successful candidate of the search for the Conservation Service contractor.

6. Manual for Small Archives

The Executive discussed the future of the Manual for Small Archives. In the interim, the Executive agreed that a notice should be placed on the AABC web site indicating that the publication is out of print. It is hoped that this will eliminate the need to provide photocopies or monitor the backlog of orders. The Executive agreed to examine the possibility of making the Manual available as an electronic document via the AABC web site. Chris Hives mentioned a surplus of \$2500 remaining from the grant for the Communities Connect program. He suggested that this money could be used to support such a digitisation project .

Action: Chris Hives will seek formal permission to reallocate remaining Communities Connect funding to make the Manual accessible electronically.

7. AABC Newsletter

Chris Hives distributed to the Executive a sample of a prototype web version of the AABC Newsletter produced with the assistance and expertise of Leslie Field. The document which had been reviewed and recommended by the Internet Committee was well received by the Executive and it is hoped that a web-based approach will produce a more dynamic publication capable of reaching a larger audience. In addition, this change will greatly reduce printing and mailing costs which have traditionally been in the \$7,000-\$8,000 range for four issues. It was noted that the Editor and the Executive should re-evaluate the role of advertising in the Newsletter.

Chris Hives suggested that with the change in newsletter production that it would helpful to implement the idea of co-editors. Leslie Field had expressed an interest in a co-editor position. This offer was approved the executive.

Action: Marnie Burnham will contact Jennifer Vallee to determine her continued involvement with the newsletter.

The Executive discussed ways of integrating the new web format into the year's program. The Executive expressed a commitment to ensuring that all members of the organisation have equal access to the publication regardless of the availability of Internet service. The first on-line issue will be printed off the AABC's web site and mailed to all members. AABC members will be given the option of opting out of receiving a paper copy in the future. Over time it is hoped that a sizeable portion of the membership will opt to access the newsletter on-line and forego receiving a paper copy in the mail.

The Executive discussed the content of the next newsletter with the goal of producing the first web-based issue by early June 1999.

8. B.C. Heritage Council

Chris Hives discussed the role of the AABC as co-ordinator of the B.C. Heritage Council for 1999-2000. Unfortunately a communications breakdown resulted in the cancellation of the first meeting scheduled for 3 May 1999 at the Vancouver Museum.

Action: Chris Hives will contact the other Heritage Council representatives to arrange another meeting.

9. Other business

The Executive addressed the need to find a regional representative for the Lower Mainland.

Action: The Executive will generate a list of possible volunteers to fill this vacancy.

Francis Mansbridge reported on the re-establishment of the Advocacy Committee and submitted a list of committee members which was approved by the Executive. The Advocacy Committee will be chaired by Aaron Vidaver.

Next meeting: 31 May 1999, 2 pm

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

Archives Advisor/Network Coordinator Program, 1999-2000

A number of new initiatives mark this year's edition of the AABC's Archives Advisor/Network Coordinator Program. In addition, the AA/NC program will continue to provide the services to the archival community it has performed in the past, including site visits throughout the province and ongoing consultation by phone, fax, email and regular mail. Liaison and consultative work will continue with various AABC committees and regional groups along with support activities relating to the maintenance of the AABC web site, the general AABC email address <aabc@aabc.bc.ca>, and the soon-to-be-announced BC Archival listserv.

A new component of this year's program will be the development of an "archives toolkit", to be mounted on the AABC web site and to be delivered directly, where necessary, in conjunction with site visits to archives in the province. Members are encouraged to contact the AABC, either directly or through their Regional Representative, with suggestions as to the nature of resources they would like to see incorporated in the new advisory package.

Ongoing consultative services relating to archives establishment, policy and procedures development, implementation of standards (including RAD), available resources (e.g., publications, educational opportunities, etc.), grants, and other management issues are available through the program to all archives in the province. Site visits are being planned for the Kootenay, Okanagan, Mid-North Vancouver Island, BC Northwest, South Vancouver Island, Fraser Valley, and Greater Vancouver areas. In addition, as a continuation of the services provided by last year's AABC Community Connects project, the Advisor/Coordinator program will provide advisory services to institutions wishing to establish their own sites on the World Wide Web.

The Network Coordination services component of the program will continue to focus on the development of the BC Archival Resources section of the AABC's BC Archival Network web site, including the ongoing maintenance and development of the BC Archival Union List (BCAUL). Work will also be carried out to gather and verify data to ensure the comprehensiveness and currency of the online Guide to Archival Repositories in British Columbia.

BCAUL work will include the development of a user-determined sort mechanism for union list result sets along with further enhancements to the new repository authority module to enable a seamless and more effective means to search for archival material and information on archival repositories. Hyperlinks for access points in BCAUL descriptions will be established, to provide for easier navigation between BCAUL records. Work will also continue for those institutions wishing to incorporate the "filter" view search capability of the union list on their own web sites.

Developmental work will also continue in conjunction with other provincial and territorial archives associations in Western and Northern Canada to integrate web access, either directly or by a Z39.50 gateway, to descriptions of records on each association's union list. It is hoped that a mechanism will be in place and fully operational in the year 2000 to enable access to descriptions of records held in archives in the four western provinces and the Yukon and Northwest Territories.

Several new additions have already been made this year to the BC Archival Network web site <<http://aabc.bc.ca>>. The "BC Historical Photographs Online" section <<http://aabc.bc.ca/aabc/archphot.html>> now provides links to online

historical photograph databases and galleries mounted on archival web sites in British Columbia. A revised BCAUL Background Report <<http://aabc.bc.ca/aabc/bcaulbac.html>> has been posted, along with the Archives Advisor/Network Coordinator Program 1998-1999 Final Report <<http://aabc.bc.ca/aabc/aanc9898.html>>. The New Descriptions on the BCAUL page <<http://aabc.bc.ca/aabc/newbcaul.html>> provides a browseable listing (with hyperlinks to actual descriptions) of recently added or revised descriptions on the union list.

In addition, the new Anglican Church Archives Network in BC web site <<http://aabc.bc.ca/aabc/anglican.html>> on the AABC server demonstrates an effective use of the "filter" view search capability of the BCAUL system combined with the seamless linking to union list descriptions from customized listings of holdings.

Institutions are encouraged to consult the AABC's ever-developing web resources and to ensure that all data relating to their repositories is current. As always, archives are encouraged at any time to submit new and revised descriptions for the BC Archival Union List. Institutions are reminded that bookmarks and/or links off their web sites to the BCAUL on the new AABC server should be to: <<http://aabc.bc.ca/aabc/bcaul.html>>.

For more information on the AABC's Archives Advisor/Network Coordinator Program, people are asked to contact:

Bill Purver
Archives Advisor/Network Coordinator Program
Archives Association of British Columbia
4838 Inverness Street
Vancouver, B.C. V5V 4X6
Tel: (604) 876-9150 ; Fax: (604) 876-9850
Email: bpurver@aabc.bc.ca
WWW: <<http://aabc.bc.ca/aabc/advisor.html> >

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

British Columbia Archival Preservation Service

The Archives Association of BC is pleased to announce the reinstatement of the BC Conservation Service. The BCCS has been renamed the BC Archival Preservation Service (BCAPS) to more accurately reflect the program services.

Rosaleen Hill rejoins the AABC as the BCAPS Preservation Coordinator after spending the last two years in Australia where she was teaching paper conservation at the University of Canberra.

The BCAPS focus for this year, in addition to our regular services listed below, will be on disaster planning and undertaking a program review in order to better serve the needs of our members. It is YOUR preservation service. If you would like to make suggestions or offer comments on the Service please do so.

The BCAPS offers AABC member institutions access to a wide range of conservation services. These include:

- facility assessment surveys
- environmental monitoring and environmental equipment loan kits
- collection surveys
- conservation hotline
- disaster planning and assistance
- conservation workshops
- informal on-site training
- library and resource information
- AABC Newsletter conservation articles

Site visits/surveys will be written up in formal reports that can be used to:

- develop short/long term conservation plans
- identify conservation priorities
- improve environmental conditions
- increase conservation awareness through informal training during on-site visits
- develop conservation strategies
- develop disaster plans

Rosaleen can be reached at the following address:

BCAPS
406 2050 Scotia Street
Vancouver, BC
V5T 4T1
Tel/Fax: 604.709.9263
Email: rhill@aabc.ba.ca

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A Guide to Archival Repositories in B.C. — Bill Purver

GUIDE UPDATES

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

Corrections to information in last AABC Newsletter (Winter 1999):

The gremlins appeared in the last *AABC Newsletter* (Winter 1999) as a number of typographical errors occurred. We apologize for any inconvenience this may have caused. The following are corrections to the "Guide Updates" article in that issue:

Alberni District Historical Society Archives

- correct repository name: Alberni District Historical Society Archives

Cowichan Valley Museum and Archives

- correct web site address: <<http://www3.islandnet.com/~bcma/museums/cvm/>>

Delta Museum and Archives

- correct email address: dmachin@island.net

Historic Yale Museum

- Web site no longer active

Penticton Museum and Archives

- correct contact name: Mr. R.S. Manuel, Director

Sidney Museum

- correct email address: smchin@island.net

New Changes to Guide Listings:

New Westminster Museum and Archives

- new email address: amiller@city.new-westminster.bc.ca

Union of British Columbia Indian Chiefs Resource Centre/Institute of Indigenous Government

- new email address: wancell@portal.ca

3. Gabriola Museum and Art Gallery

- new telephone number: (250) 247-9987
- new email address: gm_chin@island.net
- new web site address: <http://www.island.net/~gm_chin/>

4. Haida Gwaii Museum at Qay'lnagaay

- new email address: muse@qcislands.net

5. Maritime Museum of British Columbia

- new email address: info@mmbc.bc.ca

6. Matsqui-Sumas-Abbotsford Museum

- new email address: msachin@island.net
- new web site address: <<http://www.abbotsford.net/msamuseum/>>

7. Langley Centennial Museum and National Exhibition Centre

- new email address: new email address: bryan_klassen@township.langley.bc.ca
- new web site address: <<http://www.township.langley.bc.ca/museum.html>>

8. City of Victoria Archives and Records Division

- new email address: careyp@ch.city.victoria.bc.ca

9. Trail City Archives

- new email address: jjforbes@wkpowerlink.com

10. Kootenay Lake Archives

- new phone number: (250) 353-9633
- new email address: archives@pop.kin.bc.ca
- new web site address: <<http://www.kin.bc.ca/Archives/klhs/Archives.html>>

11. Nanaimo Community Archives

- new web site address: <<http://www.nanaimo.net/community/nca.htm>>

12. Powell River Historical Museum and Archives

- new email address: museum@aisl.bc.ca

13. Cranbrook Archives, Museum and Landmark Foundation

- new web site address: <<http://www.crowsnest.bc.ca/camal/index.html>>

14. Canadian Airlines International Corporate Archives

- new fax number: (604) 279-7935

15. Secwepemc Archives (Secwepemc Cultural Education Society)

- new web site address: <<http://www.secwepemc.org/museum4.html>>

16. Sunshine Coast Maritime Museum

- new web site address: <<http://www.sunshine.net/www/1000/sn1095/>>

17. British Columbia Archives

- new access information -- Reference Room: Phone number - (250) 387-1952;
- Fax number – (250) 387-2072 ; Full Service Hours – Monday – Friday, 9:30-4:40, with exception of 3rd Wednesday each month which is partial service
- new holdings description: 6900 m of textual records; 5 million photographs; art works; cartographic, architectural; sound and moving holdings

18. Nelson Museum

- new web site address: <<http://kics.bc.ca/~museum/>>

19. Whistler Museum and Archives

- new email address: mail@whistler.museum.bc.ca
- new web site address: <<http://www.whistlerweb.net/library/Museum.htm>>

20. Elphinstone Pioneer Museum

- new email address: elphinstone_pioneer_museum@sunshine.net

21. Boundary Museum

- new email address: jomiller@wkpowerlink.com

22. Kelowna Museum

- new email address: kmuseum@silk.net

23. Sandon Museum

- new email address: sm_chin@wkpowerlink.com

24. Valemount and Area Museum

- new email address: museum@vis.bc.ca

25. Port Hardy Museum and Archives

- new email address: mail@porthardy.museum.bc.ca

26. West Vancouver Museum and Archives

- new email address: mail@westvancouver.museum.bc.ca

27. CFB Esquimalt Naval and Military Museum

- new email address: nadenmuseum@pacificcoast.net

28. Westbank Museum

- new email address: wmuseum@okanagan.net

29. Sointula Museum

- new email address: dblair@north.island.net

30. Sooke Region Museum

- new email address: mail@sooke.museum.bc.ca

31. Art Gallery of Greater Victoria

- new fax number: (250) 361-3995
- new web site address: <<http://aggv.bc.ca>>

32. New Westminster Public Library

- new web site address: <<http://www.nwpl.new-westminster.bc.ca/>>

33. Port Moody Heritage Society

- new fax number: (604) 939-1647

34. Selkirk College Archives

- new contact name: Ron Welwood
- new email address: welwood@selkirk.bc.ca

35. Ktunaxa-Kinbasket Tribal Council Archives

- new contact name: Margaret Teneese
- new fax number: (250) 489-2438

36. National Archives of Canada. Vancouver Office

- new email address: mburnham@archives.ca

37. British Columbia Medical Association Archives

- new phone number: (604) 638-2848

38. Delta Museum and Archives

- new acquisition policy/holdings summary:

The archives acquires both public and private records. Holdings consist of personal records of individuals and families as well as the records of businesses and organizations that reflect the social, political and economic life of the municipality of Delta. Holdings include textual records, photographs, films, videotapes, maps, plans and sound recordings. The archives also holds inactive records of permanent administrative, legal, evidential, informational and historic value of the Municipality of Delta

39. City of Vancouver Archives

- new web site address: <<http://www.city.vancouver.bc.ca/ctyclerk/archives>>

40. Alberni District Historical Society Archives

- temporary email address: avmuseum@city.port-alberni.bc.ca

41. City of White Rock Museum and Archives

- new contact name: Peter Johnson , Archivist
-

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

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AABC Newsletter

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AABC Homepage
aabc.bc.ca

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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

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

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Submission deadlines:

Winter - December 15, 1999

Spring - March 15, 2000

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

Last updated October 8, 1999

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Reflections on the City of Richmond Archives Web Site Experience

by Ken Young

The City of Richmond Archives added database access and scanned photographs to our web site during the summer of 1998. In the year since then, there have been some heartening results and comments as well as a few surprises. This article will outline how the site was developed, discuss some of the reactions of the past year and ponder some questions for the future.

When the City of Richmond Archives web site photograph search feature was first launched last summer it created quite a stir within the city administration. We had launched the basic web site a year earlier with little internal notice but once database access was available online, especially with over 4000 scanned photographs linked to it, user interest jumped dramatically. While the photographs got everyone's attention, the scanning of the images was actually one of the last steps in a long process.

First came the database...

Our web site really began without a thought of the Internet about eight years ago when we started to develop our database. Over the first four years we acquired software to build our database and used both federal and provincial grants to add records descriptions to the database. By 1996 most of our RAD conversion of previous descriptive work was completed and our database covered the majority of our records holdings. This included item level descriptions for most of our photographs. At this point we had a really useful tool to help the Archives and its services develop. It was a logical step to use the database to provide content for a web site.

We initially developed our web site as a mock-up on a hard drive at the Archives. The database was used to create pages for our web site by way of report formats written to add HTML coding to database output. This method was used to produce the municipal records file lists and series descriptions that are still on the site. The mock-up site included a dummy example of what a database search with scanned photos could look like. We gave a demonstration of our mock-up site to two managers with the Information Technology department. It was a very positive demonstration and we got the green light to have our material included in planning for the City of Richmond web site, including approval to work toward active database access online.

Technical stuff...

The second phase of development included full database access with IT creating a copy SQL database to which we could export our data. The SQL database is connected to the web. The "parent" DB/TextWorksä (Inmagic) database is not directly connected to the web site so there is no additional security system needed to protect the primary data. Whenever we have made sufficient additions or changes to the parent database all the data is exported to the SQL version.

The City of Richmond Archives uses one DB/TextWorksä database for descriptions of all media and all levels of description as our "parent" database. For the web site version we thought it would be more convenient to offer a separate search for photos only (for which there was an existing scan) in addition to an "all-media" search of the full

database. This option is currently active on the site. The "all-media" search will bring up descriptions for all photographs as well as textual and cartographic records of both public (city records) and private (community records) origins. To produce the "photos only" search a bit more fine-tuning was involved.

As photographs are scanned they are given an alphanumeric 8-character filename that is easily convertible into the three-part all numeral item number used on our database. Whenever a new export of data from the Inmagic database to the SQL database is done, a routine looks for a match between the item number and scanned image file names. All records for which a match occurs are placed in a database for the photo search feature. From this subset of the full database, access points are pulled for the drop-down pick-lists that the public use for searching photographs. In this way, the photo search feature only shows access points (subject or name) for which a scanned image exists. The pick-lists are re-generated with every new data import to the SQL database.

The scanning was done in-house using an HP4c Scanjet. The software selected was Photoshop Version 4. Black and white images are reduced to 32 a colour palette to conserve file size. Black and white images use GIF format while colour files are JPEG.

Photoshop allows the user to customize "actions" (which more commonly might be referred to as macros) which allow a multi-step process with a minimum of commands. A master scan was made for each image to a maximum width of 1024 pixels. From these larger files, batch processing is possible to produce 600 pixel wide images (the "full" size images found on our site) as well as 150 pixel wide "thumbnails". The masters were written to CD for offline storage. The hope is that by scanning at the larger file size we will be less likely to have to re-scan the same images again. Currently the 600 pixel image files are a modest enough size for convenient transfer and a large enough image for most monitors. These files average about 100-150 KB each.

Archives Techies and IT People...

In the early days of our database, Archives staff, students and grant employees - archivists all - did all development work. The move to the web involved developing a greater tie to (and dependence upon) the Information Technology department. This is a more complicated step than it might seem. Previously we had been a group of archivists who discussed ideas without needing to translate, justify or explain many concepts to one another. Now the technical work for the web was being handled by people who were very helpful, but who understood very little of what we do in archives. One can assume nothing but must give clear yes/no decisions on every point that comes up. Archivists are not used to seeing the world in yes/no or on/off. We like to consider possibilities and discuss nuances for a few hours first. Culture shock.

For technical wizardry Information Technology staff and consultants did not disappoint, however the archives staff must continually provide direction on every aspect of how the Archives information should be presented on the Internet. A case in point involved the search routines. It was necessary to explain the importance of controlled vocabulary access points. This led to the development of the pick-lists described earlier, as well as sort routines to ensure that records were presented in a logical order reflecting hierarchy of description and chronology. The search options had to be clear and easy to use (without requiring the user to have prior archives experience). The search results should make sense to all users, without compromising the value of the site for more experienced researchers. The "parent" database has 30+ fields and allows Boolean and proximity search strategies. These features are not available on our SQL web version. We made conscious choices to limit the search options available on the web site in the interest of ease of use. For the photo search feature, search options are Subject, Name or (single) Keyword (searching the title and scope note fields). "All-media" search adds drop-down lists for fonds/collection names for community records, and series titles for municipal records.

The results...

These and many other details were sorted out and in the process the enthusiasm of the IT staff for our site contents grew as did the archivists appreciation of and interest in technical options. The resulting search screens and report presentations have been well received by users. In the first 6 months after the launch of the database search features, the Archives portion of the City web site was the most active directory. 3130 users retrieved 22,117 records from the Archives web site.

The web site has attracted positive attention to the Archives. Those who knew very little about the Archives function were astonished that the Archives would be ahead of other departments in an area as up-to-date as the Internet. The opportunity to search for and view scanned photographs, made the Archives portion of the City site interesting and, dare I say it, fun.

A web site is not however an electronic fix-all that suddenly makes everyone into a user and supporter of archives. It can set off a series of reactions the archivist may not have anticipated. One senior manager in our Finance division remarked after our initial web site demonstration, "This is great - which one of you two guys can we do without now?" He insisted it was a joke and that, of course, he would not consider such a thing.

The perceived efficiency of service delivery via the Internet is a real concern. Developing and maintaining an active, interesting, and content-rich web site is no small task and it does involve a long-term commitment in staff time. Web sites offer great convenience for a portion of the public, however the work associated with the web site cannot be seen as serving all users. This work is also certainly an addition to the other demands on archives staff. Rather than diminish workload, the demands on the Archives increase with the greater profile generated by the web site.

Just as the Internet itself is growing and defining itself as it develops, so too do archivists need to consider the type of use we can and should make of this system. Do we want to provide a virtual reference room where online access will be available to certain records (as it currently is for photographs)? Is this feasible or desirable? If we can't include all records, how do we select which ones receive such a high profile? How is the nature of "research" changed when dealing with "virtual" records? Is it better to design a web site that focuses on pre-planning of a research visit, through detailed listings online, but that stops short of online surrogate records? How do we balance increasing demands for online marvels with traditional work that remains the heart of an archives operation in light of ever-threatened resources?

The City of Richmond Archives web site is a source of pride for the Archives and the city administration as well. It is a "success". It has changed perceptions of the Archives and it has had an impact on the way the Archives functions on a daily basis. Our web site has changed the way a great many reference inquiries come to the Archives, and how inquiries are handled by staff. Do I question the decision to venture onto the web? Not at all, however I also realize more clearly than I did at the outset that the end of the path is not reached once the web site is established. I am not sure that archivists have a great deal of choice as to whether or not they venture down the Internet path. The bigger questions involve the direction we take and how far we choose to go.

The City of Richmond Archives web site has just had some significant retooling of its design and internal navigation. The site can be visited at:

www.city.richmond.bc.ca/archives

*Comments on the site are always welcome. You can contact Ken Young at archives@city.richmond.bc.ca or by post at
City of Richmond Archives
7700 Minoru gate, RICHMOND BC V6Y 1R9*

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AABC Newsletter

Volume 9 No. 4 Fall 1999

Message from the Provincial Archivist by Gary Mitchell

What is the first priority?

Ten years ago, I ended my last newsletter editorial with the question: What is the first priority? Today, as British Columbia's ninth Provincial Archivist, I am faced with the same question: What is the first priority? In the short term, my energies will go towards:

Establishing a firm mandate for the BC Archives. Through legislation, define the mandate of the Archives; acknowledge the acquisition of personal and private papers of provincial significance; set out the responsibilities and accountabilities for provincial government officials and all local government bodies in keeping, preserving and accessing archival records. Consultations with the AABC and other heritage organizations will be a fundamental aspect of getting this process kick-started.

Expanding the "community" aspect in the community archives program. We will review and revamp the current program to ensure that it continues to meet the needs of our community archives and community archivists. The Needs Assessment Survey is one tool we will use in this review. The key to a successful archives program and, dare I say, a successful association, is a commitment to giving the "community" more profile in our community archives program and archives network.

Our community archives network is the foundation stone for an entire provincial heritage structure. It is my wish that the Provincial Archivist visit more community archives and heritage organizations so as to provide support and assistance to local groups striving to improve their conditions. The CAIN initiative is a major step forward in this regard, and one which I firmly and strongly endorse.

Raising the profile of archives and promoting accessibility. Archives are a public place where the public can seek out historical information and enjoy the wealth and breadth of our heritage. We, at the Archives, will continue to encourage our public to visit; we will continue to reduce our "jargon" and speak and act in plain English. We will strive to find new ways to encourage, assist and support younger members of our society to use and share in wonders of archives. Our recent Open House attracted over 1,200 people during the six-hour event. The overwhelming public response to the Amazing Time Machine, the Vital Event indices, and the our historical photographs shows that there is a strong societal interest in finding and using our documentary heritage. To be successful in the coming decades, archives must tap into this interest..

Working for a new BC Archives facility. Our tired building has served us fairly well for 30 years. But a 21st Century archives requires better public space, better access and, most certainly, better storage. The millennium is a great opener to get the discussion rolling. Cross your fingers.

Finally to answer the unspoken question: Do I have a life outside of archives? Yes, I do. My three godchildren, Portia, Matthew and Marisa keep me in great humour as they never take me serious. Their only demands on me are for

horseback rides and visits to the ice cream parlours.

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Institutional Standards: Promoting Sustainable Archives in British Columbia by Jane Turner

Introduction:

The executive of the AABC is in the exploratory stages of investigating the development of institutional standards for archives in BC. The goal of this work is to enable our institutional members to establish and maintain sustainable archives in British Columbia.

The need for standards has come into focus particularly in light of the development of BCAUL, and current plans for the development of the Canadian Archival Information Network. Our work in this area reflects the model that has been developed by the archival community in Manitoba, Ontario and Nova Scotia.

The executive believes that the development of clear, attainable standards has many benefits to archivists, sponsoring bodies and users. We intend to work towards establishing standards that are achievable and worthwhile to the entire archival community. We plan to develop them in conjunction with the provision of basic education and advisory services so as to provide support to our members throughout the process.

Review of Current Practice:

To receive grants, an institutional member must conform to the definition of "Archives" as found in the CCA By-Laws.¹ The CCA has left it up to provincial associations to interpret this definition locally for criteria for membership. This has resulted in a wide discrepancy between standards throughout the country.

In the late 1980's a process of review of standards began that has resulted in four provinces establishing higher levels of standards than the rest of the country. In 1989, the Association of Manitoba Archives strengthened their criteria significantly in an effort to promote sustainable archives according to professional standards. In 1990, Quebec passed legislation that established legal standards. In 1999, the Council of Nova Scotia Archives, and the Archives Association of Ontario followed their lead.

All used similar justification for the development of standards, and all believe that the standards are achievable and worthwhile. They also believe that they represent the minimum set of standards to provide a viable archival programme. The communities in each association have, for the most part, embraced the standards enthusiastically. This is a result of the efforts made by each association to demonstrate the positive value of the standards, and the provision of support to the community through the use of the Archives Advisory Services.

The United Kingdom also provides a model in the Royal Commission on Historical Manuscripts that would be useful to review. It is a body that is somewhat similar to the CCA. The Commission was created in 1859 to enquire and report on collections of papers of value in private hands for the study of British history. In 1959, its mandate was enlarged to include all British historical records outside the PRO, wherever situated, and gave it added responsibility to act as a central coordinating body to promote, assist and advise on their proper preservation and storage. In 1997 the Commission published "A Standard for Record Repositories." The Commission's standards are legislated for some institutions, but are also provided as a guide to all. The standards are:

warmly commended to all governing bodies and archivists in charge of record repositories, whether or not they need to seek statutory recognition through the inspecting bodies. The Standard covers such matters as the site and structure of the repository, its security from fire, damp, unauthorised entry and vandalism, the control of its internal environment, and methods of storage and display. No record repository should function without attention to these matters, which are essential to the preservation of the records.²

Benefits of Standards:

Appendix A provides a comparison of approved standards in Ontario, Nova Scotia and Manitoba with the current criteria used by the AABC, and clearly demonstrates the areas that could be improved. There are clear benefits to developing standards for archival institutions in British Columbia:

- to promote sustainable archives
- to promote a viable and stable archival network
- to promote professional standards of care
- to promote the preservation, accessibility and use of archival material that is significant and necessary for our understanding of the history of British Columbia
- to promote the success of BCAUL/CAIN by ensuring that records described on BCAUL/CAIN are accessible to the public and preserved according to professional standards.

Proposed Process:

- 1999 - Executive discussion of justification and process
- 1999-2000 - Membership Committee to develop a document that establishes the standards; and guidelines for applications that establishes procedures, and explains how institutions can reach the standards.
- 1999-2000 - a promotion programme, including newsletter articles, and general promotion by the Archives Advisor and Preservation Coordinator
- 2000 - conference session and workshop on the topic
- 2001 - Review of document, approval by executive, and presentation to AGM for approval

The executive needs and values the input of all our members regarding your concerns and suggestions on the best way to proceed. If you have any questions or comments, please contact me or any member of the executive. I can be contacted by e-mail (jturner@uvic.ca) or by phone, (250) 721-8258.

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¹ Canadian Council of Archives. By-laws. The by-laws definition of an Archives is as follows: An Archives is a permanent establishment dedicated to: appraising, selecting and acquiring the archival records of its sponsoring institution (normally its primary goal) and/or the archival records of corporate bodies, organizations or individuals relevant to its sponsoring institution or to a defined community or thematic interest; conserving the archival records or the information accepted; arranging and describing the archival records according to accepted archival principles; making the archival records available for continuing use under defined conditions by the sponsoring institution and by the public.

² The Royal Commission on Historical Manuscripts, "A Standard for Record Repositories," www.hmc.gov.uk, 1997.

APPENDIX A: Comparison of Standards for Institutional Membership in Canada

	AABC	AAO/Ontario (1999)	CNSA/Nova Scotia (1999)	AMA/Manitoba (1989)
Space	Evidence of ongoing commitment of financial support for physical facilities from sponsoring agency.	Secure designated space for the storage and handling of records, adequately protected from theft, vandalism, flooding, fires, and extremes of temperature and humidity.	Secure designated space adequately protected from degradation agents such as water, fire, light and extremes of temperature and humidity for storage and handling of records.	Secure designated space for storage and handling of records, adequately protected from the degradation of agents such as water, fire, light, and extremes of temperature and humidity.
Principles	No statement.	Demonstrated observance of archival principles in adopted policies, procedures and practice, including policies on acquisitions, appraisal, arrangement and description, reference and preservation policies prepared in accordance with CCA guidelines.	No. statement.	Records arrangement procedures which observe archival principles of provenance and original order.
Policies	Acquisition mandate statement written and approved.	Acquisitions policy; Access policy specifying public hours and procedures for using archival records; and Preservation policy.	Acquisition policy including acquisition goals and scope; Access policy specifying restrictions on access; and Preservation policy.	Acquisition policy prepared in accordance with CCA guidelines and Access policy specifying public hours and procedures using records.
Open	Regular public hours of operation equivalent to at least 1 day or 7 hours per week.	Specific public hours and procedures for using archival records.	Open hours equivalent to 1 day/week, and includes by appointment hours.	Specific public hours and procedures for using records.
Authority	A written acquisition mandate statement officially approved by its governing body.	Legal authority and statement of purpose approved by the governing body of a public authority or private organization responsible for the operation of its archives.	Written mandate approved by a governing body of the public authority or private organization in which the archives is a unit of responsibility.	Legal authority and statement of purpose in public law or private resolution passed by the governing body of the public authority or private organization in which the archives is a unit of responsibility.
Archivist	Evidence of ongoing commitment of financial support for staff from sponsoring agency.	An official designated as archivist who is accountable for the operation of the archives and has acquired a demonstrated professional competence in the acquisition, appraisal, arrangement, description, preservation, use and administration of archives.	A designated individual accountable for the archives operation who may be paid staff, volunteer. The individual should have either taken, or be pursuing basic training in archives.	Designated person who is accountable for the archives' operation, management of its records holdings, and has taken or is pursuing a basic training course in archival practice.
Funding	Evidence of ongoing commitment of financial support.	Sustainable funding from the sponsoring organization sufficient to carry out its goals and objectives.	No statement.	Sustainable funding for the archives from the governing body of the public authority or private organization, sufficient to carry out its declared purpose.

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AABC Newsletter

Volume 9 No. 4 Fall 1999

AABC Treasurer's Report / September 1999

by Lynne Waller

Since taking over "The Job That Nobody Wanted" last May, my life has been dominated by aspects of bookkeeping.

The Association has coped with some significant changes in cash flow, and the intricacies of operating a complicated non-profit with a far-flung executive, by adopting financial tracking that has been expensive and resulted in some duplication of effort. It has been challenging to come up with procedural and record keeping changes to help us process our financial transactions more efficiently, and produce reports on these activities in a more timely manner.

We have had to cut costs. In the recent past the Association has come to rely on the sales of the Manual for Small Archives as a means of financing administration efforts. The Manual is now out of print and we have only membership fees and surpluses from conferences and other educational events to fund the administration of the AABC. The Association is distributing grant funds of more than \$150,000 and looking after three busy and intense archival programs (Archives Advisor, Conservation and Education) so the administration activities are considerable and expensive.

The budgeting process for the three grant-funded programs is detailed. It has been less so for the administration activities of the AABC. The new Finance Committee (Peter Johnson, Evelyn Peters McLellan and Melanie Reaveley) is examining this process and planning a budget meeting for early next spring in order to have an administration budget for the 2000/2001 fiscal year to present to members at the Annual Meeting in May of 2000. In the meantime, committee heads and regional reps are being asked to submit their best estimates of normal expenditures for the current fiscal year to the Treasurer. We will have to look for funding from other sources for any out-of-the-ordinary costs.

Following is a brief account of some of the changes that have taken place or are underway:

1. We have ended our association with Support Services Unlimited. Donna Denham, Andy Williamson and staff have picked up the mail, looked after memberships and processed workshop and conference registrations. Basically, we could no longer afford this service.
2. Marnie Burnham and the membership committee have received the membership database from Support Services and have reassumed management of this function.
3. Malish & Clark, the accounting firm that has been looking after the annual financial reviews for a number of years, is now preparing monthly statements of accounts. This was a need identified by Laura Millar and the previous executive. We are now making weekly deposits and sending account information to Malish & Clark each month. The categories for the chart of accounts are still undergoing some fine tuning, but the system is in operation.
4. The new bookkeeping system allows us to dispense with having four bank accounts. In the past this has added another layer of bookkeeping for the treasurer as transfers were made between accounts. The coding in the chart of accounts makes keeping the extra accounts redundant.
5. The financial records of the Association dating from 1995 have been assembled in one location – the home office of the treasurer. These records were gathered from six different locations between May 10th and August

17th this year. In future they will be kept together, intact, to provide incoming treasurers with ready reference material. We will be working over the winter on classification and scheduling of the financial records.

6. A Conference 2000 treasurer has been appointed – Evelyn Peters McLellan. I believe she is the first member of this committee to be in place. Evelyn will be responsible for working with the Conference Committee to create a Conference budget, tracking all the conference financial transactions, preparing accounts for payment, and working with the treasurer to administer travel subsidies. While this is a common practice for some non-profits, it is a new position for the AABC.

The entire executive has made it a priority to tackle the AABC Treasury this year. The goal is to develop improved procedures for cash-flow management and financial reporting that will aid daily operations and be easier to pass on to future treasurers. Many afternoons and evenings over the summer have been given over to this purpose and I am grateful for help from executive members and the assistance from the new Finance Committee. It has been extremely fortunate that the three AABC contractors – Bill Purver, Rosaleen Hill and Irene Bekes - are all spreadsheet wizards. Patient spouses also need to be recognized.

To summarize, for those of you brave enough to have read this far in the bookkeeping saga above, every administration contract and process from annual financial statements down to picking up the mail is undergoing scrutiny and in some cases radical change. Members of the executive are resuming some activities that have been contracted out in the past. Part of the reason is to save money. Part is to understand by direct involvement the operations of the organization.

Revenue sources previously available are no longer at hand. Rising costs and some recent one-of-a-kind expenditures have combined to reduce the surplus of the AABC. We need to get used to spending far less than we have in the past, and looking for new sources of revenue.

And finally, the job of treasurer in the AABC is a good one. It is very rewarding to be working with a bunch of volunteers looking for the most effective way to deliver some of the best archival programs in the country. We have an excellent accounting firm to rely on for advice on process. A great Finance Committee is in place. This is the executive position that members will be competing for in the future.

* * *

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Community Archives Education Programme Workshop Schedule 1999/2000

Rules for Archival Description (RAD)

October 14 & 15, 1999 Prince George

(Fraser-Fort George Regional Museum, 20th Avenue and Gorse Street -- 250-562-1612)
Instructor - Patti O'Byrne

Rules for Archival Description (RAD)

November 5 & 6, 1999 Vernon

(Greater Vernon Museum and Archives, 3009 - 32nd Avenue -- 250-542-3142)
Instructor - Patti O'Byrne

Principles of Conservation Management & Emergency Planning

November 18 & 19 1999 Victoria

Concepts of conservation, including importance of preventive conservation, causes of deterioration and methods of control, handling of media material, security, concepts of emergency preparedness, the value of an emergency plan, and developing an emergency plan.

(BC Archives, 865 Yates Street -- 250-387-5885)
Instructor - Rosaleen Hill

Rules for Archival Description

January 20 & 21, 2000 Victoria

The purpose of this workshop is to introduce participants to the Canadian Council of Archives' Rules for Archival Description and to provide examples of a find in aid system for small archives. The workshop will focus on introducing a system of finding aids for small archives: key rules in RAD for multi-media fonds; and how and where to use media chapters.

Participants are requested to bring a current copy of RAD to the workshop. It is also recommended that participants will have taken the "Introduction to Archives" course or have relevant archival experience.

(BC Archives, 865 Yates Street -- 250-387-5885)
Instructor - Patricia O'Byrne

Care and Handling of Photographs

February 24 & 25, 2000 Nanaimo

Concepts of management of photographs in archives, including arrangement, description, indexing, storage, handling, conservation, reference, copyright, photographic reference systems, and reproduction programmes.

(Coast Bastion Inn, 11 Bastion Street -- 250-753-6601)

Instructors - Rosaleen Hill, Patricia O'Byrne

Fundamentals of Records Management Practice

March 9 & 10, 2000 Victoria

Principles and practices of records management, including concept of the life cycle, records management functions, file classification, and the development of records schedules.

(BC Archives, 865 Yates Street -- 250-387-5885)

Instructor - TBA

Management of Archives

April 2000 TBA

To be held in conjunction with Annual General Meeting

The following topics would be taught through a combination of lectures, audiovisual aids, and experiential exercises developed specifically to illustrate key points, generate discussion and facilitate understanding of archival management, particularly in a community setting.

The course covers the following topics.

- Introduction - the Archivist as Manager
- Management Principles
- Planning-the Fundamental Tool of Management
- Financial Planning and Management
- Human Resource Management
- Facility Management and Operations
- Public Relations Planning and Development
- Managing Archives as Part of the Community

Instructor - Jim Burrows

* * *

Acknowledgements: The Archives Association of British Columbia would like to gratefully acknowledge the generous support of this programme by the B. C. Archives and the Canadian Council of Archives.

For Further Information

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Web: <http://aabc.bc.ca/aabc/caep.html>

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Notes

New AABC Vice-President - Jane Turner

Jane Turner has a Master's degree in Canadian Studies (Carleton) and a Master's degree in Archival Studies (UBC). In 1993, after establishing the Nanaimo Community Archives, she moved to the University of Victoria as Archivist and Records Manager; in 1995, she was appointed University Archivist. For the last five years, she has been active in Association of Canadian Archivists, and served on several committees of the AABC. Jane has an abiding interest in supporting the development of community archives, providing educational opportunities for people working in archives, and promoting the importance of preserving a balanced documentary record of our society that includes both public and private records.

Community Archives Assistance Program Grants

The next deadline for Community Archives Assistance Program grants is November 30, 1999. Matching grants of up to \$10,000. are made to non profit organizations wishing to establish or develop archives. For information on the program and application forms please write

Community Archives Assistance Program
British Columbia Archives
PO Box 9419
Stn Prov Govt
Victoria, B.C. V8W 9V1

Telephone (250) 387-3623 Fax (240) 387-2072
e-mail: Frances.Gundry@gems3.gov.bc.ca

New Electronic Mailing List For BC Archivists

The AABC Internet Committee, with the support of the AABC Executive, has set up a new electronic mailing list for archivists in British Columbia, called "archives-bc".

Archives-bc is intended for the exchange of information by, for, and about archives and archivists in British Columbia. We hope that it will serve to facilitate discussion of both theoretical and practical matters in archives and records management, and so supplement other mailing lists such as "Arcan-L", the U.S. "Archives & Archivists" list, and "Recmgmt". Members are welcome to post messages regarding professional issues; announcements of AABC courses, programmes, or other events; job postings (although these should also be forwarded to the AABC Web site for inclusion in the Job Board); and announcements of special events hosted by archives or related institutions.

The list is un-moderated - that is, messages are not "vetted" before being forwarded to the list. However, we hope that

members will follow the guidelines listed above, as well as some basic "netiquette":

Please keep messages of a personal nature to a minimum - in particular, do not send gratuitous insults ("flames") to the list.

Please do not send commercial advertisements to the list. If unsolicited advertisements ("spam") find their way onto the list, do not reply.

Please do not send attachments (i.e. separate documents attached to e-mail messages) to the list. This will help keep subscriber's mailboxes from overflowing with unsolicited files, or otherwise interfere with their e-mail programs. It should also help prevent the spread of computer viruses.

To subscribe to archives-bc, send e-mail to majordomo@abc.bc.ca with the message:

subscribe archives-bc

In response to your message you will receive a subscription confirmation message, which you must respond to *exactly* according to the instructions provided. You will then receive another confirmation (which you don't have to respond to), and a "welcome" message. The "welcome" message contains additional instructions about how to use the mailing list, so you should retain it for future reference.

Once you are subscribed, you can send messages to the list at archives-bc@abc.bc.ca.

The list is administered by Erwin Wodarczak (ewodar@interchange.ubc.ca), Chair of the AABC Internet Committee, on behalf of the AABC. However, messages sent over archives-bc do not necessarily represent the views of the Archives Association of British Columbia.

Heather MacNeil Joins UBC SLAIS Staff

The University of British Columbia has appointed Heather MacNeil as assistant professor, tenure track, in the School of Library, Archival and Information Studies [SLAIS].

The Selection Committee included both students and faculty from SLAIS as well as representatives from other departments and faculties.

Director Ken Haycock noted that Heather MacNeil has an exceptional record in archival scholarship demonstrated through research, teaching and professional service. With a strong grasp of the legal, historical and archival dimensions surrounding electronic records, Dr. MacNeil will be well-placed to develop the interdisciplinary links in the broader academic community. Her involvement in professional affairs, particularly those with a scholarly dimension such as the development of descriptive standards, has been especially strong. As a teacher and lecturer, Dr. MacNeil receives impressive student evaluations.

(From SLAIS News Release July 1, 1999)

William Kaye Lamb (1904-1999)

It is with sadness that the AABC notes the passing of former Provincial Archivist and Librarian W. Kaye Lamb on 24 August 1999. Born in New Westminster, Lamb attended the University of British Columbia where he completed his M.A. in history. After earning a Ph.D. from the London School of Economics, He became Provincial Archivist and Librarian in 1934. Lamb returned to U.B.C. as its University Librarian in 1940. He finished his distinguished career in Ottawa where he served as Dominion Archivist (1940-1968) and National Librarian of Canada (1953-1967).

[For additional information and a far more eloquent account of W. Kaye Lamb's career, please refer to the eulogy

prepared by Basil Stuart-Stubbs <<http://aabc.bc.ca/aabc/lamb.html>>.]

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AABC Newsletter

Volume 9 No. 4 Fall 1999

President's Message

by Chris Hives (October 1999)

With the last vestiges of summer reluctantly giving way to the fall and the knowledge that the rainy season will soon be upon us in Vancouver, this is probably a good time to reflect briefly on the AABC's summer activities. Thinking back over the past couple of months I see some subtle yet important developments within the Association.

First, the AABC has filled the position of vice president. Although she has been in place since June, I would like to publicly welcome Jane Turner to the AABC executive. Since beginning her term as vice president, Jane has made many valuable contributions and has been a pleasure to work with. I look forward to next year confident that the affairs of the Association will be left in very capable hands.

Perhaps the most significant developments over the past few months have involved improvements to the management of the Association's finances. Lynne and the Finance Committee have worked very hard with our accountants to develop a comprehensive system to track AABC funds. They have also delivered a very strong and consistent message to the executive, committee chairs, contractors and anyone else within ear shot that we, as an organization, must be prepared to live within our means. Although the Association administers something in excess of \$150,000 in program grant funding, the actual operating budget of the organization is a relatively tiny fraction of this amount and is based primarily on membership revenue. We have implemented a number of changes to reduce the costs of operating the Association and, as a short-term measure, requested a small grant from the Community Archives Assistance Program. Recognizing the reality that the programs sponsored by the AABC put additional strains on the financial and administrative resources of our organization, we anticipate incorporating these costs in future grant applications.

As part of our efforts to improve communications within the organization, the executive convened a meeting in July with committee chairs and AABC contractors. This session provided an opportunity to share information about some of the initiatives being discussed by the executive as well as the activities planned for our programs for the upcoming year. Participants felt that this was a very useful exercise and people generally came away with a better understanding of the scope and nature of the Association's activities. We hope to hold a similar meeting this fall to which the regional representatives will also be invited. This planning forum will help the executive determine future directions for the organization.

During the summer we made the transition to an electronic newsletter which has been well received. In addition the Association established an e-mail list (see "Notes" section of the *Newsletter*) to help promote interactive discussion of a broad range of topics affecting archives and archivists in British Columbia. Work has begun on a new web-based version of the *Manual for Small Archives* and this new resource should be available by the end of November. It is expected that this will form an important part of an 'archival tool kit' that is currently in development.

The Needs Assessment Working Group is currently producing a questionnaire to collect follow-up information that will assist us in developing a comprehensive picture of the current state of our archival community. The information will be compared with the information gathered by the original needs assessment survey done over a decade ago and will provide a benchmark to measure the progress of the archival community over the past ten years. This information will be critical in helping to chart future directions for the AABC.

Recently the AABC has begun a review of institutional standards. Such an exploration is not intended to drive wedges into what is currently a relatively cohesive archival community. It does not come down to matter of "big vs. small", "haves vs. have nots" or "professional vs. volunteer". Rather the underlying objective is to promote the development of a network of viable and sustainable archives. A brief overview of the issue and a preliminary timetable for implementation appears elsewhere in the *Newsletter* in a brief piece by Jane Turner. The focus for this initiative will be to move slowly with a significant amount of consultation. Changes to the institutional standards will be developed in concert with the archival community rather than being a set of guidelines imposed on it.

In summary, it would certainly not be an overstatement to suggest that the AABC has made some significant progress over the past several months. However, I still can't help but feel that we are experiencing the proverbial 'lull before the storm'. At any time now the federal funding for the Canadian Archival Information Network may be announced and when this happens, provincial archival organizations will be required to respond very quickly to implement plans for the expenditure of their allocations. This requires that the AABC develop criteria and guidelines for grant programs and that institutions are also prepared to move quickly when the need arises. This will undoubtedly place additional pressures on the AABC. In addition, planning for changes in next year's AABC programs must be completed in time to allow for the submission of grants before Christmas.

Perhaps one of the most serious concerns currently confronting the Association is in the area of membership. While for the current year most of our institutional members have renewed, there has been a significant drop in the number of individual members. Part of the explanation is to be found in the fact that individual rates were raised from \$30 to \$50 this past year. This increase proved to be prohibitive for a number of our members, particularly those working in a volunteer capacity and for some of our retired colleagues. To help address this situation, the executive created two new fee-reduced categories within the individual membership category that will take effect for the 2000/2001 membership year. As with our current student members, volunteers (unpaid) and retired individuals will pay \$20.

The loss of approximately 60 individual members is significant from a couple of perspectives. First there is the obvious loss of membership fees from our revenue base. Perhaps even more important is the change in the demographics of the Association's membership. By a large margin we now have more institutional and associate members than individual members. If this situation continues we run the risk of seeing the AABC becoming an organization of institutions – back to the old B.C. Archives Council for those of you around long enough to remember. Obviously if institutions make up a significant portion of the Association's membership then there is a real possibility that the orientation and agenda of the organization will change accordingly. Put quite bluntly, this would not be a good thing. Since its inception the AABC has worked hard to represent the interests and concerns of both archives and archivists in British Columbia. If it is to continue to promote this dual responsibility, then it is important that we encourage people to take out individual memberships in the Association. This includes archivists who have allowed their memberships to lapse as well as those who have opted to enjoy the benefits of the Association only through their institutional membership.

Just before leaping off my soapbox let me conclude my comments about individual AABC members by talking about professionalism and contributing to the provincial archival community. Obviously the first step in giving something back to the archival community is to be a member of the AABC. This provides the limited pool of financial resources necessary for the Association to assume a leadership role within the community. Beyond the financial commitment is the important contribution of one's time. The Association relies almost entirely on volunteers that staff its executive and committees. It becomes a little disheartening to approach people to ask them to participate in one of the AABC initiatives only to be told that they are too busy or simply too burned out to participate at this time. The fact of the matter is that we are all very busy and would dearly love to maximize the time we are able to devote to the pursuit of personal interests. As we start to plan for the future of the organization it is imperative that we factor in not necessarily the size of the overall membership but more specifically the number of people who are prepared to participate in its activities.

So this rant has gone on long enough. At the risk of becoming too Andy Rooney-ish I will stop for now and remind myself about all of the good things that we are accomplishing in the AABC. But I would also remind you that the Association will never be more than the sum total of what its members are willing to contribute to the organization.

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AABC Executive Minutes

Minutes of the May 31, 1999 AABC Executive Meeting

1. Minutes of the Previous Meeting

Approved by executive.

2. President's Report

a. **Conservation Co-ordinator:** Rosaleen Hill has been hired as the new Conservation Co-ordinator, and will start work tomorrow morning June 1. Boxes of records relating to the conservation service are currently stored in Victoria. Rosaleen will access these and take out those expected to be of use, letting the executive know what else is there. Storage of this material beyond the end of June will need to be arranged, as the contract runs out then. Rosaleen will also liaise with the new Conservation Advisory Committee (Ken Young, Jacqueline O'Donnell, Dorothy Lawson). The CCI workshop in November on "Storage Planning for Books and Archival Materials" will be organized by Rosaleen.

Action: Francis Mansbridge will communicate with Rosaleen concerning CCI workshop.

Action: Chris Hives to liaise with Rosaleen concerning appropriate storage of AABC records.

b. **Newsletter:** A new issue is ready, and will be published in late June when our financial situation is more clear. The planned electronic format should reduce the cost from about \$8,000 to \$3,000 a year (for four issues), less if members opt for the electronic version over the printed format. Members may opt to receive either the electronic or hard copy version.

Action: Chris Hives to continue to coordinate production of this issue of the electronic version of newsletter.

c. **Future Directions:** Discussion ensued on an exchange of e-mails between Chris and Provincial Archivist by Gary Mitchell about the two advisory services programs. In particular there had been some discussion about the lack of a proper administrative infrastructure in the AABC to properly oversee these programs. In particular the uncertainty in the timing of receipt of grant funding makes it very difficult to meet our ongoing financial commitments to these important programs. Increasingly, the Association is having more trouble in providing the bridge financing that is often necessary. It was pointed out that the current arrangement of having the services contracted by the Association helps protect those funds.

After exploring some other possibilities for providing these services it was decided that we should continue with the status quo vis-a-vis the employment of our contractors. While it appears that the AABC will continue to sponsor these programs for the foreseeable future, we can still consider changes in these programs to ensure the most effective delivery of the services needed with the money received.

d. **Manual for Small Archives:** Permission has been received to use the remaining \$2500 in the Communities

Connect program to put the current version of "A Manual for Small Archives" on line. A proposal for mounting the publication on the Web was discussed. The funds do not need to be spent before the end of the fiscal year.

Action: Chris Hives will continue to investigate the on-line manual project.

3. Treasurer's Report

Lynne Waller distributed a copy of a report on our current financial situation, with some recommendations. GIC's (\$10,454.18) have been cashed to meet out immediate financial obligations. Our exact financial situation will be unclear until the books are returned from the auditors.

The Directors' Liability insurance from Brown Bros. is currently being reviewed. Other agencies are being canvassed. Personal insurance can also be bought on an individual basis. Options are either to cancel the current insurance policy or wait until the contract expires.

Action: Lynne Waller to continue to investigate insurance options and report back to executive.

Increased Support Services: Association Management Consultants are not interested in the level of service we need/can afford. Dorothy Lawson suggested Investax as a possible service. Expanded service by SSU is also being considered.

Action: Lynne Waller to continue to investigate options for increased support services and report back to executive.

4. **Other Business:** The Advocacy Committee was given the go ahead to try a program of public events in the coming year, as suggested in a recent e-mail from Chair Aaron Vidaver. It was pointed out, however, that no money has at this time been committed for any of this committee's planned activities. Other suggestions included a generic article on archives prepared for distribution to local papers. Increased contacts with media (radio, TV, newspapers) were encouraged.

Action: Francis Mansbridge to contact Advocacy Committee concerning above.

5. [Next meeting: UBC 21st June 2 p.m](#)

Minutes of the June 21, 1999 AABC Executive Meeting

1. [Minutes of the previous meeting](#)

Francis Mansbridge presented to the Executive a draft of the minutes of the previous meeting. The Executive agreed to provide comments for revisions to be approved its next meeting.

2. President's Report

A) Meeting at the Provincial Archives

Chris Hives informed the Executive that Gary Mitchell, Provincial Archivist, has invited him or a representative of the AABC to attend a ceremony during the B.C. Archives' open house on June 26th to receive the Association's first installment of CAAT funds from Minister Andrew Petter. Chris Hives expressed his appreciation for the expediency with which this grant request was processed.

The President stated that this trip to Victoria presented a good opportunity to meet with the Provincial Archivist to discuss AABC matters as well as its relationship with the Provincial Archives and, more broadly, the Provincial Government. He hoped to discuss funding requirements relating to the administration of the organization as well as the

promotion of regional development. In addition, he felt it might be useful to discuss the direction of the AABC in terms of standards for institutional membership.

B) Institutional Standards

Chris Hives recommended that the AABC re-examine its policies as they relate to institutional membership and the grant disbursement process. He suggested examining the institutional membership standards established by the Archives Association of Nova Scotia with a view to adopting accreditation procedures. He advised that mechanisms be established to track the progress of institutions utilizing grant funding.

Action: The Executive will evaluate established procedures for the distribution and expenditure of grant funding.

Action: The Executive will request that the Membership Committee examine the terms and conditions of institutional membership with a view to amending definitions within the AABC's constitution.

C) Grant reports to the Canadian Council of Archives

Chris Hives reported on the status of year-end reports submitted to the CCA. For various reasons, four reports were returned for revision. The President reported that he is working on revising the reports but did not think that the AABC would have to return additional funds in excess of those originally identified.

Action: Chris Hives will work with Monique Ostiguy of the CCA in the revision and resubmission of grant reports.

D) Education

The President reported that he is in the process of completing the terms of the contract for the position of Education Coordinator.

Chris Hives recommended that the Executive meet with the Education Committee to discuss the direction of the Education Program.

E) Vice President

Chris Hives discussed the need to find an individual to fill the vacant position of vice president. The Executive discussed potential candidates with the goal of securing a V.P. in the near future.

3. Treasurer's report

Lynne Waller discussed the written report she had submitted to the Executive in advance of the meeting.

A) Mary Ann Pylypchuk Memorial Prize

Lynne Waller reported that the annual Mary Ann Pylychuk Memorial Prize has been awarded to Yuri Shimpo.

B) AABC Finance Committee

The Treasurer reported that the first meeting of the AABC Finance Committee was held June 13, 1999. The Committee is composed of Peter Johnson, Evelyn McLellan, and Melanie Reaveley.

C) Insurance

Lynne Waller reported that Chambers Olson has been selected to provide insurance to the AABC. Although changes in coverage may occur in the future, current policies protect AABC equipment and provide directors' liability insurance.

D) Bookkeeping and Accounting Services

Lynne Waller recommended that the AABC solicit additional accounting assistance from Malish and Clark. In recent times, the Association had been contracting out a portion of its bookkeeping chores to another firm. The Executive agreed, concluding that using a single accounting agency will reduce duplication, allow for monthly financial reports, and lead to fewer delays in processing year-end accounts. Malish and Clark has been associated with the AABC since 1991.

4. Newsletter

Chris Hives stated that the first electronic version of the Newsletter is ready for publication. He reported that he had sent out an initial e-mail to AABC members directing them to an on-line prototype for the publication and asking them in they would be willing to forgo receiving a paper copy of the Newsletter in favour of accessing it on-line. While a couple of members expressed some concerns about the new direction for the Newsletter, approximately 50 opted not to receive a paper copy.

5. Committee reports

Marnie Burnham reported that she had attended a brief meeting of the Membership Committee on June 20, 1999. The Committee discussed a request to establish a membership category for retired archivists. Committee members decided that such a category would be of benefit to the Association and suggested that the student rate be applied to the proposed category. On behalf of the Membership Committee, Marnie Burnham requested that the Executive approve the establishment of a retired member category .

Action: Marnie Burnham will investigate the constitutional requirements to facilitate the establishment of a category for retired members.

It was reported that the Membership Committee had started preparations for the publication of the membership directory. Chris Hives advised that the project be delayed until September to enable a greater number of renewing members to be included in the booklet.

Marnie Burnham concluded her report by requesting assistance to locate volunteers to become members of this committee.

6. Meeting with AABC Chairs

The Executive discussed the need to facilitate greater communication between itself, AABC contracts, and the various AABC committees. As a result, the Executive decided to hold a meeting with Committee Chairs and AABC contractors to discuss current developments and the direction of the organization.

Action: Marnie Burnham will contact Committee Chairs and contractors to organize a meeting with the Executive to be held Monday, July 12th at UBC Archives.

Next meeting: Monday , July 12, 1999 (following meeting with Committee Chairs)

Minutes of the July 12, 1999 AABC Executive Meeting

1. Nomination and appointment of Vice-President

The Executive met briefly following a general meeting with AABC Committee Chairs and contractors. The purpose of this meeting was to appoint a vice president of the Archives Association of British Columbia. Chris Hives nominated Jane Turner for the position. The Executive unanimously endorsed Jane Turner to fill the vacancy. It was agreed that this appointment would be retroactively approved at the next Annual General Meeting.

Minutes of the August 9, 1999 AABC Executive Meeting

Approval of minutes from previous meetings

The Executive approved the minutes for meetings held [May 31](#), [June 21](#), and [July 12, 1999](#). Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

President's report

Chris Hives reported that he had a preliminary exchange with Gary Mitchell about the possibility of submitting a grant report to help underwrite some of the administrative expenses incurred in the provision of the Association's province-wide programs. To date there has not been an official response.

The President reported on progress relating to the reconciliation of grant funding received for the Revelstoke conference. It appears that the Association expended all grant monies received for the Conference. The AABC will be required to return no funds to the granting agencies.

Treasurer's report

Lynne Waller reported on the progress of the new accounting system being developed with the assistance of Malish and Clarke. She requested formal approval to consolidate the four current AABC bank accounts into one in order to simplify accounting procedures. The motion was seconded by Jane Turner and passed unanimously by the Executive.

Action: Lynne Waller will close the three program-based accounts.

Lynne Waller discussed the implications of terminating the AABC's contract with Support Services Unlimited. Chris Hives will pick up the mail, Lynne Waller will make bank deposits, and Marnie Burnham will maintain and update the membership database.

The Treasurer reported that grants have been received from both the CCA and the Provincial Government to fund six months of operations of the AANC, Preservation and Education programs. The Executive expressed gratitude at the timeliness of the receipt of the grants.

Lynne Waller discussed the need to develop formal budgets for all of the AABC's committees. She hopes to have the budgets in place by early September. The budgets will coincide with the development of the new accounting system. Lynne proposed a formal budget meeting take place in February 2000 to facilitate preparation of financial projections for the following year.

Future directions for the Association

The Executive discussed the need to develop a vision relating to the future of the AABC. An examination of future goals and objectives was deemed necessary to assist in the short- and longer-term planning. The Executive discussed the shape and nature of existing AABC programs with a view to improving services and promoting greater efficiency.

The Executive identified the following programs, functions, and issues for possible re-assessment:

- Archives Advisor/Network Coordinator program
- Preservation Service
- role of the Education Coordinator
- Institutional membership and standards
- re-design of programs to serve a broader spectrum of the membership

- the role of regional representatives (and the Regions) in the functioning of the AABC
- role of paid support in the administration of the organization

Proposal for Regional Archives Advisor Service

The Executive discussed a proposal submitted by the Heritage Federation of Southeastern B.C. relating to the establishment of a short term archives advisory service in the Kootenays. The proposal includes a request for a letter of support from the Association as well as a modest financial commitment, the bulk of which would take the form of sponsorship of two AABC workshops.

The Executive agreed that the project provides an opportunity to explore issues relating to regionally-based services. Chris Hives suggested that the requested funding could be supplied as part of the AABC's portion of CCA grant funding. The Executive gave the proposal its conditional support based on the Heritage Federation of Southeastern B.C. securing funding from the remaining proposed sources.

Institutional standards

The Executive discussed the possible re-examination of criteria for institutional membership to ensure that all institutional members achieve established standards for viable and sustainable archival programs. The Executive felt that this potential change in criteria would require the eventual re-application by current institutional members

Chris Hives recommended that the Executive examine criteria for institutional membership developed by other provincial associations. Jane Turner presented a schema outlining the manner in which other archives associations structure their requirements for institutional membership. Dorothy Lawson discussed the importance of involving existing institutional members in the reconfiguration of criteria.

Action: Jane Turner will compose a letter to the Regional Representatives requesting feedback from the membership regarding the development of institutional membership standards

Manual for Small Archives

The Executive discussed the digitization of the *Manual for Small Archives*. The Executive agreed to expend funds remaining from the Communities Connect project to develop a contract with Leslie Field to digitize the publication with the goal of disseminating it through the AABC's website.

Action: Chris Hives will coordinate the contract for digitization with Leslie Field.

Jane Turner presented an archives manual recently produced by archivists in Newfoundland. She felt that the publication presented a good model for the revision of the AABC's *Manual for Small Archives*.

Newsletter

Chris Hives reported that the first on-line version of the AABC Newsletter was very well-received by the membership. Given the new expanded audience for the publication, the President recommended that the AABC re-structure the rates charged for advertising. He presented a new fee structure for advertising space. The Executive agreed that the increases were timely.

Action: Chris Hives will examine the issue of revenue generation as it relates to Newsletter advertising.

The President reported that the Newsletter required the appointment of an Editorial Board and the appointment of a co-editor. The Executive agreed to begin to recruit volunteers for these tasks.

Membership

Marnie Burnham reported on the status of membership renewals for the 1999-2000 year. She expressed concern at the

number of institutional and associate institutional members that had failed to renew.

Action: Marnie Burnham will send institutional members one final renewal notice.

Marnie Burnham noted that in light of the AABC's increased membership fees, numerous retired and volunteer archivists had written to the Association citing financial hardship as a factor in not renewing their membership. In light of this situation, Chris Hives proposed that the Executive approve the establishment of new categories of "Individual-Retired"; and "Individual-Volunteer"; and that the rates charged for these memberships be the same as those charged for the "Individual-Student". The Executive approved and this change will come into effect for the 2000/2001 membership year.

Action: The Executive will instruct the Membership Committee to create two new designations within the individual membership category to include volunteers and retired archivists.

Action: Marnie Burnham will respond to letters from lapsed members. She will describe the proposed changes and to invite their re-application next year.

AABC Conference 1999/2000

Chris Hives proposed that the 1999/2000 AABC Conference be held mid-May in the Lower Mainland. The Executive agreed to begin to think about possible volunteers to fill the positions of Program and Local Arrangements Committees. Lynne Waller recommended that the position of Conference Treasurer be established.

Advocacy Committee

Jane Turner agreed to be the liaison between the Executive and the Advocacy Committee.

Next meeting : 13 September 1999 1 pm.

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Regional News

South Vancouver Island Regional Meeting Minutes

1. Introductions and news from the members

Members introduced themselves and spoke about their institutions.

2. Mandate of the South Vancouver Island Regional Group

Michael Carter presented the members with a copy of draft description of duties

of regional representatives from the procedure manual of the AABC, and a copy of the terms of reference of the AABC Fraser Valley Region Group Discussion ensued about what this regional group should be and how it should serve its members. Suggestions included promoting communication among members and sharing skills and knowledge. Michael will create a document combining the two handouts and include some of the issues discussed at the meeting.

3. AABC conference

Michael told the members about the AABC Conference in Revelstoke. In addition, Michael told the members about the new Executive and named the different committees and positions of the AABC. Rosaleen Hill's appointment as the new AABC conservator was announced.

4. Strategic planning for the AABC

The AABC held a strategic planning session at the conference in Revelstoke. Michael reported on this one day workshop and solicited comments from the members based on the following questions: (1) in what direction did they want the AABC to go, and (2) what programs did they wish from the AABC? A discussion ensued. Suggestions included lobbying, advocacy and public awareness, more communication. The group agreed that Michael would write a report containing all of these suggestions and send it to the Executive for review.

5. "News from the regions" -- a new article in the AABC Newsletter

The AABC newsletter is intending to implement a new article called "News From the Regions." It will consist of information about what is happening in each of the regions including news of contracts, description projects, new facilities, etc. The members agreed to submit information to the AABC Regional Representative for inclusion in the AABC newsletter.

6. South Vancouver Island name authority on the Internet

At the previous meeting Chris Petter made a request to put the South Vancouver Island name authority on

the AABC web site. Michael discussed this issue with Bill Purver and, with the assistance of the City of Victoria Archives, has prepared the document for the AABC web site. Michael will consult with Dave Chamberlin to create a procedure for creating updates for this name authority,.

7. Association of Canadian Archivists conference

Jane Turner and Jennifer Mohan described the recent ACA conference.

8. Disaster planning workshop

Jane Turner and Jennifer Mohan gave a presentation on disaster planning. Both had attended a disaster planning work shop in April and told members what they had learned. Their talk was accompanied by handouts illustrating the concepts presented.

9. General business

Mary Barlow asked about the status of the Manual for Small Archives. The AABC membership decided to discontinue publication of this Manual at the annual meeting at Revelstoke to. Michael instructed Regional Group members to write the AABC Executive if they disagreed with this decision.

10. Next Meeting

The group agreed to meet in approximately 4 months. It was agreed that the group should invite speakers to attend the next meetings. Names of suggested speakers include Bill Purver and Fran Gundry of the BC Archives.

Submitted by Michael Carter, Regional Representative South Vancouver Island Region

* * *

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A Guide to Archival Repositories in B.C.
by Bill Purver

GUIDE UPDATES

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

1. Fraser-Fort George Regional Museum

new contact name: Diane Daulton-Young , Manager – Collections and Research

new email address: diane@museum.princegeorge.com

new hours of operation: Monday-Friday, 9:00-5:00

new website address: <http://www.museum.princegeorge.com/>

2. City of Vancouver Archives

revised hours of operation: Monday-Friday, 9:00-17:00

3. Oliver and District Heritage Society

new email address: odhs@otvcablelan.net

4. Kitimat Centennial Museum

new contact name: Louise Avery

5. Victoria Medical Society Archives

new contact name: Marie Thomas , Executive Secretary

new hours: Monday-Thursday, 9:00-4:30 (by appointment only)

6. Revelstoke Museum and Archives

new name: (formerly Revelstoke Museum)

7. City of Surrey Archives

new name: (formerly Surrey Museum and Archives)

8. Cortes Island Museum and Archives

new contact name: Bonnie MacDonald

new mailing address: P.O. Box 111, Manson's Landing, B.C. V0P 1K0

new phone numbers: (250) 935-6340 ; (250) 935-6549

new acquisition policy/holdings summary:

Holdings relate to the history of Cortes Island and surrounding area including other islands. Holdings consist primarily of photographs.

9. Fort Steele Heritage Town Archives

new web site address: <http://www.fortsteele.bc.ca/info/archive.html>

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Preservation and the World Wide Web

by Rosaleen Hill

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

CoOI – Conservation Online palimpsest.stanford.edu

The CoOI web site is one of the most useful and comprehensive preservation sites on the Web. It is a wonderful resource as it has a wide ranging subject heading section i.e. disaster planning, electronic media, mold etc; a section with mirrors to other sites such as the Western Association for Art Conservation (WAAC), the Abbey Newsletter (ABN), SOLINET; and the always valuable Consdist list archive. Mirror sites such as WAAC and the ABN post their newsletters on their sites - they are an invaluable source of information. Generally there is about a one-year holdback of newsletters. This site is like one-stop shopping!

www.vidipax.com

Jim Lidner's "Magnetic Media Restoration Headquarters" web site. Of particular interest is the Video Preservation Resources section where associations and professional groups are listed in addition to on-line research and preservation information. Also included here are articles on links to the National Film Preservation Board of the Library of Congress, Research Libraries Group and the Council of Library Resources.

Northeast Document Conservation Center www.nedcc.org

The Northeast Document Conservation Center has a terrific site. The "Publications" section of this site is a real bonus as most of NEDCC's technical leaflets including all those found in Preservation of Library and Archival Materials: a Manual are available.

Henry Wilhelm's site www.wilhelm-research.com

Henry Wilhelm, the author of The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides and Motion Pictures, continues to pursue research in the colour photography and imaging field. Research results and updates can be found here. Currently, articles on cold storage for photographs and film and iris prints are highlighted.

Council on Library and Information Resources www.clir.org

In the "Publications" section of the CLIR site you can find the Preservation and Access Newsletter and CLIR reports. Reports such as publication 80 "Why Digitize?" and publication 69 "Digitization as a Method of Preservation?" offer food for thought with regard to the confusing world of digital preservation!

Arts, Crafts and Theatre Safety (ACTS) www.caseweb.com/acts/

Excellent site for health and safety issues. Topics of relevance to archives include the following datasheets: biological hazards, understanding the MSDS (materials safety data sheet), ventilation for art buildings. If you work with arts and crafts i.e. stained glass etc this is a site you should visit.

National Parks Service IPM www1.nature.nps.gov/wv/ipm/manual.htm

This is a great site offering copious amount of information about many common pests.

International Association of Paper Historians www.assiph.com

This is one of my favorite sits on the net. It has informative sections on paper museums, watermark classifications, paper history, research projects and IPH publications.

Conservation Catalogues are also found on the web. Only a few are highlighted here.

Conservation Resources International www.conservationresources.com

Conservation Resources has an on-line catalogue where orders can be placed. Other interesting sections include the "Hot News", "Technical Support" and "Novel Applications". MicroChamber paper is featured in the "Hot News" and "Novel Applications" sections.

Light Impressions www.lightimpressionsdirect.com

Light Impressions is primarily a photographic preservation on-line catalogue. The web site set-up is very easy to use and offers a picture of each product called up. It is a very easy site to navigate and easy to place orders.

Archivart www.archivart.com

University Products www.universityproducts.com

Two more on-line conservation catalogues. Products can be orders and catalogues can be request to be sent to you.

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aabc.bc.ca

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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

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December 18, 1999

Relics of the Past : A Methodological Inquiry into an Archival Source

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come back, history calls, to the solid
ground of fact. you don't want to fall
off the edge of the world –

— Daphne Marlatt, *Ana Historic*

Daphne Marlatt's *Ana Historic* explores the silences and stories found through an unconventional reading of a record in Vancouver's city archives.^[1] In so doing, she shows how documents found in archives, sometimes treated as unproblematic representations of a recoverable past, may appear in another light as deliberately preserved, power-suffused creations of privileged authors of that past. With this issue in mind, I undertook a methodological exercise examining the circumstances of creation, collection and uses of an archival source, as a reflection on the status of what Greg Dening calls historical "relics." Dening makes several assertions about "sign-bearing relics of the past," and the problems of analysis and interpretation they present.^[2] Using his ideas and a selection of readings on archival and appraisal theory, I developed a set of questions with which to interrogate a previously "familiar" archival record, the Roderick Haig-Brown Papers in the University of British Columbia Library Special Collections Division. In the past, I used Haig-Brown's papers in my master's thesis research, for some contract research and in the preparation of a forthcoming paper on Haig-Brown. After considering these questions, I will reflection on how this exercise has affected my perception of this source.

Dening's discussion of "relics of the past" touches on their primary status as "cultural artifacts of the moments that produce them...".^[3] A collection is a discrete thing itself, apart from its content, that has a context of cultural meaning and history. Some archival theorists, in debates about the acquisition and appraisal of records and documents, appeal to the context of creation as the source of an item's value. Luciana Duranti, arguing for a non-interventionist archival practice, posits culture as the "contextual interaction of meaning with action." Thus, archives should represent "the natural interrelationship of [culture's] documentary residue," not an artificially solicited, putatively "complete" documentary record.^[4] The collection's contexts are not only cultural, of course, but archival. "Just as all documents of the same fonds are equally functional to the existence of that specific fonds, all fonds are equally functional to the existence of our documentary heritage," Duranti writes. "This also implies that each document within a fonds, and each fonds within a documentary universe, acquires its meaning from its relationship to the rest, that is from its context."^[5] But Dening also reminds us that archival context is not merely a relationship to the greater collection, or an issue of collections mandate and procedure: "archives and museums are mirrors of power and cosmologies."^[6]

While archival relics are produced in a cultural context, Dening further argues they "also become cultural artifacts of all the moments that give them permanence." We have seen how, for archivists, the "permanence" granted an artifact relates strongly to the cultural context in which it was created and of which it is a trace. However, archivist Hugh Taylor also argues that the "very act and deed" of collection may be subject to a "social historiography" of how and why records were preserved. Though archival theorist Terry Cook invokes Taylor, he persists advancing a model of

collection practices that fails to account for the situatedness of the archivist.[7] By contrast, Roy Schaeffer posits a more nuanced understanding of the archival collection practices as conditioned by the "cultural interests of a definite moment or milieu." [8] In other words, the people and practices granting an object permanence are key to understanding its status as a historical relic.

Permanence, for Luciana Duranti, is an elusive and ultimately misguided value in archival theory, since it is impossible to predict the future value of objects for society.[9] Similarly, Denning suggests that "the relics of the past in their messages are transformed simply by being read" and that "they are reconstituted in their meanings by all the cultural systems that give them meaning." [10] This contrasts with historian Pierre Nora's fear that "the indiscriminate production of archives is ... the clearest expression of the terrorism of historicized memory." [11] Nora argues that living memory is imprisoned by history, through objects in museums, archives and public memorials. However, Denning and Duranti move towards an understanding of the object itself as a living, shifting site of meaning that evolves each time it is accessed.

The foregoing insights guided me through a consideration of the Haig-Brown papers in their cultural and archival contexts, the moments of their permanence, and the interplay between their history, use and meaning. A thorough examination of the cultural moment in which to situate the production of Roderick Haig-Brown papers would be difficult, but must include the socio-economic context of British Columbia from the early 1930s to the early 1970s. It inevitably encompasses Haig-Brown's experience as a well-educated British immigrant and settler in the then-remote Campbell River district. The papers were byproducts of Haig-Brown's literary, conservation and personal activities, and found in a vast, if idiosyncratic, filing system including letters, notes, handwritten and typed manuscripts. As a writer, Haig-Brown must have understood this detritus as raw material for his own posterity. "Most must certainly be useles (sic) junk," he wrote, perhaps disingenuously, in 1969, "though I suppose a student ploughing through it 50 or a hundred years from now ... might dig out some contemporary insights." [12]

A university policy for the acquisition of manuscript collections created the archival context for the Haig-Brown Collection was created by. Haig-Brown's papers intersected with three elements of this mandate: "Preference should be given to materials indigenous to the region in which the University is situated," the policy noted, including "the papers of pioneers in any field vital to the life and growth of the province; the records of immigrants to the region recording their experiences as settlers" and "the literary papers of B.C. writers." [13] The directive to collect "Canadiana" formed the initial interest in Haig-Brown book manuscripts, [14] and his personal papers were regarded as worthy of collection as "literary remains." [15]

An investigation of the connections between the author and the institution links the archival context and process of "granting permanence" to these papers. Haig-Brown received an honorary doctorate from U.B.C. in 1952 and enjoyed long-time friendships with many powerful members of its staff and faculty through the Harry Hawthorne Foundation. The activities of this mock-cabalistic fishing club—including president N.A.M. MacKenzie and university librarian Neal Harlow and Haig-Brown—included donating to the university an extensive collection of fly-fishing literature. [16] In 1971, Haig-Brown personally donated \$1,500 to the "Order of Library Friends," a group created by Harlow as "a distinctive class, appreciative of the importance of books" that helped him develop the Special Collections Division in the 1950s. [17] The collection of Haig-Brown's papers at U.B.C., then, occurred within a web of relationships with those very gatekeepers who chose what to collect and where to house it.

The establishment of their "permanence" was no straightforward matter, however. In a 1966 letter, Haig-Brown wrote university librarian Basil Stuart-Stubbs that he had been approached by Syracuse University in New York regarding the donation of his manuscripts and papers. Haig-Brown noted that he believed the manuscripts and papers then held at U.B.C. were "on loan" but that "I can see no reason why they should not be a permanent gift." [18] Thereafter, though he continued to donate "installments" of papers, their status remained in question; prompted by word that Haig-Brown was preparing a new will, Anne Yandle of the Special Collections Division wrote Stuart-Stubbs in 1974 that no record of an agreement existed. [19] This led to the creation of an official Deed of Gift in April 1974. Thus, an element of fortuitousness, outside interest and a certain initiative on Haig-Brown's part all led to the permanent inclusion of the entire Haig-Brown collection, not just manuscripts, at U.B.C. Once this "permanence" was established, the Haig-Brown papers began collecting the trappings of official archival status. An inventory was started and, with the receipt of a large amount of materials after Haig-Brown's death, the university began to consider appraisal of the items. This

formal process was undertaken by a National Archives Appraisal Board in 1981. In addition, application was made for the certification of the papers as "cultural property" for income tax purposes, which outlined the collection's "outstanding significance and national importance."[\[20\]](#)

The Haig-Brown file contains an impressionistic record of inquiries, requests for access and research queries. The work of two biographers and one bibliographer appears through the letters and notes of the manuscript curator. After Ann Haig-Brown's death, the Haig-Browns' eldest daughter Valerie appears as her father's literary executor, dealing with the republication of some materials and acting as gatekeeper to her father's legacy. There is evidence, too, of the controversy surrounding E. Bennett Metcalfe's biography, which contained salacious details about Haig-Brown's private life.[\[21\]](#) Finally, almost unsettlingly, I found myself, as the reference for a research request earlier this year by an Oregon fly-fishing group interested in Haig-Brown's activities in their area.[\[22\]](#) Is each of these readings, even when not explicitly citationary, shaped or influenced by earlier ones? Or does my individual reading of the Haig-Brown papers in some way constitute them anew, as an object qualitatively different than the one read at some other time by some other person for some other purpose? Denning, I think, would incline to the latter view, although my reading of the Haig-Brown papers did encompass at least the finished product of the earlier researchers' efforts in the archives. Certainly, my reading was different in purpose and context from my forerunners and in that sense, the papers were being read for the first time, my way. By looking "backstage" through the Haig-Brown File at the research history of the papers, I was made more fully aware that every reading takes place in a particular context, that "the past is as much created as preserved by readings which must invent the circumstances that give meaning to words."[\[23\]](#)

In reexamining the Haig-Brown papers as a "relic of the past," I have come to see them in important new ways. The papers are more than their contents: they are the product of a cultural and archival context, which include the relationships and circumstances surrounding their coming to reside at U.B.C. I found that the justifications their permanent conservation varied over time and circumstance. Early on, his literary achievements, outside interest and, perhaps, Haig-Brown's ties to U.B.C. through the Hawthorn Foundation pushed forward the collection's enshrinement. Interestingly, by the time of the formal appraisal in the early 1980s, documentation of Haig-Brown's role and activities as a conservationist, rather than simply literary merit, became part of the justification for preservation. Indeed, contemporary relevance and the use values of researchers in some ways continually reconstitute the meaning of the documents themselves. Finally, I found the trace records of users, including myself, posed a series of questions about the re-readings of the papers, which made me more aware of the partiality and situatedness of my particular experience with the collection. Self-awareness and reflexive research of this kind may help scholars escape the "terrorism" of the fetishised historical object and help situate both researcher and researched in their full contexts, enriching and opening the resulting interpretations.

[1] Daphne Marlatt, *Ana Historic*, (Concord, ON: House of Anansi Press, 1997).

[2] Greg Denning, "A Poetic for Histories," in *Performances* (Chicago: University of Chicago Press, 1996): 43.

[3] Denning, 43.

[4] Luciana Duranti, "The Concept of Appraisal and Archival Theory" in *American Archivist* 57: Spring 1994, 328-344.

[5] Luciana Duranti, "So? What Else is New? The Ideology of Appraisal Yesterday and Today" in *Archival Appraisal: Theory and Practice. Proceedings of the Joint Meeting of the Association of British Columbia Archivist and the Northwest Archivists Association, April 26-28, 1990*, Christopher Hives, ed. (Vancouver: Association of B.C. Archivists, 1990) : 2.

[6] Denning, 43.

[7] Terry Cook, "Mind over Matter: Towards a New Theory of Archival Appraisal," in *The Archival Imagination. Essays in Honour of Hugh A. Taylor*, edited by Barbara L. Craig. Ottawa: Association of Canadian Archivists (1992): 39, 59.

[8] Roy C. Shaeffer, "Transcendent Concepts: Power, Appraisal and the Archivist as 'Social Outcast,'" *American Archivist* 55 (Fall 1992): 619.

[9] Duranti, "So? What Else is New?": 10.

[10] Denning, 42.

[11] Pierre Nora, "Between Memory and History: *Les Lieux de Mémoire*" in *Representations* 26 (Spring 1989), 14.

[12] Roderick Haig-Brown to Basil Stuart-Stubbs, University of British Columbia Librarian, letter, August 13, 1969. File 1 of 2 of information relating to the Roderick Haig-Brown Papers, University of British Columbia Library, Special Collections Division. Hereafter, I will refer to these as "Haig-Brown File" and the number. I am very grateful for the access and assistance provided by George Brandak, Manuscript Curator of Special Collections.

[13] The Library, University of British Columbia, "The Acquisition of Manuscript Collections: UBC Archival Collections Policy," ND, copy provided by George Brandak, Manuscript Curator.

[14] William K. Lamb, University Librarian, to Roderick Haig-Brown, letter, July 18, 1947, Haig-Brown File 1.

[15] Basil Stuart-Stubbs to Roderick Haig Brown, letter, February 7, 1966. Haig-Brown File 1.

[16] This points to an relation within the larger archives with the Harry Hawthorne Foundation fonds, 1953-1986, University of British Columbia Library, Special Collections Division.

[17] Roderick Haig-Brown to Basil Stuart-Stubbs, letter, April 17, 1971, Haig-Brown File 1; Laurenda Daniells, "The Special Collections of the Library of U.B.C.," in *American Archivist* 36:4, (Spring 1974): 49. This is not to insinuate that Haig-Brown was delivering some belated *quid pro quo*, but rather to underline the depth of his relationship, personal and philanthropic, with the U.B.C. Library.

[18] Roderick Haig-Brown to Basil Stuart-Stubbs, letter, January 26, 1966, Haig-Brown File 1.

[19] Anne Yandle to Basil Stuart-Stubbs, memorandum, February 7, 1974, Haig-Brown File 1. Interestingly, neither Yandle nor Stuart-Stubbs seemed to be aware at this time of the correspondence between the latter and Haig-Brown between 1966-1969, with the exception of the January 26, 1966 letter. This "missing" correspondence appeared later in the file, stapled together: my guess is that it was inserted later, perhaps relocated from Stuart-Stubbs' personal files.

[20] Government of Canada, Secretary of State, "Application for Certification of Cultural Property for Income Tax Purposes," completed February 26, 1981 by Anne Yandle, Special Collections Division, U.B.C. Library, Haig-Brown File 1.

[21] E. Bennett Metcalfe. *A Man of Some Importance: The Life of Roderick Langmere Haig-Brown* (Vancouver and Seattle: James W. Wood, 1985).

[22] These letters are found in Haig-Brown File 2.

[23] Dening, 42.

* * *

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AABC Newsletter

Volume 10 No. 1 Winter 2000

AABC 2000 Conference

The AABC 2000 Conference will be held on 28-29 April 2000 at the Richmond Inn in Richmond, B.C. As we move into the 21st century and acknowledge the 26th year of our organization, dating from the formation of the Association of British Columbia Archivists in 1974, let's think about who we are as archivists of this province and as active members of a dynamic professional group.

There will be sessions and workshops to educate and inform, forums for expressing opinions, the Annual General meeting, and events to entertain and enjoy. Proposals for papers are requested from our members for the following sessions:

Archivists of the Future

A special session for SLAIS students to present a paper or report on thesis work in progress.

The Changing Nature of the Archival Profession

We would like to hear a response to this topic from a student or recent grad, a representative of a small, community-based or corporate archives and someone from a larger, government-funded archives.

Outreach

What does outreach mean to your archives? What tools do you use? Artifacts or virtual reality? How do you target new users? Who do you think they are? Who would you like them to be? Can anyone report on their success at starting a "Friends" group?

Access to Archival Records

What is the archivist's relationship with the researcher in the year 2000? Is the reference interview obsolete? Should it be? How do you handle research agreements for access to restricted material?

Any other suggestions?

Submissions must be received before 31 January 2000. Please send an abstract of your proposed paper with a short biography to Deidre Simmons, Conference Program Committee Chair, 1513 Laurel Lane, Victoria, B.C. V8S 1Y2 or dasimmons@pacificcoast.net. Other members of the Committee are David Wardle; Cheryl Linstead; and Peter Johnson. The Local Arrangements Committee is chaired by George Brandak, with assistance from Lynne Waller. Please contact any of us if you have any questions, comments or suggestions regarding the Conference.

Join us in April. Let your archival soul sing!

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Newfoundland Announces New Heritage Facility

The following statement was issued by Premier Brian Tobin (December 13, 1999).

It was in 1905 that Sir Robert Bond stood in the Colonial Building to announce the construction of the Newfoundland Museum. It was in 1955 that the Honourable Joey Smallwood stood in our former House of Assembly to announce the creation of the Provincial Archives of Newfoundland and Labrador. And, it was in 1961 that he stood in the same House of Assembly to announce the creation of the Art Gallery of Newfoundland and Labrador.

It is mindful of these historic precedents that I am proud to stand in this House today to announce that, a full 94 years after the first announcement and 38 years after the last, the Government of Newfoundland and Labrador will construct a new facility to house our three heritage institutions: the Newfoundland Museum, the Provincial Archives of Newfoundland and Labrador and the Art Gallery of Newfoundland and Labrador.

This new building will be constructed at a cost of \$40 million and will be financed by the Province of Newfoundland and Labrador. It will be a state-of-the-art facility which will draw upon the latest technology, while its architecture will be rooted in our vernacular. We have decided to call the building "The Rooms" in order to reflect the tradition of building our fishing structures close to the water, close to the resource which has sustained Newfoundland and Labrador for centuries.

The existing buildings which house our three institutions are no longer adequate to store and exhibit our heritage treasures. Many of these structures were built prior to the development of modern museum standards, and others were never built to serve as heritage institutions. This is placing our natural specimens, our material artifacts, our archival documents, our films and photographs and our works of art in danger of deterioration and loss. This is cheating the residents of Newfoundland and Labrador. They deserve to have these treasures preserved for their children and grandchildren. And, they deserve to be better able to enjoy these treasures today.

That is why, we have taken this bold step to consolidate all three heritage institutions into one building. This building will be constructed at Fort Townshend in St. John's, on the site of a former military fort. I will draw your attention to one outstanding feature, among many others, and that is the building will have an archaeological dig taking place inside, even after the building is constructed, making it a rare and unique museum in North America for this type of archaeological program.

I would like to offer a special thank you to the Advisory Committee on Cultural Infrastructure, co-chairs Mary Pratt and Robert Jenkins and their dedicated team including Wayne Trask, Dr. Phil Warren, Dr. Art May, Robert Thompson, Clyde Granter, and Aileen O'Rafferty. This group consulted widely with the cultural community of this province and developed the proposal we are announcing today.

Newfoundlanders and Labradorians are justly proud of their cultural heritage, be they descendants of Innu, Inuit, Mi'Kmaq, English, French, Irish, Scottish or any other ancestors. What we have in this province is unique and deserves to be preserved for future generations. It also deserves to be better displayed for our own enjoyment and for the

enjoyment of visitors to our province. We are therefore very proud to continue the tradition begun by Sir Robert Bond and continued by Joey Smallwood of ensuring that we do not forget from whence we came, so that we may face the world in full confidence. This is indeed an historic occasion, and I am certain that all Newfoundlanders and Labradorians will rejoice at this announcement.

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AABC Newsletter

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Northwest Archivist Conference

You are cordially invited . . .

to Bellingham, Washington for the annual Northwest Archivist Conference, May 3 through May 6, 2000. Bellingham, uniquely situated just north of Seattle and south of the Canadian border, is a jumping off point for the San Juan Islands, Vancouver, and Victoria, British Columbia. Be sure to plan your stay so that you can enjoy the sea to mountain recreation, old town shopping, golf, and Western Washington University. The local arrangements and program committees are hard at work developing plans for an exceptional and an innovative meeting with a nod toward the new millennium.

Western Washington University, will host the Society of American Archivist's two day Encoded Archival Description workshop on May 3 and 4th. We are pleased to announce that Kris Kiesling of University of Texas at Austin and Michael J. Fox of Minnesota Historical Society will instruct this workshop. Those interested in attending this workshop will need to register through the Society American Archivists. This workshop tends to fill quickly and archivists travel across the country to attend it. **So, make sure to sign up early!** Northwest archivists will also offer two other workshops: Records Management and Oral History. The Northwest Oral History Association, who will join us for the conference, will sponsor the oral history workshop.

Currently, the program committee is pursuing a number of interesting themes for the main program sessions. We are planning to have a short version of the fundamental series for new professionals, which will include an oral history session. We are also offering some stimulating sessions for the familiar faces. Some of the exciting sessions we are planning on are: Time management for the Lone Arranger, Tribal Records and Archives-Federal Records or Tribal Records, Management of Institutional Records, Functional Records Analysis, Archivist as Administrators, and Archivists as Authors.

Our host for the conference will be the Best Western, Lakeway Inn and Conference Center, located in the heart of Bellingham. The opening reception will be held in the historic Rotunda Room of the Whatcom Museum of History and Art, where you may peruse the exhibits relating to Northwest art and history. We hoping to feature a local Jazz Trio for the banquet dinner's entertainment so you can sit back relax and discuss the day's sessions with old friends and colleagues. We hope to start a new tradition by providing a hospitality suite at the hotel. The local tours this year will include a hiking trek into the wilds of Chuckanut Ridge, hosted by Randall Jimerson. The ridge affords beautiful views of Bellingham Bay, the San Juan Islands, and the surrounding mountains. Also, we have planned a sightseeing tour of old Bellingham hosted by Dr. Jim Scott, who will provide his unique perspective on Bellingham history—both scholarly and anecdotal. For those interested wines, plans are underway for a tour of Mt. Baker Vineyard, a noted producer of some rather unusual grape varieties.

Andrea Bettger, Program Chair
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Community Archives Education Programme Workshop Schedule 2000

Rules for Archival Description

January 20 & 21, 2000 Victoria

The purpose of this workshop is to introduce participants to the Canadian Council of Archives' Rules for Archival Description and to provide examples of a find in aid system for small archives. The workshop will focus on introducing a system of finding aids for small archives: key rules in RAD for multi-media fonds; and how and where to use media chapters.

Participants are requested to bring a current copy of RAD to the workshop. It is also recommended that participants will have taken the "Introduction to Archives" course or have relevant archival experience.

(BC Archives, 865 Yates Street -- 250-387-5885)

Instructor - Patricia O'Byrne

Care and Handling of Photographs

February 24 & 25, 2000 Nanaimo

Concepts of management of photographs in archives, including arrangement, description, indexing, storage, handling, conservation, reference, copyright, photographic reference systems, and reproduction programmes.

(Coast Bastion Inn, 11 Bastion Street -- 250-753-6601)

Instructors - Rosaleen Hill, Patricia O'Byrne

Fundamentals of Records Management Practice

March 9 & 10, 2000 Victoria

Principles and practices of records management, including concept of the life cycle, records management functions, file classification, and the development of records schedules.

(BC Archives, 865 Yates Street -- 250-387-5885)

Instructor - TBA

Management of Archives

April 26 & 27, 2000 Richmond

To be held in conjunction with Annual Conference

The following topics would be taught through a combination of lectures, audiovisual aids, and experiential exercises developed specifically to illustrate key points, generate discussion and facilitate understanding of archival management, particularly in a community setting.

The course covers the following topics.

- Introduction - the Archivist as Manager
- Management Principles
- Planning-the Fundamental Tool of Management
- Financial Planning and Management
- Human Resource Management
- Facility Management and Operations
- Public Relations Planning and Development
- Managing Archives as Part of the Community

Instructor - Jim Burrows

* * *

Acknowledgements: *The Archives Association of British Columbia would like to gratefully acknowledge the generous support of this programme by the B. C. Archives and the Canadian Council of Archives.*

For Further Information

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Web: <http://aabc.bc.ca/aabc/caep.html>

* * *

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BC Archives Time Machine Continues To Win Awards

VICTORIA — The British Columbia Archives Amazing Time Machine Web site has won a gold medal for innovative service delivery, Andrew Petter, minister of advanced education, training and technology, announced today.

The Distinction 99 Awards were held in the Canadian Museum of Civilization in Ottawa on Monday. The Amazing Time Machine won in the Provinces category.

"I'm proud that this imaginative teaching tool, which showcases the rich history of British Columbians in an innovative way, has been recognized for its excellence," said Petter. "This award follows on the Time Machine's award for innovative web development at the 1999 Strategies for Public Sector Transformation awards held on Sept. 22 in Victoria."

This year's Distinction Awards drew over 230 entries in all categories from all three levels of government across the country. Sixteen nominations were received in innovative service delivery in the Provinces category. These entries were judged on innovation, leadership and excellence in the management and use of information and information technologies to improve service delivery.

The Time Machine site - <<http://www.bcarchives.gov.bc.ca/exhibits/timemach>>- has been visited by almost three million students, teachers, researchers and members of the public since it was launched one year ago.

The Time Machine can be used to journey along with characters like Billy Barker and other early prospectors seeking their fortune in the Cariboo Gold Rush. Visitors to the site can step into the past to see B.C. communities like Victoria's Chinatown, Doukhobour settlements or the town of Ocean Falls. They can also learn more about the lives and contributions of women to B.C.'s development, or look through the eyes of B.C. artists while touring the virtual galleries.

The purpose of the B.C. Archives Amazing Time Machine is to provide Internet access to B.C. historical documents, images and other multimedia information in a format designed for school children. This project was completed under contract, awarded through a competitive process by Industry Canada's digital collections program.

The Amazing Time Machine is a major addition to the main B.C. Archives Web site and includes hundreds of Web pages of text, resources for teachers, and thousands of images and other materials selected from the B.C. Archives' holdings.

Partners in the development of the B.C. Archives Amazing Time Machine include the B.C. Archives and the Information and Data Management Branch, both of the Information, Science and Technology Agency; SchoolNet Digital Collections teams of young Canadians; Industry Canada; the Ministry of Small Business, Tourism and Culture; the Ministry of Education; and B.C.'s teaching community.

Contact:
Kathryn Bridge
B.C. Archives
(250) 387-2962

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Notes

ACA 2000 - Edmonton Welcomes You!



Between June 19-24, the ACA will hold its annual conference in the "City of Festivals" - Edmonton, Alberta. Not only is the ACA celebrating its 25th anniversary in the city where it all began, but, for the first time, the ACA will be meeting jointly with the Canadian Library Association and Region VII (Canada) of the Association of Records Managers and Administrators.

By registering for the ACA conference, members will be able to attend sessions at all three conferences. The theme of the joint conference "Information Communities at the Turn of the Century: Archives - Looking Forward, Looking Back" will provide an opportunity to examine the similarities and differences in our professions as well as an occasion to socialize and interact with a wide variety of colleagues.

The Programme Committee (Michael Moosberger, Chair), the Local Arrangement Committee (Bruce Ibsen/Lorraine Mychajlunow, Co-chairs), and the ACA Conference Coordinator (Bryan Corbett) are currently arranging a diverse program of workshops, conference sessions, social and cultural events, and tours both prior to and after the conference. Archivists are encouraged to make their plans early to attend the conference and to take advantage of the opportunity to explore Alberta - the Peace Country, Banff, Jasper, Calgary, and the Royal Tyrell Museum at Drumheller are within easy driving distance of Edmonton.

Further updates about the programme and social events will appear in subsequent issues. Visit the ACA website at www.archives.ca and follow the Annual Conference link to receive the latest information. For more information, contact the ACA secretariat.

Newsletter Co-editor Steps Down

With the appointment of a newsletter editorial board, Alan Smithee who originally proposed moving the publication to its electronic format and served as its co-editor for the last three issues, has resigned from his position. We thank Alan for his efforts with the newsletter and wish him well in his retirement in the Golden area.

Opting Out of Paper Copy of AABC Newsletter

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

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AABC Newsletter

Volume 10 No. 1 Winter 2000

President's Message

by Chris Hives

Mid-December marks not only the rapid approach of the yuletide but also signals the completion of the first two-thirds of the current executive's mandate. In some ways the time has flown by very quickly, in others it has dragged on unmercifully. Don't get me wrong, the experience has been generally positive and rewarding. But..... I digress. Let me try to clear my mind of visions of dancing sugar plums and the prognostications for the calamities that are to befall us at the onset of the next millennium long enough to deal with the matter at hand. In something unintentionally, but perhaps given the season, appropriately reminiscent of "A Christmas Carol", my message touches on elements of the present, past and the future of the Association.

First the present. One of the first, and on ongoing concerns of this executive has been the need to get our financial house in order. While much of the basic financial management infrastructure is, after much effort, now in place, we are still in the process of "fine tuning" our procedures. For me anyway, it has been a very mystifying process to watch as Lynne and the Finance Committee refine the financial accounting system to the point where, what begins as rather amorphous mass of numbers, becomes increasing clear. The only meaningful analogy I can think of (at least for those of us who require vision correction) is the eye examination process where one moves from blurry to the increasingly sharper images. Although we seem to be nearing something analogous to 20/20 vision financially-speaking, the process has required an inordinate amount of Lynne's time. One must understand that during the 1999/2000 year approximately \$170,000 will flow through the AABC treasury for our various programs and this does not include the funds received and expended to support the basic administration of the Association-specific activities. The paperwork associated with tracking and accounting for the disposition of these funds is simply beyond reasonable expectations for a volunteer treasurer. Consequently, we are acting on the resolution passed at last year's AGM in exploring what financial activities might be contracted to reduce the Treasurer's workload to a manageable level. In planning for this transition it is not our intention to change everything over all at once but rather adopt a phased-in approach so that everyone is comfortable with the changes. Also, in recognition of the increasing burden placed on the financial management of the Association by the various programs, we have, for the first time, included as part of our grant applications a request for a small amount of money to offset these necessary accounting-related expenditures.

I am very pleased to announce the availability of the web version of the *Manual for Small Archives* <<http://www.aabc.bc.ca/aabc/msa>>. Originally published in 1988, with two revised chapters prepared in 1994, the popular publication has gone through several printings. In 1999, the AABC decided to produce an electronic version of the publication to satisfy a reduced, but continuing, demand for the *Manual*. While recognizing that some of the publication's information may be somewhat dated, the *Manual* still contains much that could be of assistance particularly to archivists working in smaller institutions. Although there are currently no immediate plans to revise the publication, its transformation into a web-based resource will make dissemination of this information much easier in the future. AABC members without internet access will be able to order printed copies of the publication on a cost-recovery basis while non-members will be required to pay an additional fee. Details about ordering copies of the *Manual* will appear soon. We hope that this will be just the beginning of what will become a growing trend of providing access to a wider range of archival information.

The Association had originally hoped to convene a planning meeting involving the regional representatives, committee

chairs and members of the executive in the fall of 1999. Unfortunately, scheduling difficulties made this meeting impossible and we have now tentatively re-scheduled it for mid-February 2000. At this meeting we would like to discuss some of the new directions for the Association and also to hear from the regional representatives about initiatives their constituents would like to have the AABC pursue in both the short- and long-term.

Over the past several months the Association has been working to establish better communications with the British Columbia Archives. This on-going contact is critical because as the province's largest archival institution and the body through which provincial government funding is distributed, the BCA obviously has a vested interest in the development of the archival community. The Association has been very fortunate in being able to undertake province-wide projects through partnerships forged with both the provincial and federal levels of government. Funding provided to the Association through the BC Community Archives Advisory and Training Program and the Canadian Council of Archives has made possible a number of programs that have been targeted primarily at the smaller community-based institutions. Continued contact with the granting agencies and an on-going and open dialogue is critical to the development of a shared vision for the future of the provincial archival community.

Before discussing some of the future directions for the Association, I wanted to reflect briefly on the past. In our efforts to address the AABC's contemporary affairs and operations we have largely overlooked the fact that 1999 marks the 25th anniversary of a provincial archival organization in British Columbia. To put this into perspective, the national organization, the Association of Canadian Archivists was not established until the following year. Obviously much has been accomplished in this province since a small group of archivists meeting at the Vancouver City Archives voted in favour of Laurenda Daniells' motion to establish the Association of British Columbia Archivists in February 1974. Throughout the history of the ABCA, its subsequent amalgamation with the short-lived BC Archives Council, and the establishment of the Archives Association of BC in 1991, those affiliated with the organization have always tended to think "big" and have consistently at heart the interests of the whole archival community. In the early years of the organization much was accomplished by sheer will and the dedication of members of the archival community. Amongst other things the Association established a newsletter to share information to keep archival community informed, held an annual conference, sponsored educational opportunities, and oversaw the development of the *Manual for Small Archives*.

In the last seven or eight years the Association has, through funding provided by both the provincial and the federal governments, operated a number of important province-wide archival services. Programs including the archival and preservation advisory services, CAEP courses, and network co-ordination have all helped promote the development of an inclusive provincial archival network. While the funding provided by various governments has made the programs possible, a great deal of their success is also largely attributable to the our skilled and dedicated contractors. Bill, Rosaleen and Irene have all done outstanding work on behalf of the AABC. Important too, but often overlooked, are the efforts of the respective advisory committee members, who together with the relevant contractors, have planned the development of these services.

That the AABC and its predecessors have been agents of significant change within the provincial archival community is indisputable. As we look forward to the new millennium we should remember that next year will also mark the onset of the second quarter century of a provincial archival organization in British Columbia. While the Association might move in some new directions what should not change is the commitment to developing an inclusive provincial archival network. The cornerstone of this network will be the recognition of the important role to be played by institutions of all sizes throughout the province in pursuit of the collective goal of preserving our documentary heritage.

Notwithstanding the historical successes of the archival and preservation advisory service, education program and the network co-ordination service, it is important that they not be "etched in stone". As the person responsible for drafting a total of six grant applications for the CCA and CAAT, I can readily attest to the temptation of simply recycling last year's grant applications and just adding new numbers. This would not, however, be in the best interests of the archival community and it would fail to take into account changes in the provincial archival landscape. In fact, one might suggest that if we are still attempting to do basically the same thing in the same way for several years then there is likely something wrong. Changing requirements in the archival community call on the AABC to become more responsive, more creative and more mindful of delivering programs that are cost-effective and efficient. As a consequence, the executive, in the course of developing its grant applications for the 2000/2001 year, have

incorporated some changes which we wanted to share with the membership.

First, in the process of rationalizing our programs and anticipating CAIN funding, we will split the Archives Advisor/Network Co-ordinator program into its two component parts -- each of which will be staffed by contractors equivalent to approximately half-time positions which reflects the current status quo. While the BC Archival Network Service will exist on its own, the archives advisor function will be integrated with the education program to create the BC Archival Education and Advisory Service.

This change was, in part, our response to Bill's decision not to continue in the archives advisory position next year. Appreciating what a great job Bill did as archives advisor and the high regard in which he has been held by the archival community, this news originally caused the executive some anxiety. But, following discussions, it occurred to us that this would be a great opportunity to revisit the archives advisor function to determine if there was something that could be done differently. In the end we decided to amalgamate two of AABC's most important initiatives to date -- those being education/training opportunities for archivists and archival advisory services provided to institutions throughout the province. The AABC feels that these services have been, and remain central to realizing the Association's objective of creating an inclusive network of archives and archivists throughout the province. In particular, these services are important to the smaller community-based archivists who, at times, lack formal archival education and find it difficult to access the information necessary to properly care for their part of the province's documentary heritage.

While this new development marks something of an administrative or organizational "repackaging" of activities previously provided, the Association feels that it will continue to deliver the services which have been long recognized as very important within the archival community. This change provides the opportunity to exploit the obvious synergy that exists between the general education of archivists and the professional development and training opportunities traditionally offered through the advisory services. There are clearly economies of scale as well as the opportunity to develop greater consistency and standardization by more formally integrating the two programs.

To carry out this service, the AABC will contract the services of an Archival Education and Advisory Co-ordinator. In general half this individual's time will be spend co-ordinating, delivering and developing basic level courses developed as part of the Community Archives Education Program (CAEP) as well as reviewing and revising existing course curriculum. The other half of the position would focus on the delivery of archival advisory services.

We believe that the amalgamation of the education and advisory functions will be a "good fit" because all of the activities in these two areas can be broadly categorized as education. By participating directly in the advising activities the contractor will be in a much better position to truly understand the general educational requirements of archivists around the province and also the best ways in which to deliver the necessary information. We are very excited about this opportunity and look forward to hiring a new contractor to assume this important position.

There will also be some changes in the focus of the BC Preservation Service as well as with the archives advisor function. Next year will see somewhat fewer site visits than has been the case in the past. For the next year more energies will be devoted to the development of generic tools and the compilation of information which can then be made available in electronic and print form to the whole archival community. We have opted to reduce the number of site visits in recognition of the fact that Bill, Rosaleen and Meagan over the years have visited virtually all of the repositories in the province that have expressed an interest in taking advantage of our advisory programs. We recognize that it is not terribly cost-effective to keep visiting the same institutions year after year. Scarce resources have to be focussed on creating the greatest "bang for the buck". While perhaps de-emphasizing site visits for next year, we recognize the importance of these activities and understand that there must be a provision for them even if on a reduced scale. As the visits of the archives advisor and the preservation co-ordinator are the principle links between the AABC and its institutions, we have attempted to co-ordinate the site visits of each program to ensure the maximum coverage possible.

These then are the basic changes that have been proposed for AABC's programs for the upcoming year. This represents the beginning of what should, and must, be an evolutionary process. As part of this process it is important that we continue to review both what is being done and how we are doing it. An important aspect of this process is the

solicitation of feedback to ensure the AABC programs remain relevant to the archival community we seek to serve.

While on the subject of the future, the executive has just reviewed the preliminary program prepared by Deidre Simmons and the rest of the program committee. The conference which will be held at the Richmond Inn April 28th and 29th promises to be both educational and entertaining. The annual conference provides one of the primary forums for exchanges between members of the archival community and it would be nice to see a large turnout. Those of you living outside of the Lower Mainland are reminded that there are travel/accommodation subsidies available for those participating for the workshops that are offered both before and during the conference.

So, having completed my task – Dickensian theme and all -- I will again allow my consciousness to return to those pleasant Christmas images and I will close my rambling remarks by wishing everyone happy holidays and the very best for an uneventful passage into the new millennium.

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AABC Executive Minutes

Minutes of the September 13, 1999 AABC Executive Meeting

1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held August 9, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives reported that he has been in communication with Provincial Archivist Gary Mitchell and has received word that CAAT would entertain a grant request that would include support for the administration of the AABC's province-wide activities. The Executive discussed the structure of such a request.

Action: Chris Hives and Lynne Waller will develop a grant proposal in an attempt to secure funds to support AABC activities relating to programme administration.

The President discussed the progress of the working group developing an instrument to augment the Need Assessment Survey. This secondary survey will not likely be completed before the end of September. The Executive discussed methods to distribute the completed questionnaire. The President recommended setting aside funds to cover copying and mailing costs.

Chris Hives reported that Leslie Field has begun his contract to produce a web version of the Manual for Small Archives.

The President discussed his attendance at a recent meeting of the Archives Advisor / Network Coordinator Advisory Committee. The meeting served to advise new members of the committee of the program's mandate, to update members on Bill Purver's schedule and work plan and to develop priorities for the remainder of the year.

Chris Hives discussed the need to address the possible changes to the AABC's programs for the next fiscal year. Proposals should be developed within the next six weeks to facilitate consultation.

The President discussed the status of the current issue of the Newsletter and the issues remaining for this fiscal year. In the absence of a co-editor, he has been assisting Leslie Field in the production of the Newsletter. He feels that the production of the electronic version will result in a significant financial savings to the Association. In addition, Chris Hives has begun soliciting advertisers for upcoming issues.

3. Treasurer's report

Lynne Waller presented the second financial statement developed by Malish and Clark utilizing the new system of accounts. She reported that the system is working well, providing her with the flexibility to suggest codes and review

statements prior to delivery to the accountant. In addition, Lynne Waller presented a draft of a file classification plan to better organize the Association's financial records.

The Treasurer reported the success of the new system developed to retrieve and circulate the Association's mail. Lynne Waller noted that the Education Coordinator is now forwarding workshop registration cheques directly to her for deposit.

Lynne Waller expressed caution at the current state of the AABC's finances. According to the general account schedule, revenue and expenses are about equal. She feels that after September 1999, the Association must begin to use surplus funds to cover expenses.

She recommended that the Executive determine the minimum surplus needed in the AABC's account to support operations in the event of a funding problem.

The Treasurer reported that Evelyn Peters McLellan has agreed to act as Conference Treasurer. She noted that Evelyn would like to meet with other members of the Committee as soon as possible to set conference budget priorities.

4. Strategic Planning Forum

The Executive discussed the need to solicit member input regarding proposed changes to the AABC's program structure. The Executive decided to host a strategic planning forum to solicit comments from Regional Representatives and Committee Chairs about the direction of the Association. It was concluded that a two day meeting should be scheduled for late October or early November to be held in Vancouver.

Action: Dorothy Lawson will contact the Regional Representative to discuss dates for a meeting and to determine the necessity of subsidizing travel and accommodation.

Action: Lynne Waller will investigate possible sites for the accommodation of members and venues for meetings.

5. Membership

Marnie Burnham reported on the status of membership renewals. The Executive expressed concern at the drop in the number of individual members. It was concluded that a portion of this decrease should be attributed to the increase in fees. The Executive acknowledged a need to increase individual membership. Chris Hives suggested including a discussion of professional community service within the president's message in the next newsletter.

The Executive addressed the issue of lapsed membership. It was decided that, after the first four months of the current fiscal year, members who have not yet paid their membership fees will no longer be provided with the benefits of membership including the newsletter and the member directory.

The Executive concurred with the Membership Committee's recommendation to approve the granting of an institutional membership to the City of Coquitlam.

6. Volunteers

The Executive examined a list of current AABC members with the intent of creating a list of candidates to fill the numerous vacancies on AABC committees. Lists were developed to fill vacancies on the Membership Committee, the Conference Program and Local Arrangements Committees, and the Editorial Board.

7. AABC Conference 1999/2000

The Executive discussed the upcoming AABC Conference to be held in the Lower Mainland in May 2000. Given the current state of the Associations finances, the Executive expressed a commitment to holding a revenue neutral event.

8. Committee reports

Francis Mansbridge reported on efforts to combine the two grants committees into a single body. He noted that these committees are currently in the process of re-evaluating the points system for rating grant applications. He feels it is important to develop a better system for tracking previous grant applications.

Next meeting : 4 October 1999 1 pm.

Minutes of the October 4, 1999 AABC Executive Meeting

1. Approval of minutes from previous meetings

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

2. President's report

Chris Hives reported that the current issue of the AABC Newsletter was near completion. The mailing of the Newsletter will be coordinated with the distribution of the Membership Directory.

The President discussed the grant request for administrative funds developed with the assistance of Lynne Waller. The Executive reviewed the details of the request submitted to the B.C. Archives. The President recommended that, in future, program administration costs be built into funding proposals.

Chris Hives reported that he has contacted Provincial Archivist Gary Mitchell regarding this year's second installment of grant funding to help ensure that funding will be forwarded in a timely manner.

Chris Hives noted that the production of a web version of the *Manual for Small Archives* is proceeding on schedule. It is hoped that this contract will be completed by the end of November.

The President responded to a query from Jane Turner regarding subscription to the newly developed Archives B.C. listserv. The President stated that a number of individuals had already subscribed. Erwin Wodarczak will be posting an announcement on ARCAN-L. An additional notice will be included in the next issue of the AABC Newsletter.

Chris Hives and Francis Mansbridge updated the Executive on the technical specifications established for the CAIN initiative. Bill Purver has drafted a response to the CCA Committee confirming that BCAUL is compliant with established standards.

3. Treasurer's report

Although Lynne Waller was unable to attend the Executive meeting, she submitted a thorough written report of the AABC's finances, including statements to August 31, 1999.

The Treasurer reported that the three program accounts at the Hong Kong Bank of Canada have been closed. All transactions will now take place within one main account.

Lynne Waller's report included a discussion of the Finance Committee's attempts to get reduced rates on postage. The Finance Committee is in the process of submitting the documentation to obtain a mail subsidy from the Department of Canadian Heritage. The Treasurer requested feedback from the Executive to determine whether the required paper work is a worthy investment of time.

The Treasurer reported that the Finance Committee is investigating issues relating to administrative costs and grant funding. The Committee is conducting a survey of other non-profits to determine how their budget process accommodates administrative costs.

4. Membership

In the absence of an active Membership Committee, Marnie Burnham presented an application for institutional membership submitted by the Resource Centre of the Satellite Video Exchange Society (Video In Studios). The Executive concurred with the recommendation to approve the granting of an institutional membership.

Chris Hives reported that he would be giving a presentation to students in the Master of Archival Studies program at UBC on October 13th to encourage them to become members of the Association.

5. Volunteers

The Executive reported on efforts to locate volunteers to fill numerous vacancies on AABC committees. The following members have agreed to participate:

Membership Committee: Carrie Stevenson and Dovel Buie

Editorial Board: Jennifer Mohan

Conference Programme Committee: David Wardle

Grants Committee: Stephen Fleming

The Executive agreed that a committee to plan the 1999-2000 AABC Conference must be formalized by mid November.

6. Proposed 'Archives Day'

The Executive discussed a proposal to establish a province-wide 'Archive Day'. The Executive agreed that Year 2000 celebrations provide an opportunity to increase awareness about heritage and heritage institutions. It is felt that such an initiative should be delegated to the AABC Advocacy Committee.

Action: Jane Turner will request that the Advocacy Committee develop a proposal for an 'Archives Day'.

7. Strategic Planning Session

The Executive discussed plans for a strategic planning meeting to be held at the end of October with AABC Committee Chairs and Regional Representatives. While tentative dates have been established and accommodations reserved, it is still unclear as to whether attendance will be adequate.

8. Committee reports

Grants Committee

Francis Mansbridge discussed strategies to distribute CCA grant applications to AABC institutional members. He mentioned that it may be possible to circulate much of this information electronically.

B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson discussed the progress of the Preservation Committee. The Committee is examining possible revisions to the structure of workshops. The Preservation Service is progressing according to established work plans and within budget. She noted that there is a possibility that one position on the Committee may become vacant in the near future.

Next meeting : 8 November 1999 1 pm.

1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held October 4, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. Proposed 'Archives Day'

Aaron Vidaver, Chair of the AABC Public Awareness, Advocacy and Legislation Committee reported to the Executive on early investigations into establishing a province wide 'Archives Day' during mid-2000. The Advocacy Committee concurs that such an event would be positive; increasing public awareness of archives and related heritage issues. Aaron Vidaver reported that the Advocacy Committee had conducted a survey of other provincial archives associations to determine how such public awareness events are structured. The Archives Society of Alberta is the only provincial association to organize such an event. For the past three years, the ASA has hosted an 'Archives week' during October commemorated with an on-line exhibit, a poster and locally sponsored events.

The Executive felt that 'Archives Day' should be formally recognized by the Provincial Government. Chris Hives recommended speaking with Provincial Archivist Gary Mitchell to determine how such events are placed on the agenda.

Action: The Public Awareness, Advocacy, and Legislation Committee will continue to investigate the logistics of establishing an 'Archives Day' during the 2000-2001 fiscal year.

3. Proposed Archives Legislation

Aaron Vidaver reported that the Advocacy Committee was preparing a report proposing provincial archives legislation. The Committee hopes to present the document at this year's annual general meeting in late April. The Executive supports their efforts but requested that the report be completed by early March and submitted to the Executive for feedback prior to presentation to the general membership.

4. President's report

Chris Hives reported that he had not heard back officially from the Provincial Archives regarding the grant application for funds to support the administration of AABC programs for the 1999-2000 year.

The President noted that he had contacted the Provincial Archives regarding the second installment of grant funds. It is expected that funding will arrive in late December or early January.

Chris Hives stated that grant applications and guidelines had been received from the CCA for distribution. As these forms are now available electronically via the CCA website, it is hoped that the AABC will have an opportunity to reduce postage and duplication costs. Chris Hives is in the process of contacting member institutions to determine if they are willing to access the information electronically. He confirmed the Executive's commitment to ensure that everyone receives access to this information. As a result, members he is unable to contact will receive, by default, paper copies of the forms via the mail.

The President noted that a Newsletter Editorial Board has been assembled. The members of this board will be Jennifer Mohan, Marta Mafti, and Barb Towel. The Executive expressed its appreciation for their willingness to participate.

Chris Hives distributed a sample from the on-line version of the *Manual for Small Archives*. It is hoped that this version of the *Manual* will be completed by the end of November.

5. Treasurer's report

Lynne Waller presented financial statements to 31 September 1999. She reported that the three extra bank accounts used in the past for the grant programs, have been closed. Account surpluses arising from bank interest and transfers

from the administration account will be examined and redistributed during fiscal year end preparations.

The Treasurer reported that the AABC currently holds \$20,000 in GIC's. She recommends that, to ensure that the Association can function in an emergency, \$45,000 be available in surplus funds.

Lynne Waller asked for feedback regarding a proposed audit of the AABC's accounts. She presented a letter from accountant Steve Malish of Malish and Clark concluding that an audit was unnecessary given the current level of financial management. The Executive agreed that, at this point in time, an audit would not be a good investment given the expense of the procedure and the present state of the accounts.

The Treasurer provided an update on efforts to secure rebates on the AABC's GST expenditures. She will recommend how to proceed once further information has been received from the accountants and the Canada Customs and Revenue Agency.

The Executive agreed with Lynne Waller's recommendation to renew the Directors' Liability Insurance with Chambers Olsen.

6. Request from Northwest Archivists

Marnie Burnham reported that she had received an e-mail from the Northwest Archivists. The Chair of the Conference Program Committee requested a copy of the AABC membership list to enable their organization to distribute materials promoting their upcoming conference and workshops. Marnie Burnham inquired as to the AABC's policies on sharing such information. The Executive concluded that while they felt it was inappropriate to supply this organization with the membership list, arrangements could be made to provide advertising space in an upcoming newsletter.

Action: Marnie Burnham will contact the NWA to offer a reciprocal arrangement regarding conference advertising.

7. Spring Planning Forum

Consideration of this event will be deferred until Jane Turner is available to participate in the discussion.

8. AABC Conference 2000

Chris Hives discussed the progress of planning for the 2000-2001 conference to held in Richmond. Deidre Simmons has agreed to chair the Programme Committee with assistance from David Wardle. The Executive discussed potential volunteers for the Local Arrangements Committee.

Action: Lynne Waller will investigate potential venues in Richmond for the Conference.

9. AABC Grants 2000-2001

Chris Hives outlined the proposed grant applications for the upcoming fiscal year. He recommended that the Executive and the Archives Advisor/ Network Coordinator Advisory Committee begin to think about potential projects that might be supported through the CAIN initiative.

10. Committee reports

B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson reported that the Preservation Committee had met to discuss proposed revisions to courses and to review the budgets for the C.C.I. workshops. In addition, Rosaleen Hill had presented a proposal relating to the development of preservation kits. Dorothy Lawson also welcomed Jennifer Roberts as a new committee member.

Grants Committee

Francis Mansbridge updated the Executive on efforts to distribute information relating to 2000-2001 grants.

Next meeting : 13 December 1999, 1 pm.

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**The British Columbia Archival Network:
A Retrospective (Part 1)**
by Bill Purver

As the odometer of time clicks over into a new millennium, it is timely to reexamine the role of the AABC and its B.C. Archival Union List initiative relative to the evolving provincial archival network. The union list, as a provincial registry for fonds and collection level descriptions of archives in publicly-accessible repositories throughout the province, has been viewed by the Association not only as the cornerstone in the development of provincial web-based archival resources but as an infrastructure around which to build programs and mechanisms designed to be inclusive for all archival institutions, both large and small, in the province. This inclusivity, and an attendant focus on education and advocacy, has characterized all stages of the BCAUL program, and has been cited as a model by other provincial associations, the Canadian Council of Archives (CCA) through its Canadian Archival Information Network (CAIN) initiative, and various international projects, including most recently those of the Scottish Archival Network and the Welsh Archival Network.

What has allowed British Columbia to assume a leadership role in network development in Canada has been the active participation, enthusiasm and cooperation of individual archives in every corner of the province. The successes of AABC initiatives pale in comparison to the many achievements of archival institutions of all sizes in adapting, over the last decade, to new ways of analyzing and processing records and to making archival resources accessible in their communities and beyond.

Success stories abound as smaller archives from Smithers to Quesnel to Kaslo to Oliver to Enderby to Lytton to Powell River to Port Alberni to Lake Cowichan to White Rock, to name just a very few, have applied national standards and created or developed vibrant archival programs. Medium-sized archives in various regions have often supplied the spark for much of this development, witness the tremendous achievements of municipal or community archives in Richmond, Victoria, Vernon, Nanaimo, Mission, and Fort Steele (again, to name just a few) to adapt to new standards and to assist other archives in their regions.

In some ways, many of the larger archives have been driven to change their foci as a result of the examples set by smaller or medium-sized archives around them. Success, of course, has come with a big bang for a variety of large institutions, witness as one example the tremendous achievement of the City of Vancouver Archives in using standards as the basis for its comprehensive online access system.

In addition, the achievements of specialized archives in the province should be recognized. To mind immediately are the examples of archives serving various religious bodies. The Sisters of St. Ann in Victoria, Anglican Church archives around the province, and the United Church BC Conference Archives in Vancouver have all been leaders in adopting standardized approaches to managing their archival holdings and services.

University archives in the province have played a significant role as models for the implementation of standards and the development of access mechanisms to archival holdings through a network setting. The University of British Columbia has provided the expertise and leadership for the BC Archival Union List project from its inception, and its impressive application and implementation of standards has enabled the UBC Archives to achieve national recognition for its innovative web-based resources. Standardized practices for all archival functions have been the hallmark of the Simon Fraser University and University of Victoria Archives experiences, providing models of all aspects of archival work for institutions throughout the province, and sharing these models through the development of comprehensive web sites.

The provincial government archives, through its achievements with its web-based indexes and digitization, has also provided the archival community with internationally-acclaimed examples of how archives can be made interesting and accessible to a large community of users. Its Community Archives Assistance Program (CAAP) has provided funding to the AABC for its network initiatives and needed financial resources to institutions around the province faced with adapting to the challenges of the modern archival world.

The role that the AABC and its network initiatives have played in these achievements have been cited by many participating repositories, as well as by media outlets and the general public in reaction to the AABC's various programs and online resources. Initiatives such as those undertaken by the AABC can never be considered to be completely successful. There are still archives in the province struggling to adapt to archival standards, and, thus, to become full partners in the archival network enterprise provincially, and by extension, to the developing national network. Many of these institutions have had to deal with diminishing resources at a time when heightened expectations have been made of them as to the activities and services they should be carrying out and delivering. As more avenues of funding become available, as the BCAUL model is replicated, modified and adapted at the national level through the developing Canadian Archival Information Network, these institutions will be able to access resources to assist them in becoming full partners in the provincial and national networks.

Archives in British Columbia, if they step back to view the archival world outside of a narrow provincial perspective, should feel pride in their many accomplishments and in the fact that the province is viewed nationally as being a leader in so many aspects of archival network development. The province as a whole, through the energy, commitment, foresight and spirit of cooperation of its many archives, has provided a model for network initiatives well beyond our provincial borders.

The AABC, in its role as provincial representative on the Canadian Council of Archives, is committed to assist in the carrying out of the CCA's primary mandate, that of building a national archival system. The AABC's web based resources are ever developing, as are the functionalities of its BCAUL system. In the next issue of the AABC Newsletter, Part 2 of this retrospective will examine how archives throughout BC have exploited various of these functionalities and resources and will report on new opportunities for individual archives that the CCA's Canadian Archival Information Network initiative will provide

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A Guide to Archival Repositories in B.C.

by Bill Purver

GUIDE UPDATES

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

1. City of Surrey Archives

new email address: pnjohnson@city.surrey.bc.ca

2. Kootenay Lake Archives

new email address: archives@klhs.bc.ca

new web address: <http://www.klhs.bc.ca/KLHS/ARCHIVES.HTML>

3. Esquimalt Municipal Archives

new contact name: David Parker, Archivist

new email address: parkerd@mun.esquimalt.bc.ca

4. Chase and District Museum and Archives

new email address: cdma_chin@direct.ca

5. Delta Museum and Archives

new contact name: Laura Cheadle, Archivist

6. New Westminster Museum and Archives

new contact name: Jacqueline O'Donnell

new phone number: (604) 527-4640

new fax number: (604) 527-4641

new email address: jodonnell@city.new-westminster.bc.ca

new web site address: <http://www.city.new-westminster.bc.ca/cityhall/museum/index.html>

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BC Archives Preservation Service Update

by Rosaleen Hill

[Site Visits](#)
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The AABC re-launched the BC Archives Preservation Service (BCAPS) in June 1999. It has been a busy six months since then. In addition to the implementing the regular BCAPS services the focus for this program year has been to:

- highlight the need for disaster planning at the institutional level
- review and evaluate the BCAPS program so that future preservation strategies can be developed for the archival community in BC

In order to determine the future preservation strategies a preservation database was compiled to assist in assessing the situation and allow for priorities needs to be identified.

This database acts as a snapshot of where we are as a province in terms of preservation standards and requirements. 168 institutions are included in this database. They include AABC institutional member and non-members with archival collections. The following statistics drawn from the database give a general idea of where we are as a province and certainly highlight areas that need attention.

- 106 of the 168 are AABC institutional members
- 62 of the 168 are not AABC institutional members
- By the end of the year:
 - 85 of the current 106 AABC institutional members have received a site visit
 - 56 of the 62 non- institutional members have received a site visit (90%)
 - 70 of the 85 AABC institutional members have received a full facility assessment (82%)
 - 18 of the 85 AABC institutional members have received either abbreviated follow-up reports or preservation information packages (21%)
 - 18/106 have disaster plans (17%)
 - 22/106 have acceptable environmental control (21%)
 - 25/106 have used the environmental monitoring loan kit program (24%)

In addition to the future program planning, BCAPS has been operating all of the standard services: facility assessments, collection surveys, disaster planning and assistance, environmental monitoring loan kits, workshops and the conservation hotline.

Site Visits

Site visits have been made in the Lower Mainland, the Prince Rupert/Kitimat region and the Okanagan. During site visits this year the Revelstoke Historical Association Archives and the Oliver and District Archives stood out as being two institutions which have significantly upgraded their Archival storage areas. Congratulations!

Site visit trips are planned for the South Island during the week of 10-14 January and the North Island during the week of 6-10 March. If you would like to book a site visit during one of those weeks please contact Rosaleen at:

tel/fax 604/709-9263 or by e-mail at rhill@aabc.bc.ca

Workshops

The two preservation workshops currently offered by the AABC Education program "Principles of Conservation Management and Emergency Planning" and "Care and Handling of Photographs" have been reviewed, updated and are now offered in a PowerPoint format. The "Principles of Conservation Management and Emergency Planning" workshop was given in Victoria on 18-19 November to a small but spirited group! "Care and Handling of Photographs" is scheduled for 24-25 February in Nanaimo. This is an important follow-up workshop to the "Principles of Conservation Management and Emergency Planning" workshop. It is a lot of fun as part of the "preservation of photographs" day is spent learning about how to identify historic photographs. BCAPS now has a wide variety of historic photographs in the workshop collection, in addition to Rosaleen's collection, for use in this identification session!

The AABC/BCAPS also hosted a successful Canadian Conservation Institute Workshop "Storage Planning for Cultural Facilities" 1-2 November at the Vancouver Public Library. The VPL proved to be particularly good venue as we were able to have tours of the Special Collections Storage Vaults included as part of the workshop. The "Storage Planning for Cultural Facilities" workshop focused on the protection of collections from the agents of deterioration. The damaging effects of improper temperature and relative humidity, light, pollution and contaminants, fire, theft, pests and water and moisture were examined. Participants worked through the process of storage planning and design, including space analysis, layout, structural requirements and scheduling.

Environmental Loan Kit

The environmental loan program has proved to be very busy this year. The dataloggers are booked for the whole year and we have the start of a waiting list for next year. So if you are planning on borrowing a datalogger or other environmental loan equipment it would be worthwhile making arrangements soon.

Disaster Planning

Both the North Island and Fraser Valley AABC Regional Groups invited Rosaleen to speak at their regional meetings about disaster planning. In both sessions an informal discussion about disaster planning and other preservation related topics was offered.

In disaster prevention/assistance news BCAPS will be organizing and purchasing disaster salvage supply kits. One kit will be allocated per AABC region. Rosaleen will be contacting regional representatives early in January to arrange for one centrally located institution to house the supplies. The materials in these kits will be available to AABC institutional members in the event of a disaster.

This has been a busy and rewarding six months for the BC Archives Preservation Service. As always, if you have any suggestions for BCAPS or would like assistance with preservation questions please contact Rosaleen Hill at:

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Vancouver, BC
V5T 4T1
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AABC Newsletter

Volume 10 No. 1 Winter 2000

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AABC Newsletter

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AABC Homepage

aabc.bc.ca

How to join the AABC

aabc.bc.ca/aabc/meminfo.html

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

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

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Submission deadlines:

Summer - June 15, 2000

Fall - September 15, 2000

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

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Last updated
March 21, 2000

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

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

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

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

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

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

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

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

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

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

Domain 1: Requirements for Preserving Authentic Electronic Records.

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

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

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

Domain II: Appraisal Criteria and Methods for Electronic Records

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

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

Domain III: Methods and Responsibilities for Preserving Authentic Electronic Records

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

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

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

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

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

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

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

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

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

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

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

* * *

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AABC Newsletter

Volume 10 No. 2 Spring 2000

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

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

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

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

Wednesday & Thursday, April 26-27

9:00-4:30

Management of Archives

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

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

Location: Richmond Inn

Thursday, April 27th

6:00-8:00

[Opening Reception - Richmond Archives](#)

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

Conference Program

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

8:30-9:00

8:30-9:00

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

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

10:15-10:30 Coffee and Refreshments

10:30-1200 Concurrent Sessions

Archival Access in a Legislated Environment

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

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

Chair: Jana Buhlmann, National Archives

Initiatives for the Future

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

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

Chair: Preben Mortensen, West Vancouver Archives

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

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

1:30-4:30 Concurrent Workshops

Cold Storage for Photographic Material

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

Digitization for Archives

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

**Starting at
6:00**

Evening Banquet - Ukrainian Community Centre, Richmond

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

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

Concurrent Sessions

Archivists of the Future

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

Speakers:

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

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

Carrie Stevenson "Users, Advocacy and Archives"

Lara Wilson "Appraisal of Photographs: A Consideration"

Chair:

Barb Towell, Greater Vancouver Transportation Authority

Institutional Standards

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

Chair:

Jane Turner, Archives Association of British Columbia

10:15-10:30

Coffee and Refreshments

10:30-12:00

AABC Annual General Meeting

12:00-1:30

Lunch (on your own)

1:30-3:00

Concurrent Sessions

Archival Outreach

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

Speakers:

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

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

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

Chair:

Marie-Helene Robitaille, Societe Radio-Canada

Acquisition and Use of Archival Records

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

Speakers:

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

Chair:

Deidre Simmons, Conference Planning Committee

3:00-3:30

Conference Wrap-Up

* * *

The Friends of the Richmond Archives

Invite you to attend the

OPENING RECEPTION

Archives Association of British Columbia

Conference 2000

City of Richmond Archives

7700 Minoru Gate

Richmond BC V6Y 1R9

Thursday April 27, 2000

6-8 p.m.

RSVP: kyoung@city.richmond.bc.ca

or (604) 231-6430

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AABC Newsletter

Volume 10 No. 2 Spring 2000

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

Jane Turner

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

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

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

Major problems include:

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

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

SUMMARY OF CHALLENGES AND SOLUTIONS

1. Administrative Needs:

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

Solutions:

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

implement in a flexible, consultative manner

Responsibility: Executive

2. Financial Needs:

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

Solutions:

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

Responsibility: Executive, Finance Committee, Education Committee

3. Membership Needs:

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

Solutions:

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

Responsibility: Executive, Membership Committee, Advocacy Committee

4. Communication Needs:

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

Solutions:

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

Responsibility: Executive, Internet Committee, Advocacy Committee

5. Education Needs:

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

Solutions:

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

Responsibility: Executive, Education Committee

6. Institutional Development Needs:

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

Solutions:

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

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

7. Regional Needs:

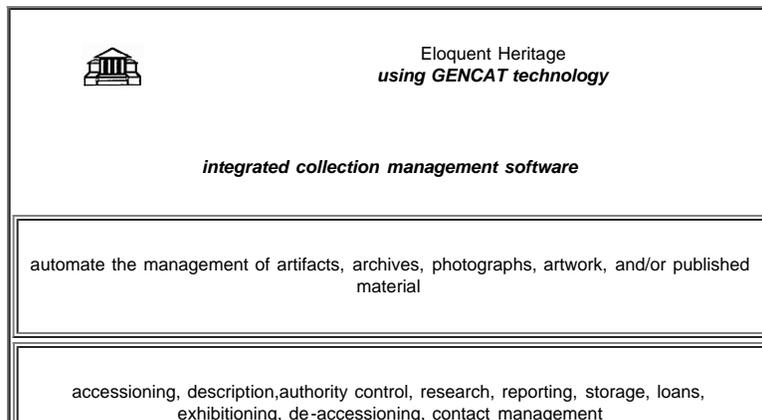
The challenge for the AABC is to promote the development of regions by using regional representatives.

Solutions:

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

Responsibility: Executive, Regional Representatives

* * *



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AABC Newsletter

Volume 10 No. 2 Spring 2000

Notes

South Vancouver Island Regional Group

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

Michael Carter
AABC South Vancouver Island Regional Representative

The Archivist's Toolkit

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

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

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

Thank You

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

**Archives Advisor /Network Coördinator Advisory
Committee**

Internet Committee

Erwin Wodarczak (Chair)

Wendy Hunt (Chair)

Heather Gordon

Erwin Wodarczak

Cheryl Linstead

Conference - Local Arrangements Committee

Lynne Waller

George Brandak

Conference - Program Committee

Deidre Simmons (Chair)

David Wardle

Cheryl Linstead

Peter Johnson

Education

Jana Buhlmann

David Wardle

Linda Wills

Elections and Nominations

Jim Burrows

Finance Committee

Lynne Waller

Heather Gordon

Leslie Field

Ann Carroll

Membership Committee

Marnie Burnham

Carrie Stevenson

Dovelle Buie

Newsletter Editorial Board

Jennifer Mohan (Chair)

Barb Towell

Patti O'Byrne

Marta Maftai

Leslie Field (Technical Editor)

Preservation Advisory Committee

Ken Young (Chair)

Jacqueline O'Donnell

Jennifer Roberts

Public Awareness, Advocacy and Legislation Committee

Aaron Vidaver (Chair)

Evelyn Peters McLellan

Richard Dancy

Melanie Reaveley

Raymond Frogner

Peter Johnson

Chris Petter

Grants Committee

Barb Towell

Francis Mansbridge (Chair)

Dorothy Lawson

Wendy Hunt

Laura Cheadle

Stephen Fleming

Frances Fournier

David Webber

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

Chris Hives

Opting Out of Paper Copy of AABC Newsletter

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

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AABC Newsletter

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President's Message

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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AABC Newsletter

Volume 10 No. 2 Spring 2000

AABC Executive Minutes

Minutes of the December 13, 1999 AABC Executive Meeting

1. Approval of minutes from previous meeting

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

2. President's report

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

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

3. Treasurer's report

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

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

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

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

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

bookkeeping services.

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

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

5. Newsletter Editorial Board

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

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

6. AABC Grants 2000-2001

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

7. AABC's relationship with contractors

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

8. Spring Planning forum

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

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

9. AABC Conference 2000

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

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

10. Committee reports

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

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

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

11. Manual for Small Archives

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

Next meeting: January 17, 2000, 1 pm

Minutes of the January 17, 2000 AABC Executive Meeting

1. Approval of minutes from previous meeting

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

2. President's report

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

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

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

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

3. Treasurer's report

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

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

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

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

Treasurer.

5. AABC Grants 2000-2001

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

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

6. Education Program

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

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

7. Nominations Committee

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

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

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

9. Spring Planning Workshop

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

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

10. AABC Conference 2000

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

Next meeting: 13 March 2000 1 pm

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British Columbia Archival Network (Part 2)

by Bill Purver

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

B.C. Archival Network Today

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

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

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

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

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

Canadian Archival Information Network (CAIN)

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

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

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

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

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

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

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

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

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

British Columbia Archival Network (Future Directions)

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

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

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

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A Guide to Archival Repositories in B.C.

by Bill Purver

GUIDE UPDATES

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

1. West Vancouver Museum and Archives

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

2. Satellite Video Exchange Society

new contact name: Stuart Folland

new email address: videoout@telus.net

3. Greenwood Museum (Greenwood Heritage Society)

new contact name: Wendy King

new fax number: (250) 445-6355

new email address: wenking@direct.ca

4. Trinity Western University Archives and Special Collections

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

5. Mission Community Archives

new email address: maius@telus.net

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

6. Esquimalt Municipal Archives

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

new fax number: (250) 414-7114

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

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

8. Elphinstone Pioneer Museum

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

9. Delta Museum and Archives

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

10. Anglican Diocese of BC Archives

email address: synod@acts.bc.ca

11. Anglican Diocese of Caledonia Archives

new email address: jadavies@citytel.net

12. Alder Grove Heritage Society

new phone number: (604) 857-0555

email address: history@valleynet.bc.ca

13. Armstrong Spallumcheen Museum and Art Society

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

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

14. Alert Bay Library and Museum

email address: abplb@island.net

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

15. British Columbia Teachers' Federation

contact name: Stacey Overby

phone number: (604) 871-2232

email address: soverby@bctf.bc.ca

16. Canadian Airlines International Corporate Archives

email address: andrew_geider@cdnair.ca

17. Creston Archives (Creston and District Museum)

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

18. Gulf of Georgia Cannery Society Archives

new email address: lynne_waller@telus.net

19. Mackenzie and District Museum

email address: chrisj@perf.bc.ca

20. Fort St. John-North Peace Museum

email address: fsjnpmuseum@ocol.com

21. Saanich Municipal Archives

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

22. Trail City Archives

email address: jdforges@cityoftrail.com

23. U'mista Cultural Centre

email address: umista@island.net

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

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

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

25. Greater Vernon Museum and Archives

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

26. Barkerville Historic Town

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

27. Historic Hat Creek Ranch

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

28. Historic Yale Museum

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

29. Archives of the Archdiocese of Vancouver

contact name: Archdiocesan Archivist

phone number: (604) 443-3207

fax number: (604) 443-3206

30. Saanich Pioneers' Society Museum and Archives

contact name: Laurette Agnew , Archivist

email address: laurjimag@home.com

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

31. Sooke Region Museum

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

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

32. South Peace Historical Society Archives

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

33. City of Victoria Archives

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

34. Salt Spring Island Historical Society Archives

contact name: Mary Davidson , Manager

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

35. Enderby and District Museum

email address: edms@jetstream.net

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

36. City of White Rock Museum and Archives

contact name: Chak Yung , Archivist

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

37. Comox Archives and Museum

New Entry:

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

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

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

Contact Person: Archivist

Phone Number: (250) 339-2885

Fax Number: (250) 339-7110

E-mail address: cams@island.net

Days and Hours of Operation:

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

Holdings:

Total Volume: 3 meters

Inclusive Dates: 1920 - Present

Acquisition Policy/Holdings Summary:

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

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AABC Newsletter

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Preservation and the World Wide Web – Part II

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

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

Standards Organizations

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

Standards Council of Canada www.scc.ca

International Organization for Standardization www.iso.ch

American National Standards Institute www.ansi.org

National Institute of Standards and Technology www.nist.gov

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

National Media Lab www.nml.org

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

CD-Info Company www.cd-info.com

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

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

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

Kodak www.kodak.com

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

Also available is the full list of Kodak publications.

Image Permanence Institute www.rit.edu/ipi

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

Specs Bros. Video Restoration www.specsbros.com

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

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

www.solinet.net

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

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

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

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

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

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

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AABC Newsletter

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How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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

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Secure the Shadow: The Appraisal of Photographs^[1]
by Lara Wilson

"Secure the Shadow, Ere the Substance Fade, / Let Nature imitate what Nature made" – this is one of the photographic industry's earliest slogans. The notion that photography captures reality endures today for each year billions of photos are taken for many purposes. The art historian John Berger observes that within 30 years of photography's discovery in 1839 the technology was used for among other things, police filing, war reporting, military reconnaissance, encyclopaedic documentation, pornography, family albums, postcards, and anthropological records. [2] In the 1985 Records and Archives Management Programme (RAMP) study on photograph appraisal, William H. Leary identifies numerous government and non-government image types. Government photograph types include: personal identification and ceremonies, construction progress, training aids, publicity, programmes, military activities, agriculture, nature, science and technology, and social welfare subjects. Non-governmental photograph types include: newspaper, commercial, and amateur. This last category includes the ubiquitous snapshot. [3] Regardless of the subject matter and type, the compelling verisimilitude of this technology perpetuates photographs' documentary use.

However, appraisal of such diverse and numerous images poses a challenge to archivists, who, as Hugh Taylor observes, "are reared for the most part on the heavy gruel of text." [4] Archivists must work against the societal notion that photographs are objective records of reality, and realize their meanings and functions are subjective and elusive. Hence, the metaphor to "Secure the Shadow" takes on a new meaning - that of the archival appraisal of photographs. During appraisal, an archivist must take into consideration the medium's unique attributes while also being mindful of general archival concerns, such as determining photographs' evidential and informational values.

This paper discusses the issues surrounding, and the development of guidelines for appraisal of photographs. Significantly, a brief consideration of the literature reveals a dearth of comprehensive studies on the specific topic of photograph appraisal. The topic has not evoked much discussion of late; perhaps it is overshadowed by concerns regarding electronic records, which affect all records as digitization becomes more widespread. However, an understanding of the photographic medium and the issues surrounding photo appraisal is beneficial to archivists, since the majority of archival repositories in Canada acquire photographs. My paper identifies the significant issues in photograph appraisal, namely cultivation of knowledge about the medium and visual literacy, and the identification of evidential and informational value. These issues are then considered in relation to the development of appraisal guidelines, in particular those of the National Archives of Canada.

A thorough knowledge of the medium, its attributes and functions in society assists in determining appraisal criteria. In 1977 Richard J. Huyda observed that "Recognition of the significance of photographs depends upon an understanding of the historical developments depicted in the images and of photographic technologies, aesthetics and attitudes." [5] However, soon afterward Terry Cook identified a problem in special media divisions -- that of the elevation of aesthetic value over documentary concerns. Such connoisseurship, he believed, stressed the individual collectible item over the series of organic records functionally related to the parent body, and it reduced the archivist to a curator. [6] Debra Barr also touched on this issue of archivist as curator in her 1985 thesis. According to Barr, the difference between the two professions is that curators are concerned with the scholarly use of records, while archivists

"must protect the administrative value of official records." However, Joan Schwartz, the chief photography specialist at the National Archives of Canada, has countered: "The pejorative tone attached to the term 'curator' usually derives from the erroneous assumption that a photo-archivist is motivated by the same concerns as the curator, namely artistic merit or connoisseurship. But aesthetic considerations are a minor element of the archival appraisal of photographs and merit attention only for the way in which they contribute to 'the consequences wanted by the author.'" [7]

Clearly, a photograph's aesthetic content is only one of its attributes, and certainly one that presupposes artistic intentionality of the creator. What is more significant, and must be taken into consideration during appraisal, is the image's potential variety of meaning. Huyda acknowledges what photo-theorists have also recognized, namely that "a photograph is not a facsimile of a total reality at some moment in time. Every photograph is altered in some manner by the intention of the creator, the nature of the apparatus, the film, the processing and printing, and the unique interpretation of the photograph by each viewer." [8] Similarly, Susan Sontag has observed that, being a product of interconnecting social relations, a photograph has many meanings. Yet, photography's photochemical and mechanical process contribute to belief in its neutrality; photography's myth is that the camera confers truth. [9]

Understanding the complexity of photographic messages requires a visual literacy on the part of the archivist. Visual literacy is a somewhat imprecise concept defined as "the ability to understand and use images and to think and learn in terms of images." In a 1996 Archival Issues article, Elizabeth Kaplan and Jeffrey Mifflin posit three levels of visual literacy: superficial, concrete, and abstract. Superficial perception is the immediate determination of what a photograph is "of" – its "of-ness." The second or concrete level refers to subject content, or "aboutness." This second level requires "more complex ways of thinking about the images and requires specific historical knowledge of circumstances or events, participants, techniques, and more." However, it is the third level of visual literacy that draws upon the analytical skills of the archivist-viewer, and her or his familiarity with the medium. According to Kaplan and Mifflin, the abstract level involves the perception of the image's visual elements. They note that these intellectual elements are not easily expressed in words, "and the perception of them entails an understanding of the realm of conventions associated with the visual." the third level is distinctly more subtle, requiring "a particular set of sensibilities and skills, and a knowledge base that, like facility with history and historiography, must be learned." It requires knowledge of the conventions and technology of visual perception, expression, and of the particular medium. In addition, components of visual materials such as symbol, organization, space, and point of view must be taken into consideration. Clearly, a familiarity with visual expression and its terminology is an asset. [10]

Moreover, a necessary component of visual literacy is contextual knowledge achieved when other records of the same creator are preserved. Kaplan and Mifflin argue: "Archivists should make a special effort to keep related materials together. On the most basic level, this means keeping together images that were created together" Photographer's notes and other complimentary sources should be sought out, preserved, and made available." [11] The archival bond has to be preserved, and this also means that photographs should not be appraised in isolation from the fonds.

For archivists, diplomatics, as applied to photographs, buttresses the development of visual literacy. As photography literally means "light writing," from the Greek *photos* (light) and *graphein* (to write), diplomatics can be extended to its study if photographs "can be considered 'written' in the sense they express ideas in a documentary and syntactic form." Joan Schwartz argues that study of the photograph should be undertaken not as a neutral representation of material reality, but "in terms of its relationships with the persons concurring in its formation" [T]he photograph [is] a mediated representation of reality; the product of a series of decisions; created by a will, for a purpose, to convey a message to an audience." As a part of the appraisal process, diplomatics encourages the identification of context, the author, the intentionality and audience, since "rules of cultural and technical production do govern their creation." Additionally, a photograph's physical form helps convey its message; for instance, the unique format of a stereograph, "determined the circumstances and way in which the image was viewed." [12] The format, types of process and size of the image all convey meaning, and are taken into account.

When it comes to appraisal, photographs must be understood as having both evidential and informational value; that is to say, they can provide information about their creator's activities, and about their subjects. However, in 1965's *Management of Archives*, T.R. Schellenberg wrote: "Information on the provenance of pictorial records within some government agency, corporate body, or person is relatively unimportant, for such records do not derive much of their meaning from their organizational origins" [Also] pictorial records are mainly important from the point of view of the

subject matter, not from the point of view of their functional origins." [13] Leary, in part, encourages this in the RAMP study: "Photographs, like other audiovisual materials, possess minimal evidential value." [14] Thus, the basis of their archival value is informational value. However, this notion can certainly skew the appraisal process. Schwartz argues: "in order for archivists to understand the evidential value of archival photographs, archivists must first abandon their faith in the function of the photographic document as a truthful representation of material reality and cease to equate archival value with image content." [15]

In a recent paper presented at the Society for American Archivists, Schwartz again took up the defence of photographs' evidential value; she states that a significant part of a photograph's meaning is invested and generated by its provenance and functional origins. That is to say, meaning results from the context of their creation, original and subsequent use, and history of preservation, as well as authorship, purpose, message, and audience. Photographs participate in the practices of data gathering, cognitive processes of ordering facts, imaginative processes of visualizing facts, and function as vehicles of communication, as means of keeping inventory, and as tools of preservation. [16] Clearly, to relegate photographs' value to their "of-ness" diminishes their importance as records.

Appraisal guidelines developed for the Visual and Sound Archives (VSA) Division of the National Archives of Canada (NAC) assist archivists in identifying evidential and informational values. NAC's photography guidelines balance both universal archival principles and the particular requirements of photographic appraisal -- that is to say, knowledge of the medium and visual literacy. Provenance and authenticity analyses are "primarily supplied by a knowledge of the history of photography it is the equivalent of knowing the history of the source for manuscript or paper documentation." In addition, the guidelines require staff "to remain up-to-date in the collecting field through magazines, mailing lists, press releases, visits to other institutions national and international contacts, and so on." VSA's general analysis takes into account the typical photographic problem of volume or "repetition vs. comprehensiveness." The archivist has to take into account the integrity of the series; "if a group (like a roll of film or parts of a collection, or even a whole collection) is judged of national significance, that group should all be retained." Group-level selective retention is also beneficial, as it "concentrates attention on more archival concerns, such as historical context [and] allows for variety in potential use, a quality essential in an archives, leaving specific selection and interpretation to individual clients." Archivist's knowledge of photo history will inform appraisal decisions relating to the creator and aesthetic qualities of the document. Additionally, the guidelines note that due to the complexity of their subject matter, photographs lead to a wide variety of research directions. Archivists benefit from advances in the field of photo-history, theory, and related disciplines; at the VSA, one must be "familiar with the leading edge of new research." Other photograph-specific factors include rarity derived from uniqueness. For example, views of anonymous trades people at work are more rare than portraits of Queen Victoria. Rarity can also be derived from the creator's organization. VSA also emphasizes the importance of identification of technology. The guidelines state: "the technology available to the creator, and selected when creating the document, may weigh heavily when considering the intent of the creator and the message of the document." In addition, rarity of a technique in the Canadian context "can increase the national significance of any surviving examples," and age, or an earlier technology, "can enhance an otherwise unremarkable document." [17]

Aside from these specific guidelines, it is worth noting that since 1991, NAC has been using the macro-appraisal model. Macro-appraisal is a "top down" approach, which uses provenance as the determining factor in the identification of an archival record. Macro-appraisal is a planned and logical approach, "supported by carefully executed research and detailed analysis [of] the history of the record creator(s), its mandate and function(s), its structure and decision-making processes, the way in which it creates records, and the changes to these processes over time." Catherine Bailey explains that at NAC, "instead of individual media archivists working in isolation, appraisals are carried out by teams of archivists headed by a lead archivist from the division responsible for the bulk of the records [thus,] wherever possible, submissions, appraisals, and authorities cover all records created by one institution." However, in her 1997 article, Bailey highlights a potential difficulty in applying macro-appraisal to visual records. She writes: "how does the macro-appraisal model adapt to non-government creators? Can it be applied successfully to non-textual records such as photographic records which have generally been preserved outside the control of the traditional record systems on which the model is based?" [18]

Recently, I asked both Jim Burant (Chief of the Art, Photo and Philatelic Archives, VSA Division) and Joan Schwartz how successful the application of macro-appraisal had been to photography. Schwartz replied that there are two main

problems, theoretical and practical: 1) there is a lack of understanding about the function or functions of photographs as records generated in government departments; and 2) there are poor records management practices regarding photographs. Relating to this latter point, Burant explained that NAC is developing a disposition authority relating to photographs, but it is still in its draft form. [19] Regarding the understanding of photographs' functions, Schwartz notes that with government photographs, macro-appraisal is based upon assessment of evidential value, and does not accommodate retention for information value.

Thus, in appraisal, the pendulum swings back and forth between the photograph's evidential and informational values. A single non-governmental photograph may appear to have a greater informational value than a government photograph, but photographs as a whole, governmental and non-governmental, possess both values, and appraisal criteria must take this into account.

Archivists of the present and future benefit from a knowledge enriched through visual literacy and diplomatic analysis. Photographs are complex documents, with many potential functions and levels of meaning. However, a record is a record, regardless of medium. In order to "secure the shadow" and to benefit users and society as a whole, photographic specialization has to be united with sound archival practices and co-operation amongst professionals throughout the records' life cycle.

[1] This is a shortened and modified version of a paper written for Terry Eastwood's first year class, ARST 520: "Selection and Acquisition of Archival Documents." While it explores issues surrounding appraisal of photographs, space does not permit me to include discussion of preservation and conservation, important factors to consider in acquisition. The author directs readers to the British Columbia Archival Preservation Service, available through the AABC website at <http://aabc.bc.ca>, and to published resources such as the SAA Basic Manual by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long, *Archives and Manuscripts: Administration of Photographic Collections* (Chicago: Society of American Archivists, 1984). The author thanks Terry Eastwood, Joan Schwartz and Jim Burant for their assistance and commentary.

[2] John Beger, *About Looking* (New York: Pantheon Books, 1980), 48

[3] William H. Leary, *The Archival Appraisal of Photographs: a RAMP Study with Guidelines* (Paris: UNESCO, 1985), 63-91.

[4] Hugh Taylor quoted in Elisabeth Kaplan and Jeffrey Mifflin, " 'Mind and Sight': Visual Literacy and the Archivists," in *Archival Issues* 21, no 2 (1996): 119.

[5] Richard J. Huyda, "Photographs and Archives in Canada," *Archivaria* 5 (Winter 1977-78): 10.

[6] Terry Cook, "The Tyranny of the Medium: A Comment on 'Total Archives,'" *Archivaria* 10 (Summer 1980): 149.

[7] Joan Schwartz, " 'We make our tools and our tools make us:' Lessons from Photographs for the Practice, Politics, and Poetics of Diplomats," *Archivaria* 40 (Fall 1995): 86.

[8] Huyda, 12.

[9] Susan Sontag, *On Photography* (New York: Farrar, Straus and Giroux, 1977), 137.

[10] Kaplan and Mifflin, 107-121.

[11] *Ibid.*, 121.

[12] Schwartz, " 'We make our tools,' " 43-58.

[13] T.R. Schellenberg quoted in Schwartz, " 'Between a wink and twitch': The post-modern challenge to the appraisal of photographs," paper presented to the Annual Meeting of the Society of American Archivists, Pittsburgh, PA, 27 August 1999: 1. Quoted by permission of the author.

[14] Leary, 19.

[15] Schwartz, " 'We make our tools,' " 46.

[16] Schwartz, " 'Between a wink and twitch,' " 12-13.

[17] National Archives of Canada, Visual and Sound Archives Division, Guidelines on Appraisal: Art, Photography and Philately," (February 2000): 10-25.

[18] Catherine Bailey, "From the Top Down: The Practice of Macro-Appraisal," Archivaria 43 (Spring 1997): 94, 98 and 122.

[19] There is a disposition authority for "Poster-Creating Areas of Government Institutions." Multi-Institutional Disposition Authorities and Supporting Documentation is available as a PDF file at the NAC website (www.archives.ca) under "Services to Government."

Lara Wilson holds a BA (honours) in History in Art and English, and a Master of Arts in History in Art, both from the University of Victoria. The subject of her MA thesis was the photograph album of Nellie McClung. She is currently a student in UBC's M.A.S. program.

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Pacifica Millennium Project by Trevor May

In a large top floor office at the Pacifica Papers paper mill in Powell River, BC, Juania Swanson and Emma Levez are working full time to arrange, describe, and preserve some 30,000 images kept by the mill since it commenced operations in 1912.

The Millennium Project, as it is known, was conceived by Bill Murray and myself back in the spring of 1998, when Bill asked me to come to Powell River and assess the materials being stored there with a view to their future preservation and accessibility. I found the negatives and prints to be in remarkably good condition considering their long storage in an industrial zone with airborne pollutants a daily reality. Nitrates appeared to be non-existent and the acetates were well preserved with little or no signs of deterioration. I also discovered that an extensive system of indexing had already been established. This would greatly help with arrangement and description, but what was interesting was that the mill had not only employed photographers to document all aspects of mill and town development, but had also employed a librarian to provide systems of access to these and other materials. I knew that with computer technology, we could build greatly on this existing system, while preserving its original numbering and groupings.

Just over one year later, based on the report that was generated from that site visit, Bill convinced the mill's owners, Pacifica Papers Inc. to issue an Authorization for Special Expense (ASE) for \$150,000 to preserve the photographic and other materials in proper archival enclosures and to then create a database which would help make this precious material accessible to the public. Also envisaged was a Web page that would make the material available to researchers all over the world.

In early October 1999 the Millennium Project officially got under way with the hiring of two employees by my company Archivia Enterprises for a fifteen month term. More than forty people were interviewed from a pool of one hundred applications, almost all of them local. Pacifica Papers set aside a very large office for the project. New carpeting was installed, Steelcase office furnishings and ergonomically designed chairs were installed, along with large work stations, conference table, and shelving. The bulk of the material was housed in five fire-resistant cabinets which were so heavy that professional movers had to be hired to bring them to the third floor office. Once my employees were established in their tasks, I returned to Sidney and monitored the daily progress from my home office via faxed journals, telephone and e-mail. I continue to make site visits every month or two as needed.

The first phase of the Millennium Project involved physical re-housing in acid-free enclosures as well as numbering of all prints, negatives, albums, and other materials. During this time, many long-forgotten or never seen images began to emerge and the interest of management and staff mounted. Unforgettable images of the first paper rolls bundled and ready for shipment in 1912 along with others arriving at distant cities such as Houston; Santiago, Chile; and Havana, Cuba or the first car in Powell River being drawn by a horse during the First World War, or great sailing ships at the wharf preparing to load newsprint, or construction of the Powell River and Lois River Dams. This is indeed a treasure trove of British Columbia history and it has been very exciting to be involved in bringing it to light.

The re-housing phase was largely completed in early February 2000. The second phase now under way involves taking

existing information about the images outlined on cards, envelopes, and in index books and entering it into a database so that it can be stored and searched electronically. In addition, each image is scanned so that a thumbnail print accompanies each descriptive record and is expandable for enhanced viewing. Old indexing numbers have been retained alongside the new numbering to recreate original order when desired. The database is Boolean searchable and RAD compliant, but has additional fields for cross references, subject headings (with controlled vocabulary), geographic location, and others as needed.

Digital enlargements of some of the more spectacular and interesting prints were ordered by mill management to be hung in corporate offices from Vancouver to New York and Tokyo. This work has been contracted to VisionWorks in Sidney, British Columbia which co-ordinates the scanning of these select images for high resolution output as well as framing.

To date, rough data gathered during the initial phase has been entered for 14,504 records with all two thousand photo cards (photos mounted on index cards with descriptions) now fully described and scanned along with nearly two thousand prints and negatives. Throughout this second phase, Bill Purver has been incredibly helpful to my staff and I am very grateful to him for not only stopping by to see the project and offer assistance, but also for his ever-ready e-mail help. Thanks Bill! Also, Kathy Bryce at Andornot Consulting has been very helpful in providing assistance with INMAGIC's Version 4 of DB Textworks, a product with which we are now well pleased. My two employees Juania Swanson and Emma Levez have turned out to be wonderful assets to the project, bringing both enthusiasm, intelligence, consistency, reliability, and speed to a massive undertaking. Above all, they work well as a team, which is so important in a largely unsupervised setting.

Today, the team continues to work on improving their daily production tallies as well as assembling a display for the local Town Centre Mall in Westview. At some point this year, it is hoped that a completed portion of the database can be placed on the Pacifica Papers web site so that the whole world can access and enjoy these amazing images. In the meantime, mill employees like John Campbell assist Juania and Emma in identifying mill buildings and machinery. He and others under the guidance of project leader Juania Swanson, have also been taking poor quality "magnetic or "sticky" albums and re-assembling the pictures in original order using acid-free pages and binders so that the hard copy prints will last for many more years to come.

In an era of corporate downsizing and low prices for pulp and paper, Pacifica Papers nevertheless recognizes the value of their photographic archives, to the extent that they have committed many tens of thousands of dollars to its preservation and dissemination. It is my hope, that their example will serve to inspire other corporations with long histories to preserve their documentary heritage and to establish records management programs which ensure that these records, whatever their form, are preserved systematically and, where possible, make them available to the public.

Trevor May received his MAS in May of 1995 and started Archivia Enterprises that June. He has been a private archives and records management consultant since that time, serving clients of all kinds, from museums, small archives, and non-profit groups to municipalities, small business and large corporations like Pacifica. Trevor has also worked for the BC Archives in Victoria (1999) and chaired the Central Saanich Heritage Commission and currently resides in North Saanich, BC.

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AABC Newsletter

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Introducing the New Members of the AABC Executive

Secretary - Dovelle Buie

Dovelle has a Bachelor of Arts Degree from UBC (1994) with a double major in Art History and History. Immediately following her graduation in May 1994, she moved to Quesnel. While there, Dovelle worked for the Quesnel & District Museum and Archives in various capacities, such as an assistant to the curator (1994), Project Archivist on a CAAP grant (1995), a consultant/sub-contractor studying a proposed Antique Machinery Museum (1996), and later as the Assistant Curator. In September 1996, Dovelle moved back to Vancouver to attend the Master of Archival Studies Program. She did that full time between the fall of 1996 and December 1997, at which time Dovelle was hired by the City of Richmond as the Records and Information Management Coordinator. While working full time for the last 2 and a half years, Dovelle has completed her MAS course work and graduating paper and graduated in May 2000.

Laura Cheadle - Institutional Member-at-Large

Laura has been the Archivist at the Delta Museum and Archives since 1999, and previous to that, she worked as a Corporate Information Analyst at the Insurance Corporation of B.C. and as a records management consultant. She is a graduate of the MAS program at UBC. She has been Chair of the AABC Education Committee, Programme Chair for the AABC annual conference, and has been on the Grants Committee. She also serves as a member of the Anglican Archives Advisory Committee.

Heather Gordon - Vice President

Heather completed her UBC-SLAIS Master of Archival Studies course work in 1991, and received her MAS degree in 1994. From 1991 to 1999, she worked as an archivist for the Religious Hospitallers of St. Joseph, based in Kingston, Ontario, and returned to the West Coast in February 1999 where she now works as the Records Management Coordinator for the City of Coquitlam. She has been involved with the work of provincial archival associations since the early 1990s, beginning with service on the Archives Association of Ontario's Professional Development Committee and followed by four years on the AAO's Board of Directors, first as Professional Development Committee Chair and then as Director of Advisory Services. She also has served on the Association of Canadian Archivists' Education Committee, and on more nominating committees than she cares to remember. Many of her early ideas of what provincial archival associations can and should accomplish were formed by exposure to AABC while at SLAIS, and in following the work of the Association as a long distance member while in Ontario. Since returning to BC, she has reacquainted herself with the nitty gritty of AABC's work through service on the Internet and Archives Advisor/Network Coordinator Committees, and is looking forward to helping guide the Association's work over the next two years.

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Report on the National CAIN Forum -- March 25-26, 2000, Ottawa

Report prepared by Bill Purver, AABC representative at the CAIN Forum, for submission to the AABC Executive, March 2000.

The Canadian Council of Archives sponsored a meeting of representatives of all provincial and territorial archives councils, the ACA, AAQ, and BCA, the CAIN Steering Committee, and the National Archives of Canada on the 25 and 26 of March for the purpose of information exchange relating to strategy and the progress being made in the establishment of a Canadian Archival Information Network (CAIN). The forum consisted of 36 participants, including Mr. Ian Wilson, National Archivist of Canada.

Status reports were delivered by the CAIN Steering Committee, the National Archivist, and the individuals responsible for union list development in each province and territory. In the course of the delivery of these reports, it was made apparent to all that tangible results are being achieved in all provinces and at the national level with regard to the creation and implementation of integrated access mechanisms to descriptions of records at repositories across Canada.

The Chair of the CAIN Steering Committee introduced the new, CCA-appointed national CAIN Coordinator (Ms. Kristina Aston), and spoke to the need for continuing cooperation between the national coordinator and the provincial/territorial union list developers. It was noted that the CAIN Blueprint document http://www.cdncouncilarchives.ca/cain_ip.html, originally authored by the CAIN Implementation Planning Committee and adapted by the CAIN Steering Committee, is the CCA-approved planning document for the initial implementation of CAIN. That document also provides a funding formula for allocation to the provinces and for national initiatives. It makes clear that the vast majority of funds will be distributed to the provinces and territories, with small amounts allocated to the three national professional associations and to "CAIN Central".

National Archivist's Report

The National Archivist indicated his pleasure with the degree of cooperation among all provincial/territorial associations/councils in pursuit of the establishment of a national gateway to archival resources. He discussed the national funding situation, and reported that monies allocated in the recent federal budget for Internet accessibility to heritage resources will be applied to CAIN. Those funding levels, as outlined in the budget, amount to \$20 million in the first year, \$25 million in the second, and \$30 million in the third, to be split between the National Library, the National Archives (from which CAIN money will be allocated), and the museum community through CHIN. It is not known if the full amount requested by the CCA will be available for CAIN. Negotiations within the federal Department of Heritage are ongoing and the National Archivist indicated that it will not be until June or July that these negotiations will be concluded. The National Archivist indicated that as soon as possible after these negotiations, monies will be released and formal granting procedures for expenditures of funds in the last half of this fiscal year should take place. The National Archivist reiterated his full commitment to the Canadian Archival Information Network and indicated that in his view, the CAIN project is the most exciting and important project in the furtherance of the goal of building a national archival system.

Status Reports from Provinces and Territories

Status reports were delivered by representatives of all provinces and territories. Bill Purver provided a summary of the BCAUL system and its integrated model, along with information on functionalities and proposed developments. It was pointed out that the BCAUL is now in "maintenance mode", and presently consists of descriptions of almost 9000 fonds from 163 repositories in the province. Alberta expressed its appreciation to the AABC for its assistance in mounting ANA data on the BCAUL system. The Alberta representative also spoke of the detailed network planning work that has taken place, based on a comprehensive needs assessment undertaken a year and a half ago relating to automation and web-based delivery of archival resources by archives in that province. The Yukon representative also expressed its appreciation to the AABC for its support and assistance in providing the BCAUL system for the delivery of its union list data. It was indicated that the YAUL will be officially launched at the end of March or first week of April. The Northwest Territories representative provided information on the present web resources established at its territorial archives and indicated that it wishes the AABC to establish a union list file on the BCAUL system, in order to take advantage of the standardized formats and protocols underlying that system, and in order to be a partner in the AABC's Integrated Union List model. The Nunavut Territorial Archivist, appointed to his position only in the last month, briefly spoke, indicating a desire to become a part of CAIN. The Ontario representative provided information about the development of Archeion, the Ontario union list, providing technical information about its EAD-based delivery system housed at the University of Toronto and examples of output. Archeion is expected to be launched in the first week of April with its present pilot data, and by June will be ready to take in new data from repositories in that province. Ontario's present prototype system has been established on a UNIX platform, but the Archives Association of Ontario anticipates moving to a linux platform and its own server later this year, following the British Columbia model. Manitoba discussed the ongoing cooperative work being undertaken with Saskatchewan in the development of SAIN-MAIN housed at the University of Saskatchewan. It is expected that considerable work will be carried out this summer at the University of Saskatchewan on the SAIN-MAIN system, including the potential for Z39.50 work in conjunction with the AABC and its BCAUL-based union list files. Quebec explained the ongoing development of its system, and explained how it will not be able to integrate immediately with the central database prototype being developed for CAIN National. Evolution of the national system to a central index-based system would enable Quebec to be fully integrated with CAIN. Nova Scotia outlined the continuing progress being made to its Archway system based at the provincial archives, including the impressive authority work being carried out as a part of that system. New Brunswick indicated that a prototype, Microsoft Access/SQL system based at the provincial archives, has been established and some data collected on a pilot basis for its union list. Problems relating to the legislated need in New Brunswick to have all union list data in both French and English were discussed. Newfoundland, like Nova Scotia and New Brunswick, will be developing its union list in conjunction with the system and server-mechanism under construction at its provincial archives. Prince Edward Island spoke of preliminary union list work carried out in conjunction with New Brunswick.

National Strategy and Technical Requirements

Following the provincial/territorial status reports, the technical requirements and functionality of CAIN were discussed in the context of the need to establish, in as short a time as possible, a beta-version national CAIN gateway. The CAIN Steering Committee presented its implementation plans based, for the short term, on establishing one central database file (CAIN National) to include data from all provincial/territorial union lists (with the possible exception of Quebec). This was viewed as being the simplest and fastest way to be able to show tangible results to federal granting authorities and private sector contributors as quickly as possible. Future developments, such as a more distributed, central-index system or Z39.50 based system, will be encouraged down the road. In order to establish this central database file, to be housed at the National Archives of Canada, it was necessary for the forum to agree on basic standards and a basic list of national, RAD-determined data elements. This agreement was reached easily, with an understanding that no one data structure standard (e.g., MARC, EAD, etc.) was necessary, as each structure could be mapped on to the established national database file. From the BC perspective, the agreed-upon mandatory RAD descriptive data elements are already a part of all BCAUL records. The new national CAIN coordinator will be entrusted with the task of building CAIN National, under the guidance of a small working technical committee.

Collection of Standardized Data

Following discussions of the technical requirements for CAIN National, the forum provided an opportunity for all provincial/territorial union list developers to exchange information about strategies for collecting standardized data for

their union lists. This was a valuable exercise for all provincial representatives, as much discussion related to the role of provincial "gatekeepers" to ensure standardized content. British Columbia, Nova Scotia, New Brunswick and the Yukon were examples of having established "gatekeepers" to vet all descriptions going on to their respective union lists. Alberta indicated that it will be adopting more of a gatekeeper role in reviewing present descriptions on ANA and for new descriptions to the Alberta list. Saskatchewan, Manitoba and Ontario have all indicated that institutions will be asked to submit descriptions directly to their union lists (through online forms), and strategies for vetting these descriptions have not yet been developed by these provinces.

Federal CAIN Funding

Federal funding was a subject of major interest at the forum. Detailed information was provided as to the acceptable funding streams for CAIN monies, and as to the procedures for national and provincial adjudication of grant applications. An explanation of the funding streams and these procedures have been approved by the CCA Board (although minor changes will be made before final publication of the grant application forms). It was emphasized that CAIN funding should be available for the last half of this fiscal year (2000-2001), but that provinces should now be carrying out detailed plans to prioritize the spending of their allocations. The turn around time between the official announcement of funding (expected in June or July) and the grant deadlines will be very short. Most provinces have now established a provincial CAIN Committee to carry out such planning in preparation for the rush to spend monies in the last half of this fiscal year. The CCA indicated at the forum that funding amounts as indicated in the Blueprint document will be prorated over the half year left in the fiscal year, once grant monies have been announced. In other words, only half of what has been asked for for Year 1 spending will be made available for the first half year.

Of importance to British Columbia as well were the stated intentions of the CCA to seek federal government approval to eliminate the need for provinces to match all funds, if over the last several years non-federal money has been used towards CAIN-related development. The number of years a province will be able to use to calculate a global match of provincial allocations has to be negotiated with the federal Department of Heritage, but it is expected that these amounts will be based on provincial (and local institutional) spending going back either from 3 to 6 years. It is being proposed that this ability to match past monies spent with new CAIN money on a global, provincial basis will only be accepted for the first 2 years of CAIN funding.

National Private Sector Funding Initiative

The forum also provided Carman Carroll with the opportunity to discuss possible private sector funding strategies. The CCA has already prepared power point demonstrations and literature to be used to attract private sector funding, and is more-than-willing to provide such resources to the provinces should they wish to use or modify/adapt these. Central private sector funding by the CCA will focus only on national corporate bodies, and monies acquired will be used primarily to support centralized, CAIN activities. Provincial and territorial councils and associations are encouraged to carry out private sector fundraising activities, but it was hoped that where potential conflicts between CCA fundraising and provincial fundraising activities might arise, that a cooperative approach be taken, along with open communications.

Role of the National Professional Associations

As well, representatives of the BCA, ACA, and AAQ outlined plans to carry out a training and support role for professionals involved in CAIN. Discussions followed by participants indicating a desire that the professional associations act quickly to implement various strategies and opportunities for professional training at the national level.

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AABC Conference Tributes – April 2000

At the banquet held as part of the AABC's Annual Conference (April 2000), the Association paid tribute to contractors Bill Purver and Irene Bekes as well as outgoing president Chris Hives. Special thanks to Terry Eastwood for preparing and presenting the text at the banquet for Bill and Chris and to Susan Hart who did the same for Irene.

Bill Purver

I have been asked to say a few words about Bill, our Archives Advisor/Network Coordinator from 1993 to 2000. You will note that I am always asked to say a "few" words. In this case, I would like to begin with a few words from some other members who have been touched by the long arm of Bill's advisory service. I have taken these words from a longer text, with the speakers identified, that Bill will be given.

One says: "I remember my absolute terror of what I might be facing as we had to present our descriptions to Bill for processing into the BCAUL system.... I hoped the whole thing might go away. I could only imagine the worst. Our stuff would not be good enough. I was technophobic. We didn't have enough done. I needed more time. Any excuse would do." Well, you see, Bill did visit, and, lo and behold, our technophobe found that Bill "didn't speak like a techie. He was as gentle and untimidating as could be. He looked at our stuff and said it was great! Very quickly all of my fear became a source of pride. Somehow, Bill's really fine balance of helpful technical knowledge and his kind and gentle personality came through and made our contribution to the Union List seem as easy as falling off a log.... Bill has a gift of understanding confused and ignorant and fearful people like myself, and I am very grateful for what a presence he has been to the AABC for the past eight years."

Another says, "thank you for your time and your patience in explaining over and over again concepts that were new to me. I finally did catch on! Your advice and encouragement gave me the confidence to forge ahead even when the task seemed overwhelming.

Another calls him "a great man on the archives scene" who developed ways to draw us to the best archival standards we could reach."

Yet another says, "Bill, you have been my mentor since we started our Archives in 1995. You've always been so generous with your time, your knowledge, and your patience. I ask you the same question over and over again and you never judge me, you just build up my self-esteem, explain it all over again, tell me I am not stupid (my term) and when you leave I am feeling encouraged and good about things again. Now that you are leaving I feel that I am left hanging over the archival cliff by my fingernails."

Another says: "he's always been there to answer questions, he's always been clear and patient and helpful, and he never laughed when I talked about technology. Thank you Bill."

And a final few words: "As Archives Advisor the Association could not have made a better selection than Bill. He brought to the position a comprehensive knowledge but this was always tempered with a great deal of compassion and

empathy. Bill's patience, common sense approach and laid back demeanor allowed him to communicate clearly complex archival concepts to people with various backgrounds working in a broad range of archival settings."

I am not sure I can add much to these commendations. One trait comes to mind. I think Bill is one of the truly modest persons I have known. I supervised his thesis. From time to time as it was gestating, I asked him how it was going. To hear him tell it, it was an awful mess, or at least a terrible struggle. At times, it sounded like a lost cause. But he always ended by promising to bring it off. Well, one day, he plunked the whole thing down on my desk, and as you can imagine, I hardly had to touch it. It had changed somewhat from the original conception, as he had told me it was as he worked on it. I think many of us know that beneath the apologetic, self-deprecating surface, Bill is always reaching to find a way to get it done in the best way possible. And he knows when to reach and when to grasp.

He certainly has made a great deal of his eight years as Archives Advisor and Network Coordinator. It is evident that he will be missed. For all of us Bill, we wish you the very best in your future endeavors, and thank you for everything you have done for the Association and for archives in the province and indeed in the country.

Irene Bekes

In 1993, the AABC had the following predicament: there were four fundamental-level workshops (developed by Laura Millar under AABC and BC Archives and Records Service aegis), there was funding to deliver them (thanks to BC Archives and Records Service and the CCA), and we had a membership very eager for educational opportunities so they could better accomplish the archival work needed throughout the province. But the AABC did not yet have an Archives Advisor or any employee available to arrange for these workshops on the scale we envisioned; all we had was an Education Committee, which was going to have its hands full with the daunting task of overseeing development of up to eight more fundamental workshops, and for delivering specialized and advanced workshops on an ad-hoc basis.

How were we going to cope? Well, as I mentioned, we did, thankfully, have some funding, so we set out to hire a part-time Education Coordinator, and we were ever so fortunate as to find and hire Irene Bekes! As you may know, Irene had previously been in charge of the Esquimalt Community Archives, and we could see it was time to bring her back into the archival fold so as to harness her great organizational skills. We were not disappointed!

In short order the AABC Education Committee knew we were in capable hands. Irene soon had the Community Archives Education Programme (CAEP) running with great efficiency, and kept us informed without burdening us -- quite a balancing act. She showed great flare at developing contacts all over the province (starting with our suggestions but moving on from there) as instructors, facility providers, and most importantly, as students to attend the workshops. I should mention that these students included not only AABC members, but also anyone else who needed an archival educational opportunity. We wanted to serve these people too, and Irene sought them out most effectively. In other words, under Irene, the CAEP programme was off to a great start, and though I haven't been involved for several years now, I know it has continued to thrive.

From the very beginning, the AABC intended to eventually fold the Education Co-ordinator position into the (then only dreamed of) Archives Advisor position, and finally we have reached the point where this integration has become practical. While this is a good thing in the abstract, we are also sorry to see the end of an era.

For all these reasons, it is with great pleasure that I say on behalf of the AABC a most heartfelt THANK YOU to Irene for her wonderful and most valuable work over the past seven years, not only on behalf of the AABC but also, and most especially, on behalf of the many people (both members and non-members) who have benefited from the fundamental workshops over the years, for whom Irene has been the soul of the programme. I know I speak for all of us as we wish her well in her future endeavours, and hope she will remain part of the archival community.

Chris Hives

I have been asked to say a few words about Chris Hives, who, over the past decade or so, has devoted himself to the AABC in a special way. He was instrumental in the amalgamation of ABCA and the then BC Archives Council into AABC, and then served the new Association in several capacities. He has been president twice, vice president, and institutional member at large, but he is perhaps best known for his critical role in devising and superintending the

implementation of the British Columbia Archives Union List project. He may rightfully claim the title Father of BCAUL. He was also instrumental in establishing the B.C. Conservation (now Preservation) Service as well as the Cooperative Conservation Supply Purchase Program. He also compiled and edited the first edition of the Guide to Archival Repositories in B.C., and played a leading role in developing the on-line newsletter, the Archivist's Toolkit, and the listserv "archivesbc".

There is no doubt that Chris' work in British Columbia benefited from his involvement with the Canadian Council of Archives—or perhaps it is that AABC benefited a great deal from his knowledge of the aims and programs of CCA, of which he was president from 1992-96.

In short, Chris has been at the heart of development of the Canadian archival system first envisaged 20 years ago by the Consultative Group on Canadian Archives, sponsored by the Social Science and Humanities Research Council of Canada and led by Ian Wilson. That British Columbia has made such headway in developing programs that benefit repositories and archivists is in no small measure due to the work of Chris.

Now, no one, except perhaps his children and loved ones, would describe Chris as cuddly. He is a man of action. He likes to get a thing done, and get on to another. He may seem a little brusque, to be sure. I myself have never seen him admit to sentiment about this business of building the Canadian archival system. He just sees it as an opportunity to strengthen everyone's capacity to do a better job. He is impatient to get on with. And I know from close personal experience of his work in the University of British Columbia's Archives that he cannot tolerate neglect or under appreciation of archives, but, as always with him, the cure is to take action not to moan about the difficulties.

For all his efforts and all the time he has spent on our behalf, I want to thank Chris on your behalf. His exemplary dedication to the cause of archives above and beyond the call of his own duties is what AABC is all about. With a gift, which Jane Turner has for him, we wish to recognize the very great contribution he has made to the success of our Association.

[Editor's note: The gift was a lovely carved Haida copper plate for which the outgoing AABC president is extremely grateful.]

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AABC Newsletter

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Introduction of AABC's Newest Honorary Member – Dr. C.E. McDonnell by Gary Mitchell

At the banquet held as part of the AABC's Annual Conference (April 2000), Provincial Archivist Gary Mitchell introduced the Association's new honorary member.

I have the rare honour to present our Association's next honorary life member this night. Before I do, I would like to compliment the Association Executive for their choice of tonight's honouree. All too often, archivists (and other heritage-minded groups) look inwards when considering honours and awards. Who among us should be honoured? Who among us should be acknowledged? Tonight, we acknowledge a leader in our field; a leader who is not from among us! I say: well done, executive, well done.

My friends, tonight we confer honorary life membership on Dr. C.E. McDonnell. Dr. McDonnell has served as Chair of the Archives Committee of the British Columbia Medical Association (BCMA) since 1972, during which time he has superintended the growth of the Archives from a collection of "historic ephemera" to a fully functional total archives, supported with an annual budget and permanent part-time archivist.

In addition, Dr. McDonnell, recognizing the significance and the risk facing the records of St Paul's Hospital, managed, in 1982 to devote a portion of the Medical Staff dues to the establishment of St Paul's Hospital Archives. Dr. McDonnell has continued to ensure that a budget has been available each year, and has successfully recruited a roster of volunteers, and a part-time archivist, to continue this work. The management of the hospital is reviewing a proposal whereby the St Paul's Archives would receive an official mandate from the Providence Health Board, which would include all five Catholic hospitals in the GVRD.

Dr. McDonnell has also been instrumental in the preservation of the records of the College of Physicians and Surgeons of BC and when that institution formally convened an Archives Committee in 1998, was invited to join.

Through Dr. McDonnell's perseverance and persuasion a significant body of records relating to health care in British Columbia has been retained and made accessible to the public of BC.

In closing, I would like to add one extra comment. I, on behalf of all archivists and like minded British Columbians, thank you for your patience in pursuing your goals. You started before many of us had completed our schooling or entered the work force. Your success gives us all the courage to continue to push and pull our communities towards a better understanding of our heritage. My deepest thanks and congratulations. Our next honorary life member, Dr. McDonnell.

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Canadian Council of Archives – BC Grants (2000/2001)

Special Projects

Archives Association of British Columbia	British Columbia Archival Network Service	\$21,940
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Professional Development and Training

Archives Association of British Columbia	British Columbia Archival Education and Advisory Service	\$34,883
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Control of Holdings

City of Coquitlam Records Management and Archives Unit	City Clerk's Office Fonds Arrangement and Description	\$ 5,354
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Irving Historic Centre	New Westminster Fire Department Fonds Description	\$ 1,043
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City of Vancouver Archives	RAD Conversion of Hubert Lindsay Cadieux Fonds	\$ 2,565
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University of Victoria Archives	Donald Munro Project	\$ 2,310
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Trinity Western University	Backlog Reduction: Records of the Vice-President, Academic Affairs	\$ 1,638
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Satellite Video Exchange Society	SVES Archive Restoration Project	\$ 4,004
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Simon Fraser University Archives	SFU Women's Centre – Arrangement and Description of Records	\$ 1,020
West Vancouver Museum and Archives	Arrangement, Description and Preparation of RAD Compliant Finding Aids	\$ 2,426
Greenwood Heritage Society	Preservation of Provincial Police Court and City of Greenwood Records	\$ 1,680
Fraser/Fort George Regional Museum	Wally D. West Photographic Series	\$ 4,959
CPCAR – Preservation Management		
Archives Association of British Columbia	British Columbia Archival Preservation Service	\$33,038
Mission Community Archives	AABC Fraser Valley Regional Disaster & Emergency Response Plan Project	\$ 2,500
City of Vancouver Archives	Rolled Oversize Collections Storage Project	\$ 400
Gulf of Georgia Cannery Society	Metal Archival Shelving	\$ 280
University of British Columbia – Special Collections	Lowry Collection Microfilming Project (Phase 4)	\$ 3,000
Greater Vernon Museum & Archives	Archival Shelving	\$ 1,208
Simon Fraser University Archives	SFU Archives Emergency Preparedness & Disaster Recovery Plan	\$ 4,135
BC Archives	Colour Negative Preservation Project (Phase III)	\$ 4,768
Revelstoke Museum & Archives	Negative Housing and Reformatting	\$ 1,688
Delta Museum & Archives	Ledger Storage and Housing Project	\$ 1,035

Jewish Historical Society of British Columbia	Preservation Management Program: Creation & Implementation	\$ 1,400
West Vancouver Museum & Archives	Rupert Harrison Fonds Preservation Project	\$ 3,200
Irving Historic Centre	Oral History Preservation Project	\$ 569
Campbell River Museum & Archives	Disaster Plan Development for Archival Holdings	\$ 2,215
Chilliwack Museum & Historical Society Archives	Re-housing of Chilliwack Progress Photographic Records	\$ 2,765



Dovelle Buie (City of Richmond Records and Information Management Coordinator) receives a giclee art print of an 1890s salmon can label from Core Associates' director Patrick Dunae. The print is from a limited edition series of heritage labels produced in cooperation with the BC Archives. The print was donated as an AABC fundraiser and was won by Dovelle at the AABC conference banquet on April 28th.

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British Columbia Archives Community Archives Assistance Program

Grants awarded following the November 30th, 1999, deadline

Applicant and Project	Amount of Grant
Summerland Museum and Heritage Society To purchase a microfilm reader/printer.	\$5,266
Saanich Native Heritage Society To establish a community archives and accession records.	\$2,000
Powell River Historical Museum and Archives To purchase a microfilm reader/printer.	\$6,300
Hazelton Pioneer Museum and Archives To house the records created by the Year 2000 – Our Family Album Millennium Project in archival quality containers.	\$4,802
City of Coquitlam To assess the feasibility of establishing a community archives in the Coquitlam area.	\$6,000
Greater Vernon Museum and Archives To appraise, arrange, and describe in accordance with RAD (Rules for Archival Description) the BC Dragoons fonds.	\$1,898
White Rock Museum and Archives To unbind, rehouse, and microfilm archival records now in 20 scrapbooks.	\$2,071

City of Victoria Archives	To develop a subject authority file for use in the description of City of Victoria holdings on the internet.	\$2,700
Delta Museum and Archives	To produce RAD compliant descriptions of photographs from the Edith Eleanor Pearson fonds and the Delta Museum and Archives photograph collection in an InMagic database.	\$2,582
Lumby and District Historical Society	To accession and rehouse photographs and textual records related to the history of Lumby, ca. 1920-1980.	\$1,507
Jewish Historical Society of B.C.	To accession, rehouse, arrange and describe in accordance with RAD the B'nai B'rith fonds, ca. 1925-1980.	\$3,500
Kitimaat Village Council	To establish an archives for the Haisla community.	\$5,000
Bulkley Valley Historical and Museum Society	To purchase a microfilm reader/printer.	\$9,648
Kitimat Centennial Museum	To rehouse the museum's photographic negatives in Mylar sleeves and store them separately from the print collection.	\$3,109
Kelowna Museum	To hire a contract archivist to work with the museum's archivist to accession and rehouse photographs, describe them in accordance with RAD, and enter information about the photographs onto a database.	\$6,961
Simon Fraser University Archives	To appraise and arrange the Society for Canadian Women in Science and Technology fonds, ca. 1981-1995 and describe them in accordance with RAD.	\$1,000
Corporation of The District of North Cowichan	To prepare an index to council meeting minutes from 1873 to 1900.	\$1,500
U.B.C. Museum of Anthropology Archives	To arrange and produce RAD compliant descriptions of the Dr. Michael Ames fonds.	\$1,538

Diocese of Prince George	To accession, rehouse, arrange and produce a RAD compliant description of the Volunteer Apostolate fonds.	\$5,700
<u>Total</u>		<u>\$73,082</u>

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AABC Committees, 2000-2001

CAIN Committee (ad hoc)

Ann Carroll (Chair)
Chris Hives
Wendy Hunt
Cheryl Linstead
Erwin Wodarczak
Bill Purver (ex-officio)
Executive liaison: Heather Gordon

Education Committee

Linda Wills (Chair)
Jana Buhlmann
Wendy Hunt
David Wardle
Val Billesberger (corresponding member)
Deidre Simmons (ex-officio)
Patti O'Byrne (ex-officio)
Executive liaison: Jane Turner

Finance Committee

Lynne Waller (Chair/Executive liaison)
Chris Hives
Shawn Lamb
Evelyn Peters McLellan
Carrie Stevenson
Karen Blimkie (ex-officio)

Grants Committee

Laura Cheadle (Chair/Executive liaison)
Francis Fournier
Wendy Hunt
Dorothy Lawson

Institutional Standards (ad hoc)

Mickey King
Fran Gundry
Francis Mansbridge (corresponding member)
Valerie Billesberger (corresponding member)
Michael Carter (corresponding member)
Joan Cowan (corresponding member)
Valentine Hughes (corresponding member)
Shawn Lamb (corresponding member)
Ramona Rose (corresponding member)
Louise Shaw (corresponding member)
Angela Eastman (corresponding members)

Internet Committee (ad hoc)

Erwin Wodarczak (Chair)
Ann Carroll
Joan Cowan
Leslie Field
Chris Hives
Christine Meuntzner
Bill Purver (ex-officio)
Executive Liaison: Heather Gordon

Membership Committee

Marnie Burnham (Chair)
Marie-Helene Robataille
Carrie Stevenson
Executive Liaison: Dovel Buie

Newsletter Editorial Board (ad hoc)

Jennifer Mohan (Chair)
Marta Maftai
Patti O'Byrne
Barb Towell
Executive liaison: Heather Gordon

Newsletter Editors

Chris Hives, Editor
Leslie Field, Technical Editor

Nominations and Elections Committee

Jim Burrows (Chair)
Executive Liaison: Jane Turner

Preservation Service Advisory Committee (ad hoc)

Dorothy Lawson (Chair/Executive Liaison)
Preben Mortensen
Jacqueline O'Donnell
Jan Turner
Nancy Vansas
Jennifer Roberts (corresponding member)

Public Awareness, Advocacy and Legislation Committee (ad hoc)

George Brandak
Richard Dancy
Peter Johnson
Bryan Klassen
David Mattison

Deidre Simmons (ex-officio)
Executive liaison: Jane Turner

Executive liaison: Jane Turner

Regional Representatives:

Central/North Vancouver Island, Valentine Hughes

South Vancouver Island, Michael Carter

Fraser Valley, Valerie Billesberger

Okanagan, Joan Cowan

Kootenay-Columbia, Shawn Lamb

BC Northwest, Louise Shaw/Angela Eastman

Central Interior/BC Northeast, Ramona Rose

Executive liaison: Dorothy Lawson

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Notes

Oak Bay Community Archives Opening

The Oak Bay Archives was established in 1993 under the leadership of Mayor Diana Butler and Councilor Sherry Irvine. Until this spring, public access to the facility was not possible. Housed in the corner of a vault with only two small desks as work area, space was at a premium. Early in 2000, the current council dedicated space formerly occupied by the Capital Health Region for use by the Archives and the Emergency Planning Committee.

The official opening of the new Oak Bay Community Archives took place on Friday June 2nd. Opened by Mayor Causton and hosted by the Oak Bay Millennium committee, tea was served to sixty guests including MP David Anderson, MLA Ida Chong, past mayors Watts, Brice and Butler and other guests including present and past councilors and members of the public who supported the establishment of the archives.

On Saturday June 10th a public open house was held in conjunction with the Village Tea Garden. Displays at both events featured photographs, scrapbooks, records and a few artifacts in the current limited collection. To commemorate the year 2000, the public are asked to donate photos or other documents that represent community activities associated with the millennium (e.g. New Year's celebrations and special events occurring in 2000 – babies born in 2000, graduates 2000, etc.). People are asked to leave their donations at the administration desk in the Municipal Hall.

The facility, located in the lower level of the Municipal Hall, is presently open by request only. Starting in September, training sessions will be held for volunteers and regular hours of operation will be established. It is hoped to have the facility staffed for at least eight hours per week. We are still looking for volunteers who are interested in preserving Oak Bay's history and are willing to dedicate 3 or 4 hours per week to archival work. For more information or to volunteer, please leave a message on the answering machine at 598-3290. Urgent messages for the Archives should be relayed through the Municipal Hall at 598-3311. [Fax: 598-9108 / e-mail: oakbay@district.oak-bay.bc.ca (attn: Jean Sparks)].

Fraser Valley Regional Group News

Gary Mitchell, Provincial Archivist, met with members of the Fraser Valley Region during the week of April 17th-21st, 2000. During his week long visit, regional members met collectively and individually with him to exchange ideas and concerns about the administration of community archives. He attended a regular meeting of the region in Maple Ridge and then conducted site visits of Alder Grove Telephone Museum & Archives, Chilliwack Archives, District of Maple Ridge Records Centre & Archives, Maple Ridge Museum & Archives, Mission Community Archives, Langley Centennial Museum & National Exhibition Centre, Mennonite Historical Society of BC Archives, Pitt Meadows Museum & Archives and Trinity Western University Archives.

This year members are developing a regional disaster and emergency response plan - the first in the province. The project will involve researching and formulating a written plan for the region on what to do during an emergency and how to resume normal operations successfully once the situation is under control. A professional conservator will be hired to prepare the plan. In addition to funds contributed by participating institutions within the region, this project has been made possible by financial assistance from the Government of Canada through the National Archives of Canada

and the Canadian Council of Archives.

Valerie Billesberger, Representative AABC Fraser Valley Region

New Publications

Nova Scotia Archives and Records Management is pleased to announce the publication, in both electronic and paper form, of *Eastern Eye: A Nova Scotia Filmography, 1899-1973*. A new research and reference tool for film researchers, cultural historians and anyone interested in 'the movies', Eastern Eye is a bibliography of film, video and selected television productions, created by, for or about Nova Scotians between the years 1899-1973.

The publication includes an introductory essay, "A Brief History of Film in Nova Scotia", followed by a database of over 2500 film descriptions, plus indexes. The electronic version is posted on the NSARM web site. The paper version (470 pp.) is available for sale (\$19.95 each + \$5.00 shipping and handling); further details at the web site.

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E-Mail: nsarm@gov.ns.ca
Web: <http://www.nsarm.ednet.ns.ca>

The Union of BC Indian Chiefs has now posted the entire publication, *Researching the Indian Land Question in B.C.: An Introduction to Research Strategies and Archival Research for Band Researchers*, on its website. Go to:

<http://www.ubcic.bc.ca/manual.htm>

Opting Out of Paper Copy of AABC Newsletter

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

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President's Message

Schemes and Themes for the Coming Year

Each of us on the Executive has been busy since the AGM settling in to our new roles, and getting committees and programs established for the year. During the coming year, we will focus on three specific priorities: establishing AABC priorities and procedures for the BC portion of the Canadian Archival Information Network (CAIN) initiative, reviewing the Education and Advisory Service curriculum and program, and developing procedures for the implementation of institutional standards. Each of these major projects will help us work towards one of our major goals of developing and supporting a network of sustainable archives in every region of British Columbia. Many of the Committees engaged in these tasks are already working on developing four year plans to allow the Association to progress in a clear and thoughtful manner.

Grant Funding:

I am pleased to announce that in early June we received an Administrative Assistance grant from the Community Archives Advisory and Training program fund, which is administered by the BC Archives. The cheque was sent by Graeme Bowbrick, Minister responsible for the Information, Science and Technology Agency, and the BC Archives. In his letter, Mr. Bowbrick wrote that he hopes the grant "will allow the Association's executive to focus on the delivery of programs which continue to meet the increasing needs of the archives network." At his request, I extend his best wishes to all those involved with the Association's programs.

Also in early June, we received the first installment of cheques from the Canadian Council of Archives for our three programs: the BC Archival Education and Advisory Service, the BC Archival Preservation Service, and the BC Archival Network Service. These projects are made possible by financial assistance from the Government of Canada through the National Archives of Canada and the Canadian Council of Archives.

The important work of the AABC could not be done without the encouragement and support of the BC Archives and the Canadian Council of Archives, who provide provincial and federal money to us for our programs. We acknowledge and thank them for their support.

Committees and Regional Representatives:

The Committees and Regional Representatives constitute the heart and head of the AABC. On behalf of all of our members, I would like to extend sincere thanks for the dedication and hard work of all of these people who have accepted this leadership role in our Association. All of us are the beneficiaries of their contribution, and we are the richer for it. This key group includes six regional representatives, forty-six committee members and chairs, our five hard-working contractors who act as ex-officio members, and our six Executive members who act as Executive liaisons.

A list of the names of these people involved in AABC Committees for 2000-2001 can be found elsewhere in this issue of the Newsletter. The next time you see one of these amazing people, take time to thank them for their efforts on our behalf.

During the year, each Executive member has the following liaison responsibilities:

Dovelle Buie: Membership

Laura Cheadle: Grants

Heather Gordon: CAIN, Internet, and Newsletter

Dorothy Lawson: Preservation, and Regional Representatives

Jane Turner: Education, Public Awareness/Advocacy/Legislation, Standards, and Nominations

Lynne Waller: Finance

Program Contractors:

The Association is fortunate to have contracted four exceptional individuals until March 31, 2001, to provide our major advisory services this year. These contractors are the public face of the Association, as they provide direct service to archives and archivists throughout the province. We appreciate their commitment to the programs and the high level of service they provide. We welcome back Bill Purver, who has been contracted to manage the BC Archival Network Service, and Rosaleen Hill who has been contracted to manage the BC Archival Preservation Service.

As announced at the conference, we also welcome Deidre Simmons, who has been contracted to manage the BC Archival Education and Advisory Service. Deidre comes to the position with considerable knowledge and experience gained in her work in museums and archives since 1983. She received a BA in Art History and Anthropology from Carleton University, and an MAS from the University of Manitoba. Deidre has worked as a museum curator and researcher in Ontario, and as a contract archivist in Manitoba and BC. From 1993-99, Deidre worked at the University of Victoria as the Records Manager/Freedom of Information Officer.

We have recently also contracted Patti O'Byrne to assist in delivering the Education and Advisory Service, particularly in the Okanagan and Central Interior/Northeast regions of the province. Patti and Deidre will work cooperatively to bring a unified Education and Advisory Service to the archival community in the province. Patti has an Honours BA in History from Nipissing University, and an Archives Technician Diploma from Algonquin College. Patti has worked as a contract archivist throughout BC since 1995, and has taught many AABC workshop courses in various locations. She brings extensive knowledge and experience of the BC archival community to the position.

A key focus of the BC Archival Education and Advisory Service this year is to review the core curriculum, offer suggestions for revision, and recommend alternate methods of delivering educational opportunities in the province. The review process will include gathering information from other provinces, and soliciting input from AABC members through an Education Survey. By joining the advising function to the educational review, the Executive believes we can strengthen the obvious synergy that exists between the general education of archivists with the informal training opportunities that are offered through the advisory services. Our goal is to create an inclusive network of archives and archivists throughout the province who are better able to preserve our rich provincial documentary heritage. Please take time to complete the survey so we can consider everyone's educational needs in the review process.

Financial Manager:

The Executive is pleased to announce that we have contracted the services of Karen Blimkie as Financial Manager for the AABC, until March 31, 2001. This contract with Karen represents a major step forward for the AABC. It is a direct result of the hard work and innovative thinking of Chris Hives and Lynne Waller in financial management and planning during the last fiscal year. On behalf of all of our members, I would like to extend our sincere thanks to Chris and Lynne, and offer a hearty welcome to Karen.

Karen lives in Coquitlam, and comes to us highly qualified for the position. She has a BSc degree from the University of Alberta, is a Certified Management Accountant, and has worked in the accounting field since 1983. She has experience in the non-profit sector, has managed grant accounts, and understands the complicated context of working for a volunteer organization.

Karen will work one day a week for the association, reporting to the Treasurer, and working closely with the

Executive and Finance Committee. Her duties include banking, making deposits, paying bills, keeping insurance coverage current, GST reporting, preparing monthly statements, working with the Treasurer and Executive of the AABC in the preparation and tracking of budgets, monitoring the budgets of the three grant programs, and advising the Executive on financial management issues.

Membership:

The Executive is pleased to note that, due to the efforts of the Membership Committee, membership renewals in all categories are continuing to come in at a fast clip. At the present moment, we have a total of 144 individuals and 164 institutions on our membership roll, in our various categories.

Because of some confusion that arose regarding conference fees, I would like to note that the Executive clarified this issue at our April 17, 2000 meeting. For your convenience, I have included the portion of the minutes that refer to this matter:

Marnie Burnham reported that there is some confusion amongst the membership regarding the entitlements of institutional membership regarding fees.

The Executive clarified that for specialized workshops, conferences, and other relevant Association activities, repositories with institutional membership may designate only one individual who will be able to attend that event at member rates. The only exceptions to this policy are the basic CAEP course where institutions will be permitted to send an unlimited number of individuals under their institutional memberships.

The CAIN Initiative:

The Executive has struck an ad hoc CAIN Committee to advise the Executive on how to best to prepare for this major initiative from the Canadian Council of Archives, and to recommend spending priorities for the federal funding that will be distributed by the AABC. The time-frame for receiving and distributing grant money will be tight this year, but the Executive is confident that we will have procedures in place soon to deal effectively with this major task.

The CAIN Committee, under the direction of Ann Carroll, has already begun deliberations on how we can best prepare. I would like to include here the introduction to Ann's preliminary report, as it clearly lays out the issues that we all have to consider:

CAIN, or Canada's Archival Information Network, is a vision of networked electronic access to archives across Canada. Spearheaded by the Canadian Council of Archives, this initiative built upon the work already performed in several Canadian provinces, in particular B.C. The vision was, according to its 1998 report "Raising CAIN, the Collective Vision", that such a network would "provide information about each archival repository, descriptions of archival materials and electronic copies of these materials, as well as electronic communication tools to provide interactive service between archivist and users." Its successful implementation would depend upon strategies devised by CCA in conjunction with provincial/territorial councils and member archives.

In March of this year, the National Archivist let it be known that moneys would be forthcoming each year to CCA for the next three years to be sent to provincial/territorial councils to fund CAIN related projects. Although exact amounts have not been determined as yet, funding over the next three years for B.C. is expected to be in the neighbourhood of \$200,000 to \$250,000 a year. (As the CAIN project is designed over 4 years, it is expected that there will be federal money forthcoming for the fourth year, though possibly not from the same source.) The exact amount for this year will not be determined until June or July and will have to be spent by March of 2001. Consequently, it is expected that funding for this year will be half of, or less, of the yearly amount.

In March, the CCA drafted a CAIN guide to applicants outlining different funding streams on which the moneys could be spent. Bearing in mind these funding streams, which allow for funding to provincial associations and to archival institutions, the fast turn around time for the first half of Year One, and in consideration of the CAIN state of readiness of B.C. archives, the Committee is recommending [specific] areas of spending.

The Committee is developing spending priorities for the four year program, including detailed recommendations for Year One. The recommendations for Year One will include an upgrade of the BCAUL/AABC website, an upgrade of AABC's internet system, and money to assist institutional members in preparing BCAUL descriptions, reviews and updates.

I would like to emphasize that at this time we do not know how much money will be released to us for Year One funding. If we end up receiving a substantially smaller amount than expected, we will have to re-adjust our priorities, and defer some tasks to Year Two. We do not yet know of the government's time-frame for issuing the grant money, but will let members know as soon as is possible.

Collaboration with the Heritage Sector:

On May 5th, I attended the BC Historical Federation Conference in Port Alberni, and participated as a member of a panel at their plenary session. I spoke on "Common Interests in Preserving the Documentary Heritage of the Province," and emphasized the essential role that archival records have in all heritage work because of their ability to provide evidence of past action. I also emphasized the importance of the joint role of the AABC and the BC Archives in creating a network of sustainable community archives across the province that are able to preserve archival material in the region in which they were created, provide public research access to archival material, and internet access to standardized descriptions via BCAUL.

At the conference I made important contacts with the Presidents of the BC Historical Federation and the Archaeological Society of BC. We all agreed that we would like to continue to talk together about common issues and needs. As a result, the Executive is planning to apply for associate membership in the BCHF to provide a mechanism for future discussion. The Executive has also set up a meeting with the BC Museums Association to discuss ways in which we might collaborate to better serve our members.

The Association of Canadian Archivists is in the initial stages of exploring ways to more effectively collaborate with provincial associations, particularly in the area of education. Collaborative work on curriculum development and review are two areas that would clearly benefit AABC members. We intend to pursue this ACA initiative, and hope for good things to come from it.

Conference 2001:

The AABC Conference 2001 will be held in Victoria at the exquisitely restored heritage site, St Ann's Academy, on April 27th and 28th. The theme of our conference will be, "The Place of Archives in Heritage." The purpose of the conference will be to explore the place of archives in heritage, and define common challenges we share with other members of the heritage sector. We are grateful to Gary Mitchell, our Provincial Archivist, for suggesting this important and challenging theme. I am finalizing membership of the Conference Program and Local Arrangements Committees, but work has already begun on planning. I have asked the Public Awareness, Advocacy and Legislation Committee to provide input to the Program Committee, as this is in their area of expertise. We can all look forward to another interesting and informative conference.

AABC Mary Ann Pylypchuk Memorial Prize:

I am pleased to announce that the UBC School of Library, Archival and Information Studies has awarded the AABC Mary Ann Pylypchuk Memorial Prize of \$150.00 to one of our student members, Joanna Elizabeth Andow. Congratulations Joanna, and best wishes for your archival career.

Back to Work:

We have a busy year ahead of us, but with such an able team of Executive members, committees and regional representatives in place I am convinced we will make steady and significant progress. I appreciate the enthusiasm and interest that many of you have expressed to me, and your willingness to serve our membership in various capacities. I welcome all queries and suggestions, so do not hesitate to contact me. Of course, if you do, I just might try to wangle some work out of you, so be prepared! Now, back to work....

Archivally yours,
Jane

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AABC Newsletter

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AABC Executive Minutes

Minutes of the March 13, 2000 AABC Executive Meeting

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held January 17, 2000. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives discussed the February meeting with the AABC Committee Chairs and Regional Representatives. He remarked that the meeting was successful as it facilitated greater communication between the Executive and the Membership. The President was pleased with the overall approval of the direction of the Association. Chris Hives, on behalf of the rest of the Executive, thanked Jane Turner for her efforts as a moderator during this forum.

The President reported that he had posted the job announcement for the Education and Advisor Archivist position. The deadline for submissions was March 3rd. Interviews will be conducted March 14th.

Chris Hives reported that the AABC had received notification from Andrew Petter of approval of a \$10,000 grant to support the administration of the AABC's programs and initiatives. In addition, the AABC's grant applications for next year's programs have received preliminary approval at the provincial level. The AABC very much appreciates the financial support offered by the Provincial Government through the B.C. Archives.

The President discussed efforts to develop year-end reports for AABC programs to fulfill granting agency requirements. He will also be working to develop service contracts for 2000/01 programs.

Chris Hives presented a request from Erwin Wodarczak, Chair of the Internet Committee, for the approval two new committee members: Joan Cowan and Christine Metsner. The Executive welcomes their participation on this important committee.

3. Treasurer's report

The Treasurer presented the AABC's financial statements to 31 January 2000 and reported on the overall financial position of the AABC including revenue generated through membership renewals and conference registration. She is pleased with current efforts to reduce expenditures.

Lynne Waller circulated a budget developed by Evelyn Peters McLellan for the 2000 AABC Conference.

The Treasurer reported on the success of strategies to contract out bookkeeping services to Malish and Clarke. Establishing these services will reduce the burden of the treasurer position. In addition, she asked the Executive about the possibility of establishing a part-time position to provide further administrative support to the Association. The Executive agreed to study the feasibility of establishing a support contract.

Action: Lynne Waller will develop a position description for presentation at the next Executive meeting.

The Treasurer distributed drafts of committee budgets developed for the 2000/01 fiscal year. She requested that the Executive examine the documents and provide suggestions for revisions.

4. AABC Newsletter

As an editor has not yet been secured, the President requested that Marnie Burnham contact members of the Newsletter Editorial Board to determine the status of the production of the next issue of the Newsletter. Distribution of the Newsletter will be coordinated with the mailing of conference information.

5. Regional Groups - Terms of Reference

The Executive discussed the need to assist the Regional Representatives in their efforts to develop terms of reference. Participation of the Executive in this process is important to ensure consistent understandings across the Province.

Action: Jane Turner will review existing documents relating to terms of reference and present them to the Executive for discussion.

6. Committee Reports

Grant Committee:

Frances Mansbridge reported that notification had been sent to all successful applicants of the initial approval of their applications for grant funding. It is expected that the CCA will notify the AABC of its decisions in late March or early April.

Membership Committee:

On behalf of the Membership Committee, Marnie Burnham, requested that the Executive consider granting one year free membership to 1st year students in the MAS program at UBC. The Committee feels that this gesture would encourage increased participation by students in the Association and establish relationships that would continue after graduation. The Executive agreed to provide this free membership on a trial basis.

7. AABC Conference 2000

Lynne Waller reported on an upcoming meeting with the Local Arrangements Committee to finalize accommodation for the AABC Conference. Banquet planning has been completed.

The Executive discussed procedures for the nomination of an honorary member at the AGM and the presentation of this honorary membership at the banquet.

Chris Hives suggested that the Membership Committee ensure that proxy votes be enclosed with the conference information package.

Next meeting: 17 April 2000 1 pm

* * *

Minutes of the April 17, 2000 AABC Executive Meeting

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held March 13, 2000. Marnie Burnham will forward the minutes

to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives reported that all contracts have been arranged for the 2000/01 year. He announced that Deidre Simmons had accepted the position of Education and Advisor Archivist. He is in the process of completing final year-end reports for AABC programs to fulfill obligations for funding.

The President discussed the recent CAIN meeting. He noted that BCAUL was cited as a model for the development of future networks.

3. Treasurer's report

Lynne Waller noted that the annual review of the AABC's finances would be received from Malish and Clarke at the end of May. She has been working with the accountants to produce interim statements for presentation at the Annual General Meeting.

The Treasurer briefly reviewed revenue from conference registrations in relation to estimated costs and committed expenses. She reported that the AABC Conference should be on budget. She thanked Evelyn Peters McLellan for establishing a budget process for use in future conference planning.

4. Institutional members and conference attendance

Marnie Burnham reported that there is some confusion amongst the membership regarding the entitlements of institutional membership.

The Executive clarified that for specialized workshops, conferences, and other relevant Association activities, repositories with institutional memberships may designate only one individual who will be able to attend that event at member rates. The only exceptions to this policy are the basic CAEP courses where institutions will be permitted to send an unlimited number of individuals under their institutional memberships.

5. AABC Conference 2000

The Executive discussed practical issues relating to the upcoming AABC Conference including arrangements for the banquet and the provision of staffing for the registration table and social events.

6. Committee reports and workplans

Jane Turner distributed draft of workplans developed by committee chairs for the 2000/01 fiscal year. The Executive briefly examined the drafts and decided to defer discussion of the workplan until the first meeting of next year's Executive in May.

7. CAIN

Jane Turner distributed a diagram outlining processes required for the successful utilization of CAIN funding within the British Columbia archival network. This schema outlined possible issues, including infrastructure requirements, to be addressed by the Archives Association of British Columbia.

Next meeting: 29 May 2000

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New Archival Education and Advisory Service

by Deidre Simmons

In the spring, the AABC amalgamated two successful programs, the Archives Advisor, provided by Bill Purver, and the Community Archives Education Program (CAEP), co-ordinated by Irene Bekes, to create the new B.C. Archival Education and Advisory Service. To carry out this organizational "repackaging", the Association contracted the services of Deidre Simmons as the Education and Advisory Archivist. As well, some contract services, particularly in the Okanagan and Central Interior/Northeast areas of the province, will be assigned to Patti O'Byrne.

Bringing the two former programs together offers the opportunity to connect a standard program of education and professional development to the advisory services provided to, and requested by, institutions throughout the province. Under the general direction of the Education and Advisory Services Committee (chaired by Linda Wills) the Education and Advisory Archivist will provide:

Advisory Services, especially to smaller institutions in the establishment of their archival operations. For the 2000/2001 operating year, site visits will be made in the regions of Okanagan, Central Interior/Northeast, South Vancouver Island/Victoria, and the Lower Mainland. Those regions not covered in the plan for this year will receive advisory services by telephone, email and the internet. Also, watch "The Archivist's Toolkit" site <<http://aabc.bc.ca/aabc/toolkit.html>> for the addition of a "Beginner's Toolkit". More on that in the next newsletter.

Education Services, continuing the CAEP of previous years with the goal this year of reviewing the core curriculum workshops to determine the best way to meet the current needs of archivists throughout the province. Workshops will be revised, combined, and/or new ones introduced. AABC members will receive a survey questionnaire (yes, I know, not another one!) to fill in with comments on workshops taken and suggestions to improve the program. A CAEP brochure will be distributed during the summer announcing the workshop schedule for the 2000/2001 year. Members are reminded that sponsored workshops can also be provided to any interested group on an *ad hoc* basis.

For information about any of the services of the B.C. Archival Education and Advisory Service, check out the AABC website or contact:

Deidre Simmons
Education and Advisory Archivist
Archives Association of British Columbia
1513 Laurel Lane
Victoria, B.C. V8S 1Y2
Tel: (250) 595-2932; Fax: (250) 595-2963
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AABC Newsletter

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Weaving the Web -- BC Archival Network News

British Columbia Archival Network Services Program

The British Columbia Archival Network Services Program is a new service established by the Archives Association of British Columbia in April of this year. The BCANS program is responsible for the maintenance and development of Internet-based network resources created by the Archives Association of British Columbia, including the *British Columbia Archival Union List* and *A Guide to Archival Repositories in British Columbia*. The program is also responsible for providing advice and assistance to archival institutions in the province wishing to use the AABC's network resources and to contribute new or revised information.

The AABC's **BC Archival Network** includes the following online resources:

British Columbia Archival Union List (BCAUL)

Guide to Archival Repositories in British Columbia

Web Sites of Archives in BC

British Columbia Historical Photographs Online

Virtual Exhibits at Archives in BC

Archives in the News

The Archivist's Toolkit

Other online resources of the AABC, including the *Job Board* and the *Grants Page*

Bill Purver has been contracted on a part-time basis by the AABC to carry out the work of the program as directed by the AABC's Internet Committee. Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the BC Archival Union List and the online Guide to Archival Repositories in BC, should contact Bill as follows:

Bill Purver

BC Archival Network Services Program

4838 Inverness Street

Vancouver, B.C. V5V 4X6

Phone: 604-876-9150

Fax: 604-876-9850

Email: bpurver@aabbc.bc.ca

For more information, including project reports, people are asked to consult the BC Archival Network Services homepage at <http://aabbc.bc.ca/aabbc/bcans.html>.

Canadian Northwest Archival Network -- BC, Alberta and the Yukon

The **Canadian Northwest Archival Network (CaNWAN)** was launched in April of this year to provide integrated

access to descriptions of records on the union lists of **Alberta, British Columbia, and the Yukon**. The network lives on the AABC server and provides researchers and archivists with the ability to search all three union lists at the same time.

To access the Canadian Northwest Archival Network on the Web, click on to <http://aabc.bc.ca/aabc/icaul.html>.

Archivist's Toolkit -- Online Resources for Small Archives

The **Archivist's Toolkit**, launched in March of this year, has received critical acclaim from archivists in BC, across Canada and in the United States. The "Toolkit" has been designed as a **community resource** to assist those working in small and medium-sized archives in British Columbia. The "Toolkit" provides online examples of policies, procedures, forms, case studies and information on other online and published resources available.

The "Archivist's Toolkit" is regularly updated with suggestions and submissions by archives and archivists from around the province. To submit samples of good practices used in your archives, or to suggest links to other online resources, people are encouraged to contact Bill Purver at the AABC's BC Archival Network Services Program.

The "Archivist's Toolkit" is accessible at <http://aabc.bc.ca/aabc/toolkit.html>.

New and Notable on the Web

City of Victoria Archives:

On this well-established site, check out the new, user-friendly mechanisms for browsing indexes and searching descriptions of records. The site is accessible at: <http://www.city.victoria.bc.ca/depts/archives/>

Enderby and District Museum and Archives:

This impressive new site, developed in conjunction with students at the local high school, provides information about the holdings, activities, and services of the Archives at the Enderby and District Museum. Check out the new Image Directory, providing links to scans of historical photographs in the Archives holdings. The site is accessible at: <http://www.sjs.sd83.bc.ca/subj/ce/museum/archive/archive.htm>

Powell River Historical Museum and Archives:

This new site provides detailed listings of descriptions of archival holdings, including descriptions of fonds and of the archives' oral history, map, photograph negatives, and local newspaper collections. Watch out for a new, cooler design coming soon for the site. The site is accessible at: <http://www.armourtech.com/~museum/>

BC Archival Union List -- New Descriptions on the Database

Participating archives (now 163 institutions throughout the province!) are reminded that new and revised BCAUL descriptions should be compiled by the institutions themselves and submitted to the BC Archival Network Services Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabc.bc.ca).

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

British Columbia Archives:

British Columbia Land and Investment Agency fonds
Western Canadian Ranching Company fonds
British Columbia Cattle Company fonds
London and Canadian Fire Insurance Company fonds
Nestegg and Firefly Gold Mining Company fonds
Canadian Pacific Land and Mortgage Company fonds
Mara Estate Limited fonds
British Columbia Market Company fonds

Campbell River Museum and Archives:

Campbell River Museum and Archives photograph collection
Campbell River Museum and Archives map collection
Campbell River Museum and Archives aural history collection
Anderson family fonds
Garee family fonds
Clair Hamilton fonds
JKS Boyles International fonds
Elk River Timber Company fonds
H. McQuinn fonds
Ken Drushka fonds
Tom Barnett fonds
Ruth Barnett fonds
Pidcock Brothers and Company fonds
Richard Mackie fonds
Godfrey and May Baldwin fonds
Willow Point Waterworks District fonds
Campbell River Forest District fonds
John Cecil Smith fonds
Campbell River and District Horticultural Association fonds
Willow Point Community Hall fonds
St. Michael's Hospital (Rock Bay, B.C.) fonds
Harmac fonds
Mrs. C.G. Hoby fonds
Quadra Island Ratepayers' Association fonds
John William Mogg fonds
Campbell River Badminton Club fonds
Quentin Dodd fonds
Art Lightfoot fonds
Joyce family fonds
Eve Eade fonds
George F. Drabble fonds
Bill Chambers fonds
Women's History Project fonds
Courier-Islander fonds
Roderick and Ann Haig-Brown fonds

Nanaimo Community Archives:

Wellington Parents Action Committee fonds
Northfield School fonds
South Wellington Parent-Teacher Association fonds
Alice Fiddick fonds
Doreen Mortimer fonds
Estelle Watchorn fonds
Chase River Parent-Teacher Association fonds
Jessie Hill Richmond fonds
Committee to Action Nanaimo fonds

School District No. 68 (Nanaimo) fonds
School District 68 History Project Committee fonds

Oliver and District Heritage Society Archives:

Black Sage Irrigation District fonds
British Columbia Government Agent (Fairview, B.C.) fonds
Clifford Atley Charlton fonds
Daphne Evans fonds
Elliott family fonds
Fairview Days Committee fonds
Frank Venables family fonds
Haynes Co-operative Growers' Exchange fonds
Hugh Porteous fonds
Isabel Christie MacNaughton fonds
McCuddy family fonds
Oliver 75th Anniversary Planning Committee fonds
Oliver and District Chamber of Commerce fonds
Oliver and District Horticultural Society fonds
Oliver and District Senior Citizens Society fonds
Oliver International Horse Show Society fonds
Oliver Junior Chamber of Commerce fonds
Oliver Meteorological Station fonds
Oliver Parent-Teacher Association fonds
Oliver Sawmills Ltd. fonds
Oliver United Church fonds
Oliver Women's Institute fonds
Oliver Teen Town Association fonds
Raymond Baker fonds
Richard M. Brown fonds
Southern Okanagan Choral Society fonds
Southern Okanagan Lands Irrigation District fonds
Southern Okanagan Lands Project fonds
Southern Okanagan Sportsmen's Association fonds
St. Martin's Hospital fonds
Wallace J. Smith fonds
William Paul Rosler fonds
Stemwinder Mine Boarding House fonds
Village of Oliver fonds
British Columbia Land Surveyors collection
Darlene Chapman collection
Edith Rienhart collection
Henry and Charles Jones family collection
Oliver and District Heritage Society manuscript and document collection
Oliver and District Heritage Society map collection
Oliver and District Heritage Society oral history collection
Oliver and District Heritage Society photograph collection
Rudi Guidi Oliver Elementary School photograph collection

Powell River Historical Museum and Archives :

Clapp family fonds
Gleb Goumeniouk fonds
John Lambert fonds
Powell River Lions Club fonds
Basil Nicholson fonds
Westview Public Library Association fonds
St. John Ambulance Association Powell River Centre fonds
Grief Point Sunday School fonds

Simon Fraser University Archives :

Michael Irwin fonds
Heather Raven fonds
Douglas Cole fonds
Simon Fraser Teachers' Union fonds
Simon Fraser University Staff Association fonds
Association of University and College Employees Local #2 (AUCE #2) collection

Trinity Western University Library :

Registrar's Office fonds

University of British Columbia Archives :

Philip Pinkus fonds

West Vancouver Museum and Archives :

Hollyburn Sailing Club fonds
Canadian Federation of University Women - West Vancouver fonds
Swastika Club fonds
Len Norris fonds
Norwest Seniors Curling Club fonds
Franciscan Outreach Society fonds
West Vancouver Sketch Club fonds
Lawson family fonds
Joseph B. Leyland fonds
West Vancouver Historical Society fonds
Imperial Order Daughters of the Empire, Duncan Lawson Chapter (West Vancouver) fonds
West Vancouver Transportation Company fonds
Hollyburn Ridge collection

Guide to Archival Repositories in B.C. -- Recent Updates

The AABC's online archives directory, **A Guide to Archival Repositories in British Columbia** (<http://aabc.bc.ca/aabc/bcguide.html>), now contains information on 185 publicly-accessible archives in the province.

The following is information recently updated on the Guide:

1) Vancouver Public Library Historical Photographs

New contact person: Mary-Anne MacDougall , Special Collections Librarian

New Phone: (604) 331-3783

New Fax: (604) 331-3777

New Days and hours of operation: Monday and Wednesday, 12 noon – 8 pm ; Tuesday and Thursday, 10 am – 6pm; Friday and Saturday, 10 am – 5 pm ; Sunday (Sept.-May) 1:00-5:00, restricted access.

2) British Columbia Teachers' Federation

New contact person: Donna Jean MacKinnon

New email address: dmackinnon@bctf.bc.ca

3) Icelandic Archives of B.C.

New web site address: http://users.imag.net/~sry.rasgeirs/ICCBC/ICCBC_Facilities.html#anchor316552

New phone number: (604) 536-9377

New fax number: (604) 536-9377

New predominant dates: 1940-1990

New acquisition policy/holdings summary:

A community archives whose purpose is to collect and maintain original documentation and artifacts concerning the history of Icelanders and their descendants in the province of British Columbia. Holdings consist of documents, photographs, audio tapes and a collection of pre 1900 books.

4) Anglican Diocese of Caledonia Archives

New street address: 200 - 4th Avenue West, Prince Rupert, B.C. (Note: mailing address remains the same)

5) University of British Columbia Library Charles Woodward Memorial Room

New web site address: <http://www.library.ubc.ca/woodward/memoroom/>

New email address: leeperry@interchange.ubc.ca

6) Japanese Canadian National Museum and Archives Society

New email address: jcnmas@telus.net

7) Powell River Historical Museum and Archives

New web site: <http://www.armortech.com/~museum/>

8) Whistler Museum and Archives

New contact name: Meaghan McKie, Manager

New fax number: (604) 932-2077

New days and hours of operation: Thursday-Sunday, 10:00 am - 4:00 pm; July and August: Open daily, 10:00 am - 4:00 pm

9) Alberni District Historical Society

New email address: adhs@uniserve.com

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BC Archival Preservation Service Program 2000/01

The BC Archival Preservation Service (BCAPS) upcoming year will be busy. In addition to the regular BCAPS services (conservation hotline, site visits, collection surveys, environmental monitoring loans and disaster/emergency services) a refocusing of the program has started so that preservation information can be made more accessible through the new AABC website Tool Kits. This program shift means that fewer site visits will be undertaken in the upcoming year. It is anticipated that 25 site visits will be undertaken in the Lower Mainland, South Island and the Kootenay and Prince George Region. If you are interested in receiving a site visit please contact Rosaleen Hill (see contact information below).

As mentioned the new focus for this year is the development of Preservation Tool Kits for the AABC website. The Tool Kits under construction for this year include:

- Archivist's Guide to Photographic Negative Identification
- Policy Tool Kit
- Disaster Response Tool Kit
- Photographic Preservation Strategies Tool Kit – i.e. cold storage

This new program focus is exciting as information that has been requested over the years by AABC members will be presented in a cohesive fashion and available to all members when needed. One of the guiding principles in the development of these Tool Kits has been to ensure that the information will be both practical in nature and readily accessible. The Archivist's Guide to Photographic Negative Identification should be up on the web by mid summer. I look forward to your comments on the Preservation Tool Kits and welcome ideas for other Tool Kit topics.

Workshops

The AABC workshop [Introduction to Archival Preservation](#) will be offered in February 2001. For further information on this workshop and other AABC workshops please contact Deidre Simmons, AABC Education/Advisory Archivist, T: 250/595-2932 Email: dsimmons@aabc.bc.ca

BCAPS/AABC is hosting the Canadian Conservation Institute workshop **Storage and Display Materials**. Jean Tétreault, a conservation scientist at CCI will be teaching this workshop.

This workshop will focus on materials used in the storage and display environment. Information on selecting and the use of the following materials will be covered:

- wood and wood products
- paints and varnishes
- paper, boards and archival enclosures
- plastic sheets and panels as archival enclosure materials
- spot tests for paper based materials and plastics

Tours of the Vancouver Museum exhibition and storage facility will be held in the afternoon of day one and the City of Vancouver Archives storage vault will be held in the afternoon of day two. These tours will be used to illustrate where the materials Jean Tétreault has discussed are in use or could be used to improve the storage and display environments.

Participants are encouraged bring samples of materials for discussion.

- Location: Vancouver Museum – 1100 Chestnut Street, Vanier Park
- Dates: September 21 – 22, 2000
- Cost: \$120.00
- Registration deadline: August 20, 2000 (**This is an ABSOLUTE deadline**)
- Number of Participants: 15 - 20

For more information and to register for this workshop please send your mailing address (and email address if you have one) and a cheque made out to the Archives Association of BC to:

Rosaleen Hill
Conservation Coordinator
BCAPS
406 – 2050 Scotia Street
Vancouver, BC
V5T 4T1

Tel/Fax: 604.709.9263
E-mail: rhill@aabbc.bc.ca

Disaster Salvage Starter Kits

The AABC Disaster Salvage Starter Kits have been purchased and are located in each region of the province. These kits include the following materials:

- React Pac
- Newsprint – roll 34 x 500"
- Unbuffered blotting paper – 5 packs of 20 x 30" packages – 10 sheets per package Dry cleaning sponges

The Kits are to be available on a use as needed basis. It will however, be the responsibility of the institution which uses the Kit to either replace the used items or to apply for a preservation grant from the CCA CPCAR program on behalf of the AABC regional group. The BC Archives Preservation Service Coordinator can assist with the grant preparation.

The AABC Disaster Salvage Starter Kits are located in the following regions:

Central and North Vancouver Island

Christine Meutzner
Nanaimo Community Archives
100 Cameron Road
Nanaimo, B.C. V9R 2X1
(250) 753-1821

South Vancouver Island

Trevor Livelton
City of Victoria Archives

1 Centennial Square
Victoria, B.C. V8W 1P6
(250) 361-0374
trevorl@city.victoria.bc.ca

Greater Vancouver

Marnie Burnham
NAC Records Centre
2751 Production Way
Burnaby, BC V5A 3G7
Tel: 666-9699

Fraser Valley

Valerie Billesberger
Mission Community Archives
33215 Second Avenue
P.O. Box 3522
Mission, B.C. V2V 4L1
(604) 820-2621
maius@telus.net

Okanagan

Linda Wills
Greater Vernon Museum and Archives
3009 - 32nd Avenue
Vernon, B.C. V1T 2L8
(250) 542-3142
vm_chin@junction.net

Kootenay-Columbia

Tammy Bradford
Creston and District Historical Museum Society
219 Devon Street
Creston, BC V0B 1G3
(250) 428-3324

B.C. Northwest

Louise Shaw
Kitimat Centennial Museum
293 City Centre
Kitimat, BC V8C 1T6
(250) 847-5322
Kitmuse@sno.net

Central Interior-BC Northeast

Fraser-Fort George Museum
P.O. Box 1779
Prince George, B.C. V2L 4V7
(250) 562-1612

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AABC Newsletter

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AABC Newsletter

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

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aabc.bc.ca/aabc/newsletter

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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

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Submission deadlines:

Winter - December 15, 2000
Spring - March 15, 2001

Please supply all submissions

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Ministerial Records Regimes in Canadian Jurisdictions: A Synopsis

By Ian McAndrew and John Horodoyski(*)

With passage of the *National Archives of Canada Act* in 1987, the Canadian parliament declared that records created by ministers of the Crown were no longer private property. Under Section 4 of the *Act*, the National Archives was named as the "permanent repository" not only for departmental records, the institution's traditional domain, but also for the records which had formerly belonged to elected officials heading the various departments—the ministers of the Canadian cabinet. Section 5 gave force to this provision, dictating that "no record under the control of a government institution and no ministerial record, whether or not it is surplus property of a government institution, shall be destroyed or disposed of without the consent of the Archivist." From this point forward ministerial records at the federal level have been public records, and cabinet officers are permitted neither to destroy them, nor to maintain possession upon departure from office. (1)

The research project reported in this paper was designed to study various aspects of the ministerial records dilemma in Canada, and its final product will have several aspects. One will be an extensive literature review exploring many issues related to the topic: the ministerial records question; the executive records question in the United States; certain academic debates in public administration related to secrecy in government; and pertinent aspects of British and Canadian constitutional theory. The remainder of the report will be comprised by a comparative analysis of regimes currently in use in Canada at the federal, provincial, and territorial levels, and an evaluation of these culminating in a set of conclusions regarding methods for assembling a ministerial records regime with maximum strength and effectiveness. Due to time constraints, this paper only addresses one of these topics—presenting, in a brief synopsis, a 'status report' on the various kinds of ministerial records regimes currently in place. In doing so, the paper argues that none among the current systems—not even that created by the *National Archives of Canada Act*—represents a comprehensive set of regulations, and that all require significant alteration if they are to serve effectively as instruments for enforcing mandatory transfer. Also due to time constraints, it has been necessary to omit discussion of legal regimes in those jurisdictions where ministerial records are still regarded as private property (Saskatchewan, Prince Edward Island, Newfoundland, and Quebec.)

METHODOLOGY: At its outset, the researchers aimed to collect data from all thirteen major Canadian public repositories; that is, from the National Archives of Canada, each of the ten provincial archives, and two territorial archives. (Nunavut was excluded from analysis due to its nascent presence in Canada.) For this reason, the researchers created a data gathering instrument, a questionnaire, to be mailed to each of the thirteen major Canadian public repositories. Unfortunately, that data, however limited, was in itself an aberration on the questionnaire. Out of a total of thirteen respondents, only two institutions were able to provide statistical figures on the questionnaire. (Another institution did provide figures, though, was rejected by the researchers due to their status as "approximations" of numbers, and not the "actual" figures.) As questionnaires were slowly returned, it became quite evident of a problem both in the design of the questionnaire and as a result, for the respondents in attempting to fulfill the requirements of tracking accession figures for ministerial records. In hindsight, the designers of the questionnaire admit their discretion in the overall design of the questionnaire as "over-zealous" in an attempt to procure accessions' figures of ministerial records for such an extensive period of time. Furthermore, the operational logistics and physical manpower available in each archival jurisdiction to obtain those figures via database manipulation was never fully explored by the researchers,

as it was believed to be a reasonable exercise to complete. The configuration for the electronic tracking of a specific series or class of records by each institution may have been more time consuming or difficult than had been previously considered. Further research may determine if internal computer systems of the institutions are not able to provide accruals of ministerial records because the query of *ministerial record* is most probably not applicable or available to existing configurations.

STATUS REPORT: The most striking feature of ministerial records regimes in Canadian jurisdictions to emerge from this comparative survey is their variety. While it is beyond the scope of the study to attempt accounting for the deeper origins of the various systems in place, it is worth noting that their diversity is as broad as that distinguishing the political and legal cultures, and the archival traditions, distinctive to Canada's regions, provinces, and territories. The following status report is organized into a typology, grouping together those jurisdictions that share similarities. Examined first are those jurisdictions, including both territories examined in the study, where ministerial records are considered to be public records, but in which little attempt has been made to address the ministerial records question through exerting managerial control. Second, the systems in the balance of provinces are presented, those in which the need for managerial control has been recognized. Finally, the system employed by the National Archives of Canada is examined.

Northwest Territories, Yukon, and New Brunswick: In the Northwest Territories, Yukon, and New Brunswick, ministerial records are considered to be public records. In each instance, while legal regimes at least have this to speak in their favour, there are still significant dilemmas—ones related to statutory ambiguity. Beyond these problems, moreover, which are in fact characteristic of legal regimes in all provinces and territories, control of ministerial records in these jurisdictions is also characterized by an absence of managerial, or archival, control.

Nowhere in the archives acts of Northwest Territories, Yukon, or New Brunswick, nor in the New Brunswick *Public Records Act*, are ministerial records either defined or mentioned. Indeed, in each case the basis for recognizing these materials as having the status of public property is tenuous, or derivative. In the Northwest Territories, for example, the responding archivist explained that "certain ministerial records come under the *Archives Act*," referring to the statute declaring that "public records" includes materials in all forms and formats "held by or under the control of a government body." Government bodies, in turn, are defined to include "a department or division" of the territorial government.⁽²⁾ The Yukon *Archives Act*, similarly, defines "public records" as materials in all forms and formats "deposited, on file, or held with or in any department or agency of the government of the Yukon."⁽³⁾ In New Brunswick, the *Archives Act* stipulates that public records are those covered under the *Public Records Act*, and this statute provides a *de facto* definition of public records as "books, papers and records kept by or in the custody of any provincial or municipal officer in pursuance of his duty as such officer."⁽⁴⁾

The dilemma with regimes of this sort is, quite simply, that they establish ministerial records as public records only in that they imply an equivalency between department records and ministerial records. In turn, the problem at the heart of this dilemma is that statutory implication, which is legally ambiguous by its very nature, has been used to resolve the traditional legal ambiguity surrounding ministerial records: an ambiguity deriving from the fact that ministerial records, under British and Canadian Constitutional tradition, have customarily derived their official status from the conventions of ministerial responsibility and cabinet confidentiality rather than from archives or records laws. The result, then, is that little is clarified: in fact, statutes currently in place in Northwest Territories, Yukon, and New Brunswick may actually assist supporters of private property regimes in their opposition to public records regulations because they allow for defensible arguments that that no statute has revoked or overruled the principles of ministerial responsibility and cabinet confidentiality.

If this legal ambiguity is troubling, what is distinctive in Northwest Territories, Yukon, and New Brunswick, is that there are no scheduling mechanisms in place. In the territories, under systems controlled by the Cabinet Secretaries rather than the public archives', it does not appear that schedules are not employed at all.⁽⁵⁾ In New Brunswick, admittedly, there is at least the possibility of control through this mechanism in that ministers ordinarily file certain among their records along with department records residing in their offices. However, according to one of the responding archivists from New Brunswick, "[ministers'] public records are sometimes kept separately," indicating that there is no legal authority over ministerial records classification—which, of course, will affect archival acquisition.⁽⁶⁾ Scheduling, albeit an imperfect mechanism in the best of circumstances, may be the implement that

archivists in Northwest Territories, Yukon, and New Brunswick will want to lobby for if they pursue future attempts to strengthen the ministerial records regimes in their jurisdictions.

Nova Scotia, British Columbia, Ontario, Manitoba, Alberta: Archivists in the five jurisdictions next under consideration are forced to rely on laws no more clear than those in Northwest Territories, Yukon, and New Brunswick. Once again, some variation exists. In all cases, however, the relevant laws make no mention of ministerial records, while leaving their status open to interpretation by failing to eliminate vagueness from definitions of public records. In some cases, like Manitoba, the legal regime resembles very closely certain of those already described here. Public records in this jurisdiction are defined as recorded information in all forms and formats "received or created, or deposited, on file, or held with or in any department or agency."⁽⁷⁾ In other cases, matters are even less clear. Alberta, for instance, has clear stipulations in the *Government Organization Act* that the Lieutenant Governor in Council may impose regulations over "records in the custody or control of a department," and determines that "the office of a member of the Executive Council" is included in the definition of a department. In this jurisdiction, however, there is no formal definition of public records.⁽⁸⁾ Nova Scotia and Ontario laws feature *de facto* definitions similar to that in Manitoba, but neither jurisdiction has enacted a formal definition.⁽⁹⁾ The British Columbia regime is much like that in Alberta, except that offices of members of the Executive Council are not overtly included in the definition of "department."⁽¹⁰⁾

As previously noted, ambiguity in legal status is a feature of archives legislation in all provinces and territories. The point should be emphasized as a conspicuous flaw of these regimes—but it need not be belabored further. On a more optimistic note, it can be said that archivists in Nova Scotia, British Columbia, Ontario, Manitoba, Alberta do, at least, have authority to impose schedules. In British Columbia, for instance, general records control imposed throughout government by means of the ARCS and ORCS is supplemented by a set of special schedules designed for less conventional categories, such as special media records and so on. The characteristic feature of the British Columbia system relevant here, however, is that one of these special schedules, schedule 102906, has been designed for Executive Records: "the administrative and operational records of the offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions." The terms of 102906 dictate, first, that executive records must be classified according to the general requirements of the system, whether under the ARCS or the ORCS; and, second, that "longer retention period or full retention for a given record series" shall also apply. Overall, the system has clear benefits in that the application of a special schedule serves as a backstop, so to speak, to regular scheduling requirements by creating a two-tiered mechanism in attempt to ensure that no records will slip through.⁽¹¹⁾

In Manitoba, to take a second example, most scheduling of ministerial records takes place consistently across government at the series level. The overall body of government records is subdivided, as is common across jurisdictions, into fonds corresponding to the departments, independent agencies, Crown corporations, and so forth. Distinctive to Manitoba, though, is that within each fonds is a series designated for the records of the executive head of the agency. In some cases this results in a straightforward inclusion of one minister's records in one department fonds. In other cases, as when a minister may be responsible, say, for a department and a Crown Corporation, the records of the individual would be divided into two series, each belonging to a different fonds according to the business activity from which they derive. Finally, a separate fonds has been established for the office of the Premier in order to account for the special and distributed responsibilities of this position.⁽¹²⁾

Systems in Nova Scotia, Ontario, and Alberta employ similar mechanisms to those in British Columbia and Manitoba. In Nova Scotia, one Executive Records schedule has been created, and all ministers are bound to apply it to their office files;⁽¹³⁾ in Alberta, ministerial records are scheduled as department records;⁽¹⁴⁾ in Ontario, a Ministers Records Common Schedule was introduced in 1999, replacing a system whereby department records management staff possessed discretion to create schedules for their minister's office.⁽¹⁵⁾ Regardless of their divergences, all these systems reflect an understanding on the part of their designers of one basic point: that a strong ministerial records regime must delegate significant power to those whose responsibility it is to remove records from their creators—those who may not want to surrender them. This is the basic logic that makes records schedules an effective, or potentially effective, tool. For those interested in the proper disposition of ministerial records as public records, it is difficult to have much sympathy for the view that scheduling authority should be limited because the Cabinet requires secrecy in order to meet government responsibility to the public.

National Archives of Canada: If ambiguity represents a cause for concern in examining ministerial records regimes at the provincial and territorial levels, the federal system has, at least, the advantage of clarity in the *National Archives of Canada Act*; first, in that it explicitly defines "ministerial records," and second in that it actually employs the term in several sections.⁽¹⁶⁾ Both of these features of the *Act* are noteworthy and significant, particularly in light of the fact that no legal authority in any of the provinces or territories makes any mention whatsoever of ministerial records. It is difficult to see how any regulatory regime for records of government in general can redress the long-standing problem of ministerial records—their legal ambiguity—without adopting these aspects of the federal system.

In addition to these provisions, the *Act* also incorporates the advantages of the deposit system that was part of federal acquisitions policy in the decades prior to passage of the 1987 law. This method of acquisition was first conceived by W. Kaye Lamb, Dominion Archivist in the 1950s, who saw strategic opportunity in the fact that ministers would welcome, and likely accept, the offer of free removal and housing services for their records if approached in timely fashion by Public Archives staff. In addition, he also realized that in cases where such efforts were successful, the archives would have taken one major step toward formal accession of the material deposited. Initial terms of custody, as offered to ministers from the outset, entailed no transfer of legal title and granted full control over access restrictions to depositors. The hope, though, was that a large proportion of records in custody would never be reclaimed. As it turned out, the hope was vindicated, a point demonstrated by the impressive growth of federal ministerial records holdings throughout the time that the method Lamb conceived was developing into the deposit system.⁽¹⁷⁾ In 1987 the system was written into the *Act*, in a sense, with the inclusion of the clause establishing that "records of government institutions and ministerial records that, in the opinion of the Archivist, are of historic or archival importance shall be transferred to the care and control of the Archivist in accordance with such schedules or other agreements for the transfer of records as may be agreed on between the Archivist and the government institution or person responsible for the records."⁽¹⁸⁾

Despite all its advantages, though, the system in place at the federal level has notable flaws as well—flaws that may even neutralize its relative strengths in certain respects. While the *Act* gives the archivist considerable authority and discretion, and while it sanctions a system that has proven its effectiveness, Section 6, ss. (1) also contains a highly significant omission in that it merely provides vague allowance for the operation of the deposit system, failing to codify or compel its use in specific terms. There are two problems here. First, the alignment between these two parallel systems, on one hand, and the categories of records they are intended to control, on the other, is unclear. That is, the wording of this section fails to mandate that schedules are to be the authorized instrument of transfer for records of government institutions, while "other agreements," or the deposit system, are applicable only to ministerial records. Thereby, the *Act* leaves open to interpretation the disposition of all records; in theory, a government would have reasonable legal grounds for issuing an Order in Council applying "other agreements" to any class or category of records, or, in effect, to enact in policy an interpretation of the law declaring that the use of schedules is optional. Second, and more relevant here, is that the *Act* does not state outright what the "other agreements" provision means. Under these stipulations, for instance, there would be little to prevent a fictitious future government from issuing a directive undermining the archivist's position—again using secondary legislation, but here to give an operative definition to "other agreements" that qualifies or significantly dilutes the mandatory transfer provisions of the *Act*. In such an event we would be forced to learn the hard lesson of vague language in public sector administrative law: authorizing, rather than mandating, transfer procedures at the statutory level does little more than direct individual governments to define the procedure, a measure that will oftentimes result in contradiction of the intent of the legislature.

Admittedly, both of these scenarios are unlikely to come to pass. Nevertheless, these considerations still point toward the need to tighten up the law, to amend the *NAC Act* such that it ensures the deposit system can function with integrity and not be subject to inappropriate interpretation. Or, to re-phrase the same point in more forceful terms, perhaps it could be said that the deposit system was originally flawed in that it was dependent for effectiveness not on legal authority, but rather on intangible factors inherent in its design—the tact and timing of archivists involved in attempting to persuade ministers to deposit, the fortunate fact (for archivists) that ministers would rarely have time to worry about their records on the eve of a government turnover, and so on. Writing the system into law, of course, strengthens its authority. However, doing so still presents potential problems in that the "other agreements" provision as it currently stands gives considerable discretion to a government with secretive tendencies, and, as well, to ministers—for instance, allowing them significant influence over access restrictions, and merely warning them not to classify

ministerial records along with personal records, without creating enforcement provisions.

Conclusion: At the end of the analysis the deposit system must be recognized for what it initially was, and what it was through the first three decades of its operation: an astute, indeed an outstanding, feat of adaptation to adverse conditions by a dedicated and highly perceptive archivist, and a highly effective system for informal acquisition. To acknowledge its strengths, though, should not necessarily preclude consideration of other mechanisms to enhance ministerial records regulations at the federal level. Amendments instituting archival authority to schedule ministerial records—as exists in several provinces—might be in order. To suggest this, in turn, should not be taken as oversight of the problems inherent in systems used in Canadian jurisdictions below the federal level. In particular, provincial and territorial archivists must convince their legislators to follow the example of the *National Archives of Canada Act* in its definition and use of the term "ministerial records."

Since W. Kaye Lamb's time, many concrete and progressive steps have been taken. As of yet, however, there remains no single system in Canada where archival authority over records of cabinet officials is both clear in law and enforceable through mechanisms free of influence from records creators—those potentially having vested interest in keeping them out of the archives. Whether or not we can be of great influence over the law makers who occupy the key position in the affair is an open question. Should we fail to try, though, we will be neglecting important aspects of our professional responsibilities. Worse, we can be assured that legislators will not likely act on their own.

* * *

Citations:

- (1) *National Archives of Canada Act*, Chapter N-2.5 (RS, 1985, c. 1 (3rd Supp.)), s. 4 and 5. For background on the ministerial records question, see Terry Eastwood, "The Disposition of Ministerial Papers," *Archivaria* 4 (Summer 1977): 3-19. For further discussion of cabinet confidentiality doctrines in the Westminster parliamentary tradition—which are the source of what we refer to here as the "legal ambiguity" of ministerial records—see Kenneth Kernaghan, *Freedom of Information and Ministerial Responsibility*, Research Publication 2, prepared for the Commission on Freedom of Information and Individual Privacy, (Government of Ontario.) September 1978; and Geoffrey Marshall, ed. *Ministerial Responsibility*, (Oxford: Oxford University Press, 1989.) For a thorough discussion of ministerial records and the National Archives of Canada, see Carman V. Carroll, "From Deposit to Donation: The National Archives' Acquisition Strategy for Papers of Cabinet Ministers," *Archivaria* 25 (Winter 1987-88): 29-43.
- (2) *NWT Archives Act*, RSNWT 1988, c. H-3, s. 1.
- (3) *Archives Act*, RSY 1986, c. 8, s. 1.
- (4) *Archives Act*, RS [New Brunswick] 1996, Chapter A-11.1, s. 1; *Public Records Act*, RS [New Brunswick] 1998, Chapter P-24, s. 1.
- (5) Specifically, the responding archivist from the Northwest Territories explained that "ministerial records are currently not scheduled and are stored in a vault maintained by the Cabinet Secretary;" the responding archivist from Yukon supplied photocopies of a passage from what appears to be a government circular on records management, which explains in part that "[o]n a change in administration, the Cabinet Secretary is responsible for ensuring the records of each Minister of the government, as well as the Cabinet records held by the Executive Council Office, are transferred to the Yukon Archives."
- (6) In full, the responding archivist explained that "In the offices of ministers, the public records are sometimes kept separately. In other cases, the minister's office (public) records are incorporated and integrated into the records of the department." For information on scheduling in New Brunswick, see Provincial Archives of New Brunswick, "CPRS ONLine!: Classification Plan and Retention Schedules for Administrative Records," <<http://gov.nb.ca/archives/e/>>
- (7) *The Legislative Library Act*, RSM 1987, c. L120, s. 1.
- (8) *Government Organization Act*, ASR, Chapter G-8.5, Schedule 12, s. 14, ss. 2 paragraph (a); and *Government Organization Act*, Schedule 12, s. 14, s. 1, paragraph (h).
- (9) *Government Records Act*, RS [Nova Scotia] 1995-96, c. 7, s. 1; *Archives Act*, RSO 1009, Chapter A.27, s. 3-4.
- (10) See *Document Disposal Act*, [RSBC 1979] Chapter 95, s. 1-2; and *Interpretation Act*, [RSBC 1996] Chapter 238, s. 29. Note that "ministerial office," rather than "department," is the term employed in British Columbia. This usage is confusing when the discussion pertains to records laws

and ministerial records, as it does here. However, "ministerial offices" are equivalent to bodies referred to by other terms in other jurisdictions (e.g., "department," "agency," "government institution," etc.) in that the BC laws explicitly make reference to the bodies within the executive branch—not to the offices of ministers in particular.

(11) Province of British Columbia, "ARCS On-Line: Administrative Records Classification System, 1998 Edition," <<http://www.bcarchives.gov.bc.ca/arcs/index.htm>>

(12) Manitoba Culture, Heritage and Citizenship, "Manitoba Access and Privacy Directory," <http://www.gov.mb.ca/chc/archives/fippa_mn.html>

(13) Nova Scotia Archives & Records Management, "STOR Standard Main Groups, Version 5.3," <<http://www.nsarm.ednet.ns.ca/rm/smg.htm>>

(14) Government of Alberta, "FOIP: Policy and Practices," <<http://www.gov.ab.ca/foip/policy/index.html>>

(15) Archives of Ontario, "Recorded Information Management: Information Bulletin #4: Guideline for the Disposition of Ministers' Records and the Records of Political Staff," <<http://www.gov.on.ca/MCZCR/archives/english/rimdocs/infobl4.htm>>

(16) Section 2 determines that "‘ministerial record’ means a record of a member of the Queen’s Privy Council for Canada who holds the office of a minister and that pertains to that office, other than a record that is of a personal or political nature or that is under the control of a government institution." In subsequent sections, the *Act* refers to "records of government institutions and ministerial records." See Sections 4, 5, and 6 in particular.

(17) Again, see Carroll, "From Deposit to Donation."

(18) *National Archives of Canada Act*, s. 6, ss. 1.

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* * *

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**British Columbia Archives Week 2000
Sunday, November 19th to Saturday, November 25th**

Background

Why an Archives Week?



Archives Week is an AABC initiative to draw public attention to the importance of the province's nearly 200 archival institutions. Archives Weeks are officially recognized in several American states and promoted by the Archives Society of Alberta. British Columbia Archives Week follows in the tradition of these annual celebrations by inaugurating a new commemorative week. The week of November 19 to 25, 2000 honours past, present and future generations of British Columbia archivists along with the invaluable historical records they and their sponsoral institutions have so carefully preserved.

What Is the Significance of the Dates?

The dates for Archives Week were chosen to include Douglas Day, November 19, a day recognized by public statute. Douglas Day, named after Sir James Douglas (1803-1877), first Governor of British Columbia, commemorates the establishment of the mainland colony and government of British Columbia.

What About Heritage Week?

British Columbia Archives Week intends to build on and support Heritage Week which occurs in February. With careful planning, it will be possible for some archival institutions to have dual celebrations! This will help ensure that the public is more conscious of the role played by archives in support of heritage.

How Is the AABC Supporting Archives Week?

The AABC is supporting the inaugural year of Archives Week in three ways:

1. [Letters](#) were sent to the Honourable Graeme Bowbrick, Minister of Advanced Education, Training and Technology and Minister Responsible for Youth, and the Honourable Ian Waddell, Minister of Small Business, Tourism and Culture, requesting a provincial government proclamation of Archives Week.
2. A poster is being professionally designed and printed for distribution as part of this year's public awareness campaign.
3. This British Columbia Archives Week Web site! Contents include publicity and public awareness tips, links to

other Archives Week Web sites, and for those love quiz game shows, our very own British Columbia Archives Week Quiz based on the new *Encyclopedia of British Columbia*.

* * *

Sample Press Release

This press release, drafted by the Archives Association of British Columbia, is for use by the community archives of BC for their respective Archives Week observances. Feel free to e-mail or save (download) the HTML file for editing with any text or word processing program. An [AABC Background page](#) is also available for archives wishing to include additional information with their press release. A list of [press release tips](#) may also be consulted.

FOR IMMEDIATE RELEASE

[DATE]

Contact: [Contact Name]

[Archives Name]

Telephone: [xxx-xxx-xxxx]

Fax: [xxx-xxx-xxxx]

E-mail: [xxx-xxx-xxxx]

Web: <http://xxx.xxxxx.xxx/>

[ARCHIVES NAME] CELEBRATES ARCHIVES WEEK IN BRITISH COLUMBIA

Come in and share a memory or two with your [COMMUNITY OR ARCHIVES NAME] archivist! Along with other archives in BC, the [ARCHIVES NAME] is celebrating our historical accomplishments. In recognition of the contributions made by archives, the Province of British Columbia has proclaimed November 19 to 25, 2000 as Archives Week. Archives are the foundation through which our society maintains its continuity with the past and preserves the present for future generations. Archivists are trained professionals who select, maintain, describe, and assist the public in locating archival records in their care.

According to Jane Turner, president of the Archives Association of British Columbia, "Archivists are dedicated to preserving local memories and providing public access to the historical resources that constitute British Columbia's rich documentary heritage. Archives Week provides an opportunity for all of us to celebrate the accomplishments of archives in local communities throughout the province. We hope this will become an annual tradition."

Who uses archives? Genealogists use archives to uncover their family history. Students research local and provincial history topics. First Nations researchers rely on archives to prepare traditional use studies as evidence in support of lands claim. Home owners also know archives have the answers for the history and use of their residence and land. Journalists and advocacy groups need reliable archives to hold government accountable for its actions.

The Archives Association of British Columbia, whose Honorary Patron is the Lieutenant-Governor of British Columbia, represents close to 200 archival institutions that preserve historical records. For example, the [ARCHIVES NAME] holds [INSERT INFORMATION ON ARCHIVAL INSTITUTION HERE].

For more information about the records in your local archives, please contact: [NAME, ADDRESS, PHONE, FAX, ETC., OF THE ARCHIVES SENDING OUT THE RELEASE]. For information about British Columbia Archives Week or the Archives Association of BC, visit the British Columbia Archives Week Web site at <http://aabc.bc.ca/aabc/archweek/>

* * *

Archives Week 2000 Activity Ideas

Your archives plays a vital role in documenting and preserving your community or your organization's history. This is what Archives Week is all about: *letting the public or your sponsors know that archives matter*.

There are many ways to publicize your community or organization's archives. One of your first steps should be to visit some other Archives Week and Heritage Week Web sites:

- [Archives Week](#) (New York)
- [Archives Week](#) (Wisconsin)
- [Celebrating Heritage Week in British Columbia](#): 90 Great Ideas (BC Heritage Trust)
- [Citizenship and Heritage Week 1999](#) (Department of Canadian Heritage)

These invaluable sources form the basis of these activity ideas. You will also find these Web sites in the [Linking Up](#) section of the Archives Week Web site.

For the inaugural year of Archives Week, the AABC is promoting the week as an opportunity to emphasize the role archives play in *Preserving Local Memories*. There are two suggested activity ideas in each category. These activities are primarily directed towards community archives, but may be adapted for use by organizational archives.

Talk About Your Archives

- Make a presentation to a local group about your archives.
- Invite prominent individuals or organization in your community to talk about the importance of records and archives in their lives or activities.

Display Your Archives

- Help community businesses and organizations exhibit some of their records in a safe manner.
- Organize an archives festival a la the Antiques Road Show® for the community to share their records with other community members.

Organize Your Archives

- Offer to assist individuals and organizations in ways to better arrange their records.
- Train volunteers to assist you in arranging and describing your archives.

Preserve Your Archives

- Provide advice with the help of the AABC's BC Archival Preservation Service's [Rosaleen Hill](#) on caring for records.
- Act as a liaison and encourage community organizations and individuals to contact you for records preservation advice.

Have Some Fun Outside Your Archives

- Hold a contest for the oldest private or business record in your community.
- Sponsor a short story contest featuring historic records. For inspiration, check out some of the summaries in [The Fictional World of Archives, Art Galleries and Museums](#) Web site.

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Response to the Special Committee on Information Privacy in the Private Sector: Recommendations to the AABC Executive

Report by Richard Dancy

Public Awareness, Advocacy and Legislation Committee

Background

On May 19, 2000 the Chair and Deputy Chair of the BC Legislative Assembly's Special Committee on Information Privacy in the Private Sector (SCIPPS) sent the AABC a copy of the government's Discussion Paper on *Protecting Privacy in the Private Sector*. The AABC was invited to submit a response. Email correspondence with the Office of the Clerk of Committees on June 28, 2000 indicates that a deadline for submissions will likely be set sometime this fall.

This report to the AABC Executive provides an overview of SCIPPS, the issues involved and how these relate to the BC archival community. I recommend that the AABC submit a written brief to SCIPPS and have highlighted a number of issues that I believe should be addressed.

Special Committee on Information Privacy in the Private Sector (SCIPPS)

SCIPPS was established by the Legislative Assembly on July 14, 1999, with a mandate to examine and make recommendations re: (i) protecting personal information in the private sector, and (ii) the impact of electronic documents on privacy and freedom of information for British Columbians.

The creation of SCIPPS is a response to a recommendation of an earlier Special Committee to Review the Freedom of Information and Protection of Privacy Act, which reported to the Legislative Assembly in June 1999 and called for a new committee to consider regulating privacy in the private sector. There is considerable overlap between SCIPPS and the previous committees in terms of membership.

SCIPPS is also a response to federal legislation in this field. In 1998, the federal government tabled Bill C-54, the *Personal Information Protection and Electronic Documents Act*. After public hearings in both the House and Senate, it was re-introduced in October 1999 with slight revisions as Bill C-6. Bill C-6 was passed and received Royal Assent on April 13, 2000. Part I contains provisions regulating the collection, use, retention, disclosure and access to personal information held by private-sector organizations. It comes into force on a staggered time-table:

January 1, 2001 for the federally regulated private sector (e.g. banking, air lines);

January 1, 2002 for the federally regulated health sector (e.g. hospitals);

January 1, 2004 for all organizations that engage in commercial activities anywhere in Canada.

The application to “all commercial organizations” in 2004 is controversial in that it seems to be a federal intrusion on provincial jurisdiction. The government hopes to avoid constitutional wrangling with the provision that the federal Act will not apply to any province which adopts “substantially similar” legislation of its own. Accordingly, one of the main tasks of BC’s SCIPPS committee is to recommend whether BC ought to:

do nothing legislatively and simply allow the federal Act to apply to BC in 2004;

pass essentially identical mirror legislation for the provincially regulated private sector, so that the same terms apply federally and provincially;

pass independent legislation which may go beyond and differ from the federal Act; or

revise the BC *Freedom of Information and Protection of Privacy Act* to include the private sector.

Since Bill C-6 forms the starting point, it is necessary to examine it briefly.

Federal Bill C-6

The immediate motivation behind Bill C-6 is commercial:

The European Union’s *Data Protection Directive* (1998) restricts the ability of EU members to exchange data with other jurisdictions unless the latter have adequate privacy protection measures in place. Bill C-6 is meant to provide such protections, thereby ensuring that Canadian businesses are not disadvantaged in European trade.

It is feared that Canada is falling behind in the development of e-commerce and that one of the reasons for this is Canadians’ lack of confidence in the security of their personal information in an electronic environment. Bill C-6 is meant to provide the protections which will bolster Canadians’ trust and willingness to engage in electronic transactions.

The economic focus is clear from the formal title of the Bill: “An Act to support and promote electronic commerce by protecting personal information....” The Act is primarily concerned with the collection, use, retention and disclosure of personal information in electronic business transactions.

Bill C-6 has 5 parts. Part 1 deals with privacy protection rights in the private sector; Part 2 addresses the use of electronic records in business transactions and their legal admissibility; and Parts 3, 4 and 5 amend other federal Acts. Only Part 1 has been controversial and the core of it is actually contained in an attachment to the Bill – Schedule 1, which is the Canadian Standards Association’s *Model Code for the Protection of Privacy*. The CSA Code was approved in 1996 as a voluntary code for self-regulation by private sector organizations and establishes 10 principles of fair information practices. Bill C-6 simply incorporates the CSA Code verbatim and thus makes these principles legally binding on all commercial organizations. Individuals will have recourse to the Privacy Commissioner in the event of complaints and the Commissioner will also have audit powers.

The 10 principles of fair information practices are (summarizing):

1. Accountability (someone to be designated as responsible for an organization’s compliance with fair information practices).
2. Identifying Purposes (purposes for which personal information is collected to be identified at the time of collection).
3. Consent (knowledge and consent of the individual to be required for the collection, use, or disclosure of personal information).

4. Limiting Collection (collection of personal information to be limited to that which is necessary for the purposes identified by the organization).
5. Limiting Use, Disclosure, and Retention (personal information not to be used or disclosed for purposes other than those for which it was collected and to be retained only as long as necessary for the fulfillment of those purposes).
6. Accuracy (personal information collected to be accurate, complete and up-to-date).
7. Safeguards (security appropriate to the sensitivity of the information to be in place).
8. Openness (policies and practices relating to the management of personal information to be readily available).
9. Individual Access (right of individuals to have access to their own personal information and to request correction).
10. Challenging Compliance (right of individuals to challenge an organization's compliance with fair information practices).

Part 1 of Bill C-6 qualifies and interprets these principles, especially the principle of consent (by making provisions for exceptions) and specifies the mechanisms by which compliance can be challenged and remedies determined and applied.

Implications for Archives in British Columbia

Whatever legislation BC adopts (or does not adopt), the CSA Code will almost certainly form the basis for regulating information privacy in the private sector in this province. BC archives will have to deal with two Acts: the provincial FOI Act for the public records in their holdings and Bill C-6 (or a BC version) for the private records.

In general, the problem for archives arises from the fact that Bill C-6 and the CSA Code were framed with a certain context in mind: the use of personal information in current electronic business transactions. This is a very different context from that of the archives reading room, where personal information contained in private fonds will be disclosed and used. Yet the same regulations will apply to both contexts. This creates some unintended consequences which may hinder the capacity of archivists to carry out their work and the capacity of citizens and researchers to gain access to archival records.

Here are some of the issues:

(1) BC public sector archives acquire private sector records. Which Act will apply to these holdings? Bill C-6 says nothing about this scenario. The BC FOI Act says explicitly that private records held by public body archives are not subject to the FOI Act.

A BC Act should state explicitly whether it applies to private records donated to public archival institutions. There should be consistency between public and private sector legislation, so that archives can adopt a single standard for privacy protection for all records in their holdings, public or private.

(2) The principle of consent (CSA Code #3) poses difficulties for archives. When an archives acquires private records containing personal information, is this considered a new "collection" of personal information? Even if record subjects consented to their personal information being collected by the private body, they were never asked for their consent to that information being transferred to an archives. It would not be practicable to get their consent now or to require companies to ask for consent for possible future transfers. Nor would it be feasible to get record subjects' consent to the disclosure of their personal information to researchers. If taken literally and in a purist sense, the principle of consent would destroy archives.

Bill C-6 provides for exceptions to the principle of consent:

Consent for *collection* is not necessary if “the collection is solely for journalistic, artistic or literary purposes” (s. 7(1)(c)).

Consent for *use* is not necessary “if it is used for statistical, or scholarly study or research” and the organization informs the Privacy Commissioner before the information is used (s. 7(2)(a)).

Consent for *disclosure* is not necessary if it is disclosed “for statistical, or scholarly study or research” and the organization informs the Privacy Commissioner before the information is disclosed (s. 7(3)(f)).

Consent for *disclosure* is not necessary if the record is 100 years old or more, or the individual it is about has been dead for 20 years or more (s. 7(3)(h)).

A BC Act should make explicit under which category the situation in the archives reading room falls. If it is *disclosure* (which seems the most intuitive), it is impractical to require an archives to inform the Commissioner before every disclosure. Researchers would have an impossibly long wait before gaining access to records.

The provision for disclosure without consent after 100 years after record creation or 20 years after record subject’s death is consistent with the BC FOI/POP Act. It is worth noting, however, that the Special Committee to Review the Freedom of Information and Protection of Privacy Act heard many complaints about the length of this time limit. In its Report to the Legislature the Committee in fact recommended lowering the threshold to 70 years after creation of the record or 20 years after subject’s death. If there are to be separate Acts for public and private sectors, they should be consistent on this point and the lower threshold figure is preferable.

The provision of a time limit beyond which all records can be disclosed implicitly recognizes that the sensitivity of personal information diminishes with the passage of time. A BC Act should make this principle explicit and give archives discretion to act in this matter accordingly.

(3) The principle of limiting use of personal information to the primary purposes for which it was collected and retention of the data only for as long as required by those purposes (CSA #5) would also, if taken literally, destroy archives – since it denies the legitimacy of any secondary use of records in research for purposes unanticipated by the records creators.

A BC Act should explicitly state that the use of personal information for archival, historical, heritage, statistical or research purposes is a legitimate use of records.

(4) The principle of individual access (CSA #9) may challenge present practices when it comes to negotiating access restrictions with donors. Under Bill C-6, an individual would have a right of access to his or her own personal information held in an archival fonds, regardless of the restrictions placed on records by a donor agreement. This is probably a good thing for archives, but it may be something that potential donors should be informed of.

(5) The fact that archives fit only uneasily into the framework of Bill C-6 (and most likely into that of a provincial counterpart Act as well) provides another reason why BC needs an Archives Act, which could be a place where these issues are explicitly addressed.

SCIPPS Activities to Date

SCIPPS will likely present its Report to the Legislative Assembly sometime in the fall or spring. Its deliberations and activities can be followed on its web site, which includes minutes and hansard for all meetings to July 4, 2000.

SCIPPS advertised and held three public hearings early in 2000, in Victoria, Vancouver and Richmond. Committee members have expressed disappointment in the turnout and in the lack of public input, debate or even apparent interest

in the topic. Most of the presentations have been from businesses and privacy advocacy groups.

The government's Discussion Paper was prepared by the Information, Science and Technology Agency (ISTA). It discusses the evolution of regulation in this field and highlights some of the issues for public debate. ISTA has itself held some public consultations on the topic. It has been monitoring the federal legislation, prepared briefs and presentations to SCIPPS and will likely be responsible for any BC law which is drafted.

There are a couple of points that emerge from Hansard which the AABC should keep in mind when/if it drafts a brief:

(1) One of the concerns expressed by business and taken seriously by the Committee is a worry over "patchwork" regulations, i.e. a different privacy regime in every province and different again from that regulating federal affairs. This would be bad for business, hence the interest in "harmonization."

The AABC can address this by affirming the 10 principles of the CSA Code, but recommending that BC improve upon the federal law in terms of how these principles are qualified so that unintended consequences harmful to archives can be avoided. Since we are dealing here with inactive archival records, in any case, it should have little impact on the conduct of current business.

(2) SCIPPS members fear they are only hearing from "special interest lobbies" rather than from the general public or citizen.

The AABC will likely be lumped in as another "special interest group." Nevertheless the AABC should make its case not only with reference to archives and archivists but above all to the right of citizens to have access to the historical record as a means of understanding their society, evaluating past policies and practices, protecting their rights, and holding individuals and organization (public or private) accountable. The ACA's brief to the Senate Committee on Bill C-6 contains many good examples, e.g. the use of residential school records (containing personal information) as evidence of past abuses. We need to make the point that there needs to be a balancing between the individual's right to privacy and the citizen's right to understand, scrutinize, evaluate and hold accountable; and that archivists have long experience working with such a balance and self-regulation (e.g. Code of Ethics).

3. Quebec alone in Canada has already had legislation regulating privacy in the private sector (since 1994). SCIPPS members have often asked presenters to tell them about how their Quebec counterparts have fared. Most of them are unable to say and in fact there seems to be very little information about the situation in Quebec.

The AABC should do some research on how archives have been affected in Québec and the views of Quebec archivists on their provincial Act.

Recommendations for AABC Action

The AABC should prepare a written brief to SCIPPS. It should consider making a personal appearance before the Committee. It should aim to submit its brief sometime this fall.

Although this means there is relatively little time to spare, ideally the following should be consulted in the course of drafting the AABC response:

the AABC's submission to the BC Special Committee reviewing the FOI Act (Trevor Livelton and Terry Eastwood appeared, Terry made a presentation);

the ACA re: its presentation and experiences with the federal hearings on Bill C-6;

Quebec archivists re: the Quebec legislation and its impact;

BC archival institutions re: impact on their activities; and

other associations representing the BC historical profession and heritage institutions re:

possible collaboration (for example, the ACA brief was co-authored by the ACA, the Canadian Historical Association and the Institut d'histoire de l'Amérique française).

In my opinion the AABC should:

support legislation for privacy protection in the private sector; and
support independent BC legislation in this field.

An independent BC Act on privacy in the private sector should:

incorporate the 10 principles of fair information practices as set out in the CSA Code and Bill C-6 (thus be “substantially similar” to the federal Act), but qualify these in such a way as to remove the largely unintended consequences detrimental to archives and research (thus improving on the federal Act); and

be consistent with the BC FOI/POP Act (amending the latter if necessary).

An independent BC Act should contain one or more clauses dealing with archives which explicitly state:

whether the Act applies to private sector records donated to public sector archives;

that the secondary use of records containing personal information for archival, historical, heritage, research or statistical purposes is a legitimate exercise of the citizens’ right to gain access to the historical record of their society’s past;

that the sensitivity of personal information contained in records diminishes with the passage of time;

that an archives can acquire private sector records containing personal information without the consent of records subjects;

that an archives can exercise discretion to disclose personal information in archival records without consent if it determines that an individual’s privacy rights will not be violated by the disclosure;

that an archives should be subject to the Commissioner’s review in the event that an individual complains about unfair information practices, but does not need to inform the Commissioner before every disclosure;

that records should be open after 70 years from date of creation or 20 years from death of the records subject, whichever is earlier, as the Special Committee to Review the FOI/POP Act recommended for public records (Recommendation 8 of their Report).

Resources

SCIPPS web site: http://www.legis.gov.bc.ca/cmt/priv_ps/

BC Information, Science and Technology Agency (ISTA) material on privacy in the private sector

http://www.ista.gov.bc.ca/FOI_POP/PSP.htm

BC Special Committee to Review the FOI/POP Act web site: <http://www.legis.gov.bc.ca/cmt/foi/previous.htm>

AABC’s presentation: <http://www.legis.gov.bc.ca/cmt/foi/hansard/fi0224.htm> (Hansard for February 24, 1998).

Bill C-6: http://www.parl.gc.ca/36/2/parlbus/chambus/house/bills/government/C-6/C-6_4/C-6_cover-E.html (official version)

http://www.privcom.gc.ca/english/02_06_01_01_e.htm (unofficial version from Privacy Commissioner's website – easier to download)

Privacy Commissioner of Canada's material on Bill C-54 / C-6: http://www.privcom.gc.ca/english/02_06_e.htm

ACA material on Bill C-54 / C-6 <http://aca.archives.ca/official.com/c54/index.htm>

Canadian Historical Association brief on Bill C-54 / C-6

http://www.yorku.ca/research/cha/html/english/burgess_bull_e.html

Institut d'histoire de l'Amérique française brief on Bill C-54 / C-6

<http://www.caM.ORG/~ihaf/dossiers/resumeC54.html>

Quebec Act Respecting The Protection Of Personal Information In The Private Sector

http://doc.gouv.qc.ca/cgi/telecharge.cgi//P_39_1/P39_1_A.HTM?table=lois&user=x&html&doc=/P_39_1/P39_1_A.RTF.ZIP&/P_39_1/P39_1_A.HTM

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Notes

Beginner's Toolkit

"**Getting Started : Establishing and Archives**" the first in a series in the new **Beginner's Toolkit**, is now available at: <http://aabc.bc.ca/aabc/beginners_toolkit_getting_started.html>

This toolkit is offered as an aid to small institutions throughout the province to the first steps in establishing an Archives. It explains key definitions and, using the CCA *Guidelines for Developing an Acquisition Policy*, provides a format for writing a mandate statement and acquisition policy. It also offers basic information on environmental standards for archives, where to acquire archival supplies, and where to get help through membership in the AABC, CAEP workshops, and CAAP and CCA grant programs. The guide is provided by the BC Archival Education and Advisory Service. For further information, contact Deidre Simmons (dsimmons@aabc.bc.ca).

Vernon Archives Expansion

Over sixty people attended the opening of the addition and renovation of the Vernon archives held September 14, 2000. Provincial archivist Gary Mitchell, after reminding the assembled throng of the importance of archives, cut the ribbon and let the donors, volunteers, visiting archivists and staff into the new premises. The expansion added a 785 square foot fireproof storage vault to the existing 294 square feet of the archives which was then remodelled into a larger office, research area, and library. The \$55,000 funding came from the Vancouver Foundation, Vernon Foundation, four major donors, and many small donations from the community. Three years of fundraising included teas, a book sale, and sponsoring of individual metal shelves. The effort has proved more than worthwhile as more and more good archival material shows up at our door. The question most asked at the opening was "So when are you planning your next expansion?"

Linda Wills

Archivists' Picks -- Best of British Columbia

As a public service (and to generate a little playful controversy), the AABC Newsletter is inviting AABC contractors (and other travelling archivists) to submit their choices of "Archivists' Picks" from around BC.

Questionable appraisal techniques are encouraged and the lists should NOT be viewed as a justification for "documentation strategy."

The first to submit a list of favourites is *Bill Purver* of the AABC's [BC Archival Network Service](#) program:

Bill's Best of British Columbia -- Top 8

- *Favourite Complimentary Hotel Breakfast* - Heritage Inn, Nelson

- *Favourite Used Book Store* - The Book Shop, Main Street, Penticton
- *Favourite Barbecue Pork Bun* - Kam's Bakery, 8th and Main, Vancouver
- *Favourite View from a Motel Window* - (Tie) Passage View Motel, Campbell River ; Jasper Way Inn, Clearwater
- *Favourite Off-the-Highway Burger* - Teriyaki burger at the pub across the highway from the Overwaitea, Burns Lake
- *Favourite Floating Pub* - Dinghy Dock Pub, Protection Island (Nanaimo)
- *Favourite Public Swimming Pool on a Hot Day* - Village Pool, Lytton
- *Favourite Potential Retirement Location* - (Tie) Kaslo ; Naramata

* * *

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AABC Newsletter

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President's Message

Advocacy Adventures by Jane Turner

Since early spring, the Executive has been discussing how we can better position the AABC to promote the value of archives and archivists to the people of British Columbia. Our deliberations have resulted in the following initiatives: establishing British Columbia Archives Week, inviting the Lieutenant-Governor to act as Honorary Patron, collaborating with heritage groups, and developing a special Conference theme to explore public awareness and advocacy issues.

The Executive hopes that these four initiatives will work together to raise public awareness about the objectives of the AABC to establish and strengthen a sustainable and inclusive network of archives and archivists in BC through the provision of a wide range of community services and resources.

British Columbia Archives Week: Preserving Local Memories, November 19-25, 2000

I am pleased to announce that the AABC is planning to hold our first annual Archives Week. I have written to the Honourable Graeme Bowbrick to request that he proclaim in perpetuity the third week in November as British Columbia Archives Week. Both the British Columbia Historical Federation and the Archaeological Society of British Columbia have written to the Minister in support of our request.

This year, the week will be held November 19-25, 2000. In my letter to Mr. Bowbrick, I presented the justification for an Archives Week:

Why an Archives Week? Archives are the foundation from which our society maintains continuity with our past, and preserves the present for future generations. Archives care for the records that document all aspects of the public and private life of our society, including official records that protect citizens' rights and hold elected officials accountable to the public. For these reasons we think it is important to mark the accomplishments of our community archives network, including the provincial BC Archives, with a new celebratory week.

Archives Week provides an exciting opportunity to all archival institutions to promote the value of archives to members of our local communities, our funders, our supporters, and the general public. I urge you to use this public awareness opportunity by arranging for special displays and activities within your own institution, and by working with local organizations in your communities such as schools, libraries, and museums.

I would like to thank David Mattison, of the Public Awareness Advocacy and Legislation Committee, for his hard work on this project. He has done a tremendous job in developing a complete communication package and website to assist you with your plans. Examples from the website are included in this newsletter. Be sure to check out the British Columbia Archives Week page that has been added to the AABC website at the following address:

<http://aabc.bc.ca/aabc/archweek/index.html>

The AABC has hired the services of Emyrs Miller, an award-winning graphic artist from Victoria, who is in the process of producing a poster to advertise Archives Week celebrations. These posters will be mailed out by the middle of October to members, as well as to all archives, schools, libraries and museums throughout British Columbia. A digital copy of the poster will be added to the website soon.

I hope you will all begin to make plans for the upcoming celebration. Be sure to send in your stories about what you did for Archives Week so we can all hear about it in the next newsletter. Please let me know if you have suggestions about how we might improve our support to you for Archives Week 2001.

Honorary Patron:

In July, the Lieutenant-Governor accepted the invitation of the Executive to act as Honorary Patron of the AABC. The Executive sought this status to raise public awareness about the valuable contribution the AABC makes to British Columbia society. We now join company with other distinguished groups such as the British Columbia Historical Federation, Maritime Museum of BC, Friends of the Royal BC Museum, and the Hallmark Society.

The Lieutenant-Governor's patronage provides the AABC with added public visibility and credibility that enhances our purpose of contributing to the preservation of British Columbia's documentary heritage. It means the Lieutenant-Governor is willing to give his name to support our cause and provide some recognition that what we do matters and is of importance to all British Columbians. This Executive initiative is a small part of our attempts this year to raise the profile of archives. It's about public awareness, promotion and advocacy of archives, which I think is a good thing.

Collaboration with Heritage Groups:

We have already experienced benefits from collaborating with other heritage groups in the province. The direct support of the British Columbia Historical Federation and the Archaeological Society of British Columbia has been demonstrated in their submission of letters of support to the government for Archives Week.

The British Columbia Historical Federation's journal, *British Columbia Historical News*, has recently developed a regular column under the direction of Fran Gundry entitled, "Archives & Archivists." The column has brought archival issues before its readers, and draws connections between the value of archives and their vital role in understanding our past. Gary Mitchell, Provincial Archivist, and Bill Purver, our AABC Network Coordinator, have both contributed thoughtful pieces to the column. In future Fran anticipates that the column will also explore archival holdings and access issues, which will be of direct interest to BCHF readers. We applaud the initiative of the BCHF to promote archives in this way. If you haven't already done so, be sure to take time to read this informative journal.

On August 28th, Heather Gordon, Lynne Waller and myself met with Jim Hamilton and Kirstin Clausen of the British Columbia Museums Association to discuss collaborative efforts to better serve our joint members. We had a useful introductory session in which we explored several issues, including: reduced membership rates for those institutions holding membership in both organizations; reciprocal individual membership benefits for educational opportunities and conference attendance; and jointly sponsored educational opportunities. The Executive will continue to explore ways in which we can work together on common concerns.

Conference 2001: "The Place of Archives in Heritage"

Conference plans are progressing nicely. We are fortunate to have two experienced and energetic members who have kindly agreed to accept the position of chairs of the conference committees. Jennifer Mohan is chair of the Programme Committee, and Mickey King is the chair of the Local Arrangements Committee. The Executive appreciates the willingness of Jennifer and Mickey to serve our members in this capacity.

Both committees will be working closely together, and both will be meeting in the next few weeks. If you have suggestions you would like the committees to consider, please contact one of the committee chairs.

I have invited the Lieutenant-Governor to attend our conference, and to make a special appearance at our opening reception so I can introduce him to our members and supporters.

Call for an AABC Response to *Protecting Privacy in BC*:

Richard Dancy, member of the Public Awareness Advocacy and Legislation Committee, has prepared a background report on the BC government paper, *Protecting Privacy in the Private Sector*. Richard's report provides a thorough background to the issue, and lays out his recommendations for AABC action.

For those of you who have some knowledge of and interest in access and privacy issues, please offer to join Richard in a small working group to assist him with this task. Take time to review the report, and call Richard to discuss it. This is an important task, and we need input to ensure the AABC response reflects our jointly considered opinion.

Richard's report can be found elsewhere in the newsletter, and has been added to the AABC website for your review. It can be found at the following address:

http://aabc.bc.ca/aabc/report_on_privacy.html

AABC's Willard Ireland Prize:

I am pleased to announce the UBC School of Library, Archival and Information Studies has awarded the Willard Ireland Prize of \$200.00 to Prisca Giordani, as second year student in the Archival Studies program. We extend congratulations to Prisca, and offer our best wishes for her archival career.

Other initiatives:

The Executive met with our contractors and chairs of committees on August 28th at the beautiful new Richmond City Hall for our summer roundtable. It was a beneficial time to review progress on work and coordinate plans for the next few months.

AABC grant applications submitted to the Canadian Council of Archives and the BC Government have been approved, and regular payments are being received. This support makes possible our continued work to develop an inclusive and sustainable network of archives throughout communities in British Columbia. At the request of the Honorable Graeme Bowbrick, I extend his best wishes to everyone involved in our programs.

As part of the BC Community Archives Advisory and Training Program grant, Mr. Bowbrick has also approved \$1,500 to support the Fraser Valley Emergency Response Project. The Executive intends that this project will serve as a model for other regions, and, in addition to preparing archives to respond to disaster, will serve to demonstrate the benefits of regional cooperation. We look to hearing how the Fraser Valley project is developing. The Executive hopes other regional groups will consider applying for regional CAAP grants to work together on similar projects to prepare regional emergency response plans.

Upcoming plans:

During the next few months the Executive will be reviewing programs and plans in preparation for the next round of grant applications for the 2002-2002 fiscal year. We continue to prepare for the CAIN project, and continue to hope that federal money for the project will be released soon. Be assured we will let you know as soon as this happens. If you have any comments or suggestions about future plans and directions of the AABC, please don't hesitate to contact me. I would be happy to talk with you, and would welcome your contributions to the planning process.

Archivally yours,
Jane

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AABC Newsletter

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AABC Executive Minutes

Summary of AABC Executive Meeting Minutes, 29 May 2000:

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held April 17, 2000. Dovelie Buie will forward the minutes to Bill Purver for posting on the AABC website. The Executive agreed that every effort will be made to publish the approved minutes on to the AABC website as soon as possible after each meeting.

2. President's Report

Jane Turner asked the Secretary to update the AABC's profile and contact information with the Canadian Almanac & Directory and with the Vancouver Public Library's Community Organization Directory.

Jane Turner reported that the past President, Chris Hives, has submitted all annual reports to our two granting agencies: the Canadian Council of Archives and the British Columbia Archives.

An Administrative Grant of \$10,000, as part of the Community Archives Advisory and Training program, has been received from the BC Government. A letter of thanks has been sent to the Hon. Graeme Bowbrick, Minister responsible for the Information, Science and Technology Agency.

Jane Turner attended the British Columbia Historical Federation (BCHF) conference in Port Alberni on May 4, 2000. Jane spoke at the opening plenary as a member of a panel to discuss common heritage interests, and working together for common ends. The President suggested that there could be benefits to the AABC joining the BCHF as an Associate Member.

Action Dorothy recommended that the AABC should join the BCHF in principle, after some further investigation of what privileges Associate Members receive.

While in Port Alberni, the President had an opportunity to meet with Ann Holt and Valentine Hughes from the Port Alberni Historical Society, who raised a number of questions and concerns regarding the single fee category for institutional membership.

The Treasurer, Lynne Waller, pointed out that it costs \$40,000.00 a year to run the AABC. This figure does not include the costs of running the programs. With limited sources of revenue beyond that of membership dues, Lynne stressed that the Membership Committee should try to obtain a balance between offering affordable institutional membership fees and providing enough revenue to enable the AABC to operate.

Action Dovelie Buie will ask the Membership Committee to examine the issue of institutional membership fees for varying sized institutions in the AABC. The Executive would like the Membership Committee to examine how other associations handle the administration of institutional membership fees, and to advise the Executive on how to proceed. Recommendations will be presented to the AABC membership at the 2001 Annual General Meeting.

Jane Turner met with the Provincial Archivist on May 15, 2000. They discussed funding opportunities for the AABC, various options for the Conference in Victoria, 2001, and the value of initiating an Archives Week for BC. The Provincial Archivist emphasized the important of the role of community archives benefiting their local communities in the province.

Jane Turner reported that the ACA has requested a letter of greeting from the AABC to honour their 25th anniversary, which will be celebrated at the conference.

Action Heather Gordon will bring a letter of greeting from the AABC to the ACA conference in Edmonton in June.

3. Treasurer's Report

Lynne Waller reported that due to Malish and Clark's income tax season rush, there has been a delay in receiving the AABC's financial statements from April 30, 2000. The Treasurer reported on the current sound financial standings of the AABC, and noted that the AABC is in good standing with all grants.

Lynne reported that she and Jane will be meeting with Malish and Clark on June 12, 2000 to see the Annual Financial Review, and will provide the Executive with copies of this Review once received.

Action The Executive agreed that Lynne will arrange to budget for a financial audit in 2001-2002. Lynne will arrange to add \$7,500.00 to the AABC's Guaranteed Investment Certificate investments to bring our total principal invested to \$27,500.00 for this month. Over the next year, the executive plans to purchase additional GIC's with surplus funds. The goal is to increase our 'prudent reserve' to \$45,000.

Lynne Waller presented the Conference Budget that documented projected and actual costs for the April 2000 Conference held in Richmond. The Treasurer reported that the Conference was financially successful. The Executive joined Lynne in thanking Evelyn Peters McLellan and her husband Andrew for their work on the design of the Conference budget. Jane also thanked Lynne and the Finance Committee for all their hard work.

The Treasurer reported that interviews were held in the morning of May 29, 2000 for the position of Financial Manager for the AABC. Three candidates were interviewed from the fourteen applications received after posting the position on the Certified General Accountants and Certified Management Accountants websites.

Action The Executive agreed that the position of Financial Manager be offered to the first ranked candidate.

4. Executive Liaison Responsibilities

The Executive agreed on the following Executive liaison responsibilities for Committees:

Dorothy Lawson -- Preservation

Dovelle Buie -- Membership

Heather Gordon -- CAIN, Internet, and Newsletter

Jane Turner -- Education, Public Awareness/Advocacy/Legislation, and Nominations

Laura Cheadle -- Grants

Lynne Waller -- Finance Committee

5. Conference 2000 Review and Recommendations

The Executive joined Jane Turner in thanking Deidre Simmons (chair), David Wardle, Cheryl Linstead and Peter Johnson of the Program Committee; and George Brandak (chair) and Lynne Waller of the Local Arrangements Committee for organizing an extremely successful conference. Deidre has updated the conference procedural manual that was initially developed by Susan Hart and Lynne Tibbett in 1992.

Deidre recommended the Executive consider the following points for future conferences:

1. Announce the location of the next conference at the AGM, and appoint the chairs of the Planning Committee and the Local Arrangements Committee as soon as possible.
2. Appoint committee members and start planning in September.
3. Pass on the files of the previous conference committees to the incoming committees.

The Executive accepted these recommendations, and also agreed to:

1. Establish a deadline for registration, and implement penalty fees for late registrations.
2. Establish cancellation policies for workshops.
3. Extend the free lunch hour (on the Saturday typically) to provide time for various committees to meet.
4. Investigate the feasibility of developing a conference registration database to assist in managing the conference registration.

Action Dovelle will work with the Membership Committee on further developing the functionality of the membership committee database to also include conference registration management functionality.

6. Conference 2001

Jane Turner reported that the AABC 2001 conference will be held in Victoria at St. Ann's Academy on April 27 and 28, 2000. The theme will be the Place of Archives in Heritage. Heather Gordon developed and distributed an outline of the goals and objectives of the conference. The Executive thanked Heather for her work and suggested that the document could be passed on to the chair of the Program Committee for consideration, as soon as the chair is appointed.

7. Conference 2002 Location

The Executive discussed ideas for the 2002 Conference. Jane Turner will further investigate one of the potential locations discussed.

8. Committee and Program Reports

The Executive discussed committee membership in general.

Action Dovelle will arrange with the Membership Committee to have a listing of all committees (with the names of the people on the committees). The listing will be published in the Membership Directory.

Jane Turner reported that the Education Committee was working with Deidre Simmons, our new Education and Advisory Archivist, to establish workplans and priorities for the year.

Dorothy Lawson reported that the Preservation Committee will be meeting on June 5, 2000 in New Westminster.

Heather Gordon reported on the Internet Committee. The Canadian North West Archival Network (CNWAN) and the Northwest Territories test data has successfully been migrated. A number of descriptions will be uploaded shortly. There have been a number of updates to BCAUL and the Guide and that the updates are made almost immediately. Heather also noted that the BC Archival Network Services Coordinator, Bill Purver, is planning to continue to make available outdated job descriptions that were posted on the AABC Job Board as guidelines for people developing job descriptions and advertisements.

Jane Turner reported on the BC CAIN (Canadian Archival Information Network) Committee, which she recently appointed as Ad Hoc Committee to advise the Executive on the administration of CAIN funds. The Executive discussed and reviewed the Committee's draft report. As the Executive Liaison to the BC CAIN Steering Committee, Heather will ask for further clarification of the Committee's recommendations, and report back to the Executive.

Dovelle Buie reported that the Membership Committee recommends that the Sechelt Community Archives application for Institutional Membership be accepted. There was some discussion concerning the evidence of on-going financial

support in the application. Once clarified, the Executive approved the Sechelt Community Archives institutional membership application.

Dovelle Buie reported that the Chair of the Membership Committee, Marnie Burnham, will be e-mailing the Executive with membership numbers in the next few days. Since members have until July 1, 2000 to renew their membership, final numbers will not be available until after July 1st. Overall, membership renewals have been going very well. Dovelle indicated that, with her assistance, the Membership Committee will be examining the design and functionality of the membership database. Marnie plans to speak with Chris Hives in order to coordinate the newsletter mail-out with the membership renewals. Jane Turner asked Dovelle about the status of developing information packages that could be used by regional representatives for distribution to potential members.

Action Dovelle will arrange for the Membership Committee to develop the creation and distribution of information packages for potential AABC members.

Jane Turner discussed the mandate of the Public Awareness, Advocacy, and Legislation (PAAL) Committee, and plans for their first meeting on June 12 at UBC.

Jane Turner discussed plans for an ad hoc Institutional Standards Committee, which will include representatives from small community archives across the province.

9. Regional Representatives

Discussion of Regional representatives work-plans, budgets, terms of reference was deferred to the next Executive meeting.

The meeting was adjourned at 4:56 pm.

Next meeting: 10 July 2000, 1:00 p.m. Location: UBC Special Collections.

* * *

Summary of AABC Executive Meeting Minutes, 10 July 2000

President's Report

Jane Turner reported that Semo Nurme, long-time member and supporter of the Alberni District Historical Society, passed away. Jane has written, on behalf of the AABC, a letter of condolence. Jane noted that she and the Treasurer want to arrange a meeting with Provincial Archivist and Frances Gundry to discuss Archives Week, the 2001 AABC Conference, and other issues related to funding. Jane Turner pointed out that three of the AABC contractors, Bill Purver, Deidre Simmons, and Rosaleen Hill, met on July 5, 2000.

Treasurer's Report

The Treasurer will invest a further \$7,500 in GICs in mid-August if, in the opinion of the Treasurer and Finance Committee, the financial position of the Association warrants the investment at the end of July 2000.

Canadian Archival Information Network (CAIN) Priorities

Ann Carroll, Chair of the CAIN Committee, arrived to outline CAIN priorities with the Executive. Ann Carroll and Heather Gordon led the Executive in the discussion. The Executive endorsed the Committee's recommendations that Year One should focus on BC Archival Network / AABC Website Review; AABC Internet System Review; and BCAUL (British Columbia Archival Union List) Descriptions Review and Update. Following Year One, the priorities for CAIN funding should focus on grants directly for institutional members. The CAIN Committee will advise the Executive on the development of priorities, plans, and options for Institutional members in applying for CAIN funding. The Executive felt that CAIN related workshops and grant writing would be helpful to include at the 2001 AABC

Conference.

Collaboration with the Heritage and Information Sector

Jane discussed the benefits of the AABC joining as an associate member of the British Columbia Historical Federation (BCHF). In an effort to raise the profile of archives by collaborating with like-minded organizations in the heritage sectors, the Executive decided to apply for membership as an affiliate member with the BCHF. Jane noted that on August 28th, from 9:30 am to 11:00 am, the AABC will be meeting with three members of the British Columbia Museums Association (BCMA).

Conferences

Jane Turner reported that the Chair of the Local Arrangements Committee for the AABC Conference 2001 will be Mickey King from Sister of St. Ann. Michael Carter, the regional representative for South Vancouver Island, has already indicated that he will be of assistance in the planning of the 2001 Conference.

At the ACA's request, the Executive will invite the ACA to hold their annual conference in Vancouver 2002, to be held in conjunction with the annual AABC Conference in late May early June. Frances Mansbridge with the North Vancouver Museum and Archives will host the 2004 conference North Vancouver.

Regional Representatives Mandate and Workplans

Dorothy distributed documents to the Executive outlining background considerations for the Regional Terms of Reference. Dorothy will circulate the document outlining background considerations for the Regional Terms of Reference and the rough draft Terms of Reference to the Regional Representatives. Jane will be copied on the responses and Dorothy will send a summary to Jane for her review.

Committee and Program Reports

Education Committee (standing)

Jane reported that the contract with Patty O'Byrne, Education and Advisory Services Assistant, has been established. Plans going ahead for the program including a review of the core curriculum. A survey has been distributed to examine educational needs of the membership. The Committee is considering the potential for holding an institute in 2002 for providing a core curriculum. Jane also indicated that there has been some discussion on the Education Committee about the benefits and feasibility of holding workshops on grants and grant writing.

Preservation Service Advisory Committee (ad hoc)

Dorothy reported on the Preservation Committee stating that they are attempting to establish a plan for the year, including the Contractor's work schedule.

Internet Committee (ad hoc)

Jane suggested there may be benefit in the AABC using a specific software product in workshops on archival automation. This may help with the process of descriptions done for the CAIN grants. Heather will solicit the views of the Internet Committee on the subject.

Membership Committee (standing)

Membership renewals are going very well. Currently there are 219 members with about 108 not renewed. Dovel also showed the Executive the membership informational package that Marnie Burnham had put together for a sample.

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

Jane reported on Archives Week. The Executive passed a motion requesting the Honourable Graeme Bowbrick to proclaim in perpetuity the third week in November as British Columbia Archives Week, centered on Douglas Day (November 19), to be established annually by the AABC's Public Awareness Committee. For the year 200, the AABC Public Awareness Committee has recommended November 19 to 25th. The PAAL Committee will coordinate the development of a poster.

Institutional Standards Committee (ad hoc)

Jane reported that the Institutional Standards Committee is scheduled to have their first meeting on Wednesday July 12th. The Committee will bring a report to the AABC Roundtable in August 2000.

Second Annual AABC Roundtable

The second annual AABC Roundtable is set to go ahead on August 28th. The focus of the meeting will be on relationships to CAIN and the 3/4 year plan.

The next Executive meeting will be on Monday September 25, 2000 at 1:00 pm.

[Complete Executive minutes available at: <http://aabc.bc.ca/aabc/10jul00.html>]

* * *

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BC Archival Education and Advisory Service

Community Archives Education Program (CAEP) - Education Survey Questionnaire Results

The results of the education survey of AABC members have been tallied and the Education Committee will be using these statistics to propose revisions to the Education and Advisory Services program for the next 2 or 3 years. Thank you to the 80+ members who responded in a timely fashion. With a total membership of about 330 institutional and individual members, this represents a 25% response. The responses were consistent enough to indicate trends in 3 areas of the province – Vancouver Island, the Lower Mainland, and the Interior/North.

Many of you, particularly outside the Lower Mainland, cannot afford time away or the cost of travel to attend workshops. As a result your responses to the distance education proposal was positive. For the same reasons, the proposal for a 5-day institute was of interest only to a few. For those members who did not respond (75%), remember that we can only address your needs if we know what they are.

The survey indicates that a good proportion of our members have attended one or more of the core curriculum workshops. Out of a list of 15 suggested topics for specialized workshops, more than half of the respondents requested a workshop on Copyright. More than half also requested a workshop on Oral History and archives. Next in order of interest were Freedom of Information for small archives and Grant-writing. Eleven other suggestions were offered by members, all good ideas that will be considered.

The Education Committee will be meeting again at the end of September to discuss the best way to proceed with the survey information:

1. core curriculum
2. intermediate and advanced workshops
3. distance education
4. conference workshops

Thank you to the 31 institutions which offered their facility as a workshop venue. We have taken some of you up on that offer already.

The 2000/2001 Community Archives Education Program brochure was mailed to all members in early August. If anyone did not receive the brochure or if you know someone who would be interested, contact me and I will send it out. Two workshops are being held in September. *Principles of Conservation Management and Emergency Planning* is being held by Rosaleen Hill in Vernon, and the first *Introduction to Archival Practice* to be given in 2 years is being given by Patti O'Byrne in Prince George. That workshop is full and overflowing, indicating that we will have to plan another one soon.

For information about any of the services of the BC Archival Education and Advisory Service consult the website or contact:

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

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BC Archival Network News

CaNWAN Welcomes the Northwest Territories Archival Network

The Canadian Northwest Archival Network (CaNWAN), housed on the AABC's online system, is pleased to welcome the addition of the Northwest Territories Archival Network.

CaNWAN now provides integrated access to archival descriptions on four provincial and territorial union lists: the British Columbia Archival Union List (BCAUL), the Archives Network of Alberta (ANA), the Yukon Archival Union List (YAUL), and the Northwest Territories Archival Network (NWTAN).

The network is accessible on the web at: <http://aabc.bc.ca/aabc/canwan.html> .

Links to Full Finding Aids from BCAUL

Although designed as an online fonds-level registry of archives in the province, the British Columbia Archival Union List (BCAUL) provides the ability to link from union list descriptions to full, multi-level finding aids on the web.

A number of archives in BC have exploited this functionality to provide another means of access to their full online inventories. The following are examples of the different kinds and formats of finding aids now being linked to from the union list.

(Note: click on the "finding aid" link from each BCAUL description noted below.)

University of British Columbia Archives - Jean Coulthard fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UBCARCH-71>

Nanaimo Community Archives - Frank J. Ney fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.NCAI-90>

Quesnel and District Museum and Archives - Boyd family fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.QUE-2999>

University of Victoria Libraries Special Collections - Walter Bapty fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UVICSP-55>

University of Victoria Archives - Alan Austin fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.UVICARCH-230>

City of Victoria Archives - William Wilson fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.CVIC-62>

City of Vancouver Archives - Civic Theatres Department fonds

<http://aabc.bc.ca/WWW.aabc.archbc/display.CVAN-600>

For more information about using this functionality of the BCAUL, people are asked to contact the AABC's British Columbia Archival Network Service program at: bpurver@aabbc.bc.ca.

BC Archival Union List -- New Descriptions on the Database

Participating archives (now 164 institutions throughout the province) are reminded that new and revised BCAUL descriptions should be compiled by the institutions themselves and submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabbc.bc.ca).

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

City of Richmond Archives:

Community Arts Council of Richmond fonds
Eric Rathborne fonds
Fraser Delta Area Girl Guides fonds
Noel McConnell fonds
Richmond Youth Soccer Association fonds

City of Vancouver Archives:

Nellie McCay fonds

City of Victoria Archives:

Ainslie James Helmcken fonds
Louise B. Anderson fonds
Michaelis family fonds
Thomas Shanks McPherson estate fonds
Tourist Auto Camp fonds
P.E. Wilkinson collection
A.O. Noel Wilkinson fonds
Henry King fonds
W. Allan Fraser fonds
Rebecca "Beth" Harvey collection
Petra Caroline Hansine Amsden fonds
Duncan D. McTavish fonds
Victoria Commonwealth Games Society fonds
Arion Male Voice Choir fonds
Victoria Chamber of Commerce fonds
Madge Hamilton collection
William E. John fonds
Native Sons of British Columbia, Post No. 1 fonds
Joseph Wilson fonds
Joseph E. Wilson fonds
W & J Wilson Ltd. fonds
William Wilson fonds
H.U. Knight fonds
City of Victoria fonds

Fort Steele Heritage Town Archives:

A.C. Nelson fonds
A.M.O. Gold fonds
Alex Price collection
Cranbrook Food Bank Society fonds
Creston Hotel fonds
Debbie Qualtieri fonds
Denine Marasco fonds
Emm Anderson collection
Fort Steele Water Works fonds
H.B. Pilcher fonds
Howard and Ed Spielman fonds
Interior Lumber Manufacturers' Association fonds
Isa Barr collection
Jim Burgess collection
Kate Ruoss fonds
Kootenay Weavers fonds
Linda Mathiesen fonds
Maisie D. Linton fonds
Mitchell Firman fonds
Ruth Long collection
Thomas S. Baker fonds
Dr. J.H. Henderson fonds
Mabel E. Jordon collection
Skookumchuck in the Rockies Ranch Camp fonds
Fort Steele Post Office fonds
Smith family fonds
Bayard O. Iverson fonds
Fort Steele mining collection
Ministry of Recreation and Conservation photograph collection
Walter Van Arsdalen fonds
Michael Phillipps fonds
Barry Beaulac collection
Bruce Ramsey collection
Catherine Conroy fonds
Donna Lomas fonds
East Kootenay Court Services fonds
Esther Lister collection
Fee Hellmen fonds
Hudson's Bay Company collection
Naomi Miller collection
Pioneers' Association of East Kootenay fonds
Sally Diefenbach collection
Cranbrook Agency Co. fonds
Alfred Brock Smith fonds
Charles Mair family fonds
Fort Steele house collection
Ministry of Recreation and Conservation fonds
Eric Joe sous-fonds
Al Kerr and Patrick Frey sous-fonds
Thomas T. McVittie fonds
Kimberley Goldfields Consolidated Ltd. fonds
Ragnvald (Reg) Egge fonds
Sydney Hutcheson fonds
Bruce Ramsey fonds
Loretta Mangan fonds
Loretta Mangan photograph collection

Fraser-Fort George Regional Museum:

Ivan Anderson fonds

Timber and Forestry Branch fonds
Myron Carlos Burr fonds
Prince George Citizen fonds
Community Heritage Society fonds
Earl Jaeck fonds
Kennedy-Wilson family fonds
McLean family fonds
Nora Miller fonds
Northwood Pulp and Timber Ltd. fonds
Ethel Rhodes fonds
Fred Shearer fonds
Joe Stabiki fonds
Craftsman Studio fonds
Wally West fonds
Fraser-Fort George Regional Museum oral history collection

Nanaimo Community Archives:

Alice Fiddick fonds
Arthur and Alice Leighton fonds
Chase River Parent-Teacher Association fonds
Committee to Action Nanaimo fonds
Court Nanaimo Foresters' Home No. 5886 fonds
Doreen Mortimer fonds
Estelle Watchorn fonds
Frank A. and Ethel Ney fonds
Frank J. Ney fonds
Jessie Hill Richmond fonds
Nanaimo Regional General Hospital Society fonds
Nanaimo Symphony Orchestra fonds
Northfield School fonds
Office of the Mayor fonds
Sarah Louise Wright fonds
School District 68 History Project Committee fonds
School District No. 68 fonds
Society Promoting Environmental Conservation fonds
South Wellington Parent-Teacher Association fonds
Wellington Parents Action Committee fonds
Wright family fonds

Powell River Historical Museum and Archives:

Cranberry Waterworks District fonds
Powell River World Day of Prayer Committee fonds
Townsite Heritage Society fonds

Satellite Video Exchange Society:

Satellite Video Exchange Society fonds

Trinity Western University Library:

Lyle Wicks 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

University of Victoria Archives:

Victoria College Craigdarroch Castle Alumni Association fonds
Frank Sylvester fonds
David Mcrae fonds

West Vancouver Museum and Archives:

West Vancouver Transportation Company fonds
West Vancouver Ferry Company Limited fonds

Guide to Archival Repositories in B.C. -- Recent Updates

The AABC's online archives directory, A Guide to Archival Repositories in British Columbia (<http://aabc.bc.ca/aabc/bcguide.html>), now contains information on 185 publicly-accessible archives in the province.

The following is information recently updated on the Guide:

1) Hazelton Pioneer Museum and Archives

New contact name: Archivist
New email address: library@wrinch.hnet.bc.ca

2) Kelowna Museum

New email address: info@kelownamuseum.com
New web site: www.kelownamuseum.com

3) Kamloops Museum and Archives

New fax number: (250) 314-2016
New email address: kma@direct.ca
New web site: <http://www.city.kamloops.bc.ca/museum/>

4) Alder Grover Heritage Society

New contact name: Dennis Johnson , President
New email address: aghs@direct.ca

5) Japanese Canadian National Museum and Archives Society

New contact name: Reiko Tagami
New address: 120 - 6688 Southoaks Crescent, Burnaby, BC V5E 4M7
New phone number: (604) 777-8000
New fax number: (604) 777-7001
New web address: www.shinnova.com/jcnmas/index.htm

6) Gulf of Georgia Cannery Society

New contact name: Lynne Waller , Collections Officer

New phone number: (604) 664-9159

New email address: gogcoll@pch.gc.ca

New days and hours of operation:

"The Library and Archives are open to the public Tuesday through Friday from 9 am to noon and from 1 pm to 4:30 pm. An appointment is recommended."

7) Silvery Slocan Museum

New web site: www.slocanlake.com/newdenver/nd-museum.html

8) Satellite Video Exchange Society

New contact name: Raquel Alvaro

New email address: videoin@telus.net

New days and hours of operation: Monday-Friday, 12:00-5:00 (by appointment)

New total volume:

23.8 m of textual records, ca. 5000 photographs, ca. 400 prints: posters, 120 videocassettes, and 54 audio cassettes

New inclusive dates: 1971 to present

New predominant dates: 1973-1993

9) University of Victoria Archives

New hours of operation: (Sept.-April) Monday-Friday, 8:30-4:30 ; (May-August) Monday-Friday, 10:30-4:30

10) University of Victoria Libraries Special Collections

New hours of operation: (Sept.-April) Monday-Friday, 8:30-4:30 ; (May-August) Monday-Friday, 10:30-4:30

11) University of Northern British Columbia Archives

New contact names: Michael Taft, University Archivist ; Ramona Rose, Assistant Archivist

New phone numbers: (250) 960-6603 or 6602

New fax number: (250) 960-6610

New email addresses: taftm@unbc.ca ; roserm@unbc.ca

New days and hours of operation: 8:30-4:30, Monday-Friday

New total volume: approx. 750 metres

New inclusive dates: 1894-2000

New predominant dates: 1952-2000

New acquisition policy/holdings summary:

"The University of Northern British Columbia Archives collects all documents related to the administration of the university, its programs, committees, research units, student services and activities, and special events. The Archives also collects the private papers of groups and individuals connected to the university and to founding organizations such as the Interior University Society and the Implementation Planning Group that preceded UNBC. The Archives also collects material of cultural and historical interest to northern British Columbia, especially material related to primary resource industries, Native Peoples, European settlement, natural history, and local history."

British Columbia Archival Network Service - Contact Information

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

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

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BC Archival Preservation Service

Environmental Standards for Archives in Canada

The Canadian Council of Archives has recently published *Guidelines for Humidity and Temperature in Canadian Archives*.⁽¹⁾ This publication by Stefan Michalski of the Canadian Conservation Institute attempts to explain the recent reevaluation of relative humidity and temperature standards in archives and other heritage institutions. Michalski also offers some low, moderate and high cost practical strategies for the long-term preservation of a range of archival materials.

In the last few years the accepted relative humidity and temperature standards have been re-evaluated. Prior to this re-evaluation it was generally accepted that minimal fluctuation of both temperature ($\pm 2^{\circ}$) and relative humidity (± 3 to 5%) was considered optimum for the long-term preservation of collections. Maintenance of these setpoints was often difficult, costly and required sophisticated HVAC systems. Because of these reasons, in part, setpoint fluctuations were reviewed to determine what damage could be anticipated from allowing wider setpoint fluctuations.

The control of both relative humidity and temperature is important because both can have a profound affect on the life expectancy of your collection. A general rule is that with every 5° C increase in temperature reaction rates double. Or to put it another way archival records stored, for example, at 20° C records will have half the life expectancy of those stored at 15° C. The general rule for relative humidity is "half the RH, more than double the life".⁽²⁾ Of course, there are limits as to the practical control and desirability of greatly reduced temperatures and relative humidity to various media.

A current theory is that as most archival records come to an archives from an uncontrolled environment (an office, historic house, basement) they have already been subjected to wide fluctuations in relative humidity and temperature and so much of the damage that is caused by these fluctuations has already occurred. Because of this, it is now thought that the stringent environmental standards set for the long-term preservation of archival collections can perhaps be somewhat relaxed. The need for control of relative humidity and temperature fluctuations is still required but the allowable setpoint fluctuations could be increased.

Michalski ranks archival records based on their chemical and mechanical stability. Three categories of archival records based on their chemical stability are listed: high, medium and low chemical stability. (For a more complete list see the Information Bulletin).

High chemical stability includes: rag paper, parchment, alkaline paper, most black and white silver gelatin photographs etc

Medium chemical stability includes: mildly acidic papers, most black and white silver gelatin negatives etc.

Low chemical stability includes: strongly acidic paper, poorly processed photographs, most colour photographs etc.

Mechanical damage to archival records is ranked by comparing high, medium and low vulnerability records against +/- 5, 10, 20 and 40% relative humidity fluctuations. The damage is ranked qualitatively -none to tiny; none- small damage etc. In Table 4 – Estimated Mechanical Risks to Records - it is only at the +/- 20% fluctuation level that small-severe damage is noted. However, as the footnote points out mechanical damage refers to irreversible deformation, fracture, and delamination. This damage is cumulative so that several thousand fluctuations of "small" can accumulate to 'severe'.⁽³⁾

Michalski has compiled data from a variety of sources regarding the effects of chemical and mechanical actions on archival materials. From this "Guidelines and Strategies – cost-saving and low, low/moderate-cost strategies" were compiled with regard to relative humidity and temperature recommendations.

"Guidelines and Strategies" Summary of relative humidity and temperature recommendations						
Low/Moderate Cost Strategies				Moderate/higher Cost Strategies		
Record Type	Temp	RH	Storage Required	Temp	RH	Storage Required
Medium stability	If summer > 25° C then A/C to 20° C	Low as possible – don't overtax system	High value records – moisture proof encl.	Extend winter cond. Year round e.g.. 10° C	Extend winter RH e.g.. 30%	HVAC
High value Low stability	5° C –	40-65% - uncontrolled RH floats	Refrigerated room/Cold storage vault	Cold storage e.g. 5° C +/- 2° C	50% +/- 10%	Refrigerated room/Cold storage vault
Low stability- all but magnetic mead	-20° C	50%	CMI system or other like system - records must be in room with RH less than 50% when packed	-20° C	CMI system or other like system ⁽⁴⁾ - records must be in room with RH less than 50% when packed	
Records – high vulnerability to RH fluctuations				Cool	50% +/- 10%/week setpoint drift to 60% in summer and 40% in winter okay	
Records – require to				18-25° C +/- 2° C in one day	45-55% +/- 5%	

maintain precise dimensions e.g. aerial photos							
--	--	--	--	--	--	--	--

So, how do we interpret this re-evaluation of environmental standards and what does it mean in practical terms to small archives with a limited budget and a "one size fits all" storage environment? Well.....

1. A cooler, drier environment benefits the entire archival collection.
2. For medium to low chemical stability records such as cellulose acetate and cellulose nitrate negatives and most colour photographs cold storage is the way to proceed.

For information on cold storage for photographic collections contact the BC Archival Preservation Service. If you would like a "Cold Storage for Photographic Collections" workshop scheduled for your region contact:

Deidre Simmons
AABC Advisor and Education Coordinator
1513 Laurel Lane
Victoria, BC
Tel: 250.595.2932
dsimmons@aabbc.bc.ca

3. Archival storage boxes can provide an effective microenvironment which minimize relative humidity fluctuations within the box, and hence the relative humidity fluctuations affecting the records stored within the box. To determine the efficacy of this in your collection area implement an environmental monitoring program. One effective method is to use two dataloggers to monitor the environment simultaneously. One datalogger is used to monitor the relative humidity and temperature in the room and the other datalogger is used to monitor the relative humidity and temperature within the archival storage box. At the end of the reading period, the data from the two locations should be evaluated to determine what is happening inside the box and what, if any, modifications should be made with regard to relative humidity and temperature control within the room.

4. For a mixed collection (high, medium and low chemical stability and variable mechanical stability) the weaker links (e.g. magnetic media) define the storage requirements. Therefore, the cooler and drier the environment the better, without going down to cold storage temperatures. **So what does this mean in terms of target temperature and relative humidity?** A good compromise for a mixed collection would be 45% +/- 10% and 18- 20° C. The temperature could be lower as long as the relative humidity could still be kept at 45% relative humidity.

5. **How can you achieve and maintain a relatively stable 45% +/- 10% and 18- 20° C?** For most small archives with one or two storage rooms the use of portable humidifiers and dehumidifiers is definitely an option in creating the appropriate storage environment.

So in conclusion, I would suggest that it is worth the effort required to read the CCA Information Bulletin 15 - *Guidelines for Humidity and Temperature in Canadian Archives*. In addition to the practical suggestions offered in 'Guidelines and Strategies- Cost Savings and low-cost strategies' the comprehensive footnotes provide interesting, useful and essential background information.

References:

(1) Michalski, Stefan. *Guidelines for Humidity and Temperature in Canadian Archives*, Canadian Council of Archives Preservation Committee Information Bulletin 15, Canadian Council of Archives, Ottawa, 2000.

(2) Michalski 2000:3

(3) Michalski 2000:11

(4) McCormick-Goodhart, Mark. *Methods for Creating Cold Storage Environments, Care of Photographic Moving Image & Sound Collections*, Institute of Paper Conservation, Leigh Lodge, 1999.

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AABC Newsletter

Volume 10 No. 4 Fall 2000

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

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

by [Robert Edwards](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notes

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

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

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

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

5 See, for example, Livelton, 28-29

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

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

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

9 *ibid.* 176

10 *ibid.*

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

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

13 *ibid.* 95

14 *ibid.* 100

15 *ibid.* 100-101

16 *ibid.* 101-102

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

18 *ibid.* 129

19 *ibid.* 130

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

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

22 *ibid.* 143

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

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

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

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British Columbia Archives Week 2000 Round-Up

Letter to AABC from Minister Cathy McGregor

Dear Jane Turner:

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

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

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

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

Sincerely,
Cathy McGregor
Minister

* * *

Prince George Celebrates BC Archives Week

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

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

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

* * *

Archives Week in Port Alberni

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

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

Valentine Hughes

* * *

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

by Jane Turner

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHORUS:

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

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

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

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

* * *

*A*rchivia *E*nterprises

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Visit the City of Gardens - AABC Conference 2001

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

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

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

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



A-70664
St. Ann's Academy



C-05387
St. Ann's Academy



I-26540
Abkhazi Garden



I-26541
Abkhazi Garden

Photos Courtesy B.C. Archives

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

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

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

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Provincial Archivist's Report

Provincial Archivist's Notes

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

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

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

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

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

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

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

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

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

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

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

Gary Mitchell
Provincial Archivist

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AABC Newsletter

Volume 11 No. 1 Winter 2001

Notes

CAIN Funding Update

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

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

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

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

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

* * *

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

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



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

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

wilderness and the records of the Interior University Society.

* * *

Canadian Subject Headings Now on the Web

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

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

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

For additional information contact:

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

* * *

New Canadian Council of Archives Board

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

* * *

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AABC Newsletter

Volume 11 No. 1 Winter 2001

President's Message

Preparing for the Future

by Jane Turner

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

Preparing for CAIN

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

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

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

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

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

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

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

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

Preparing for the Spring Strategic Planning Workshop

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

Preparing for the British Columbia Archives Week 2001:

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

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

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

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

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

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

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

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

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

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

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

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

Seasons Greetings

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

Archivally yours,
Jane

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AABC Newsletter

Volume 11 No. 1 Winter 2001

AABC Executive Minutes

Meeting Minutes: 25 September 2000

1. Minutes from previous meeting

Meeting was called to order at 1:00 pm.

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

2. Business Arising

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

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

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

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

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

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

3. President's Report

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

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

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

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

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

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

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

4. Treasurer's Report

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

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

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

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

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

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

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

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

9. Committee and Program Reports

Education Committee (*standing*)

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

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

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

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

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

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

Membership Committee (*standing*)

Dovelle Buie reported on the Membership Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Institutional Standards Committee (ad hoc)

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

Conference 2001 (ad hoc)

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

The meeting was adjourned at 4:00.

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

* * *

Meeting Minutes: 6 November 2000

1. Minutes from previous meeting

Meeting was called to order at 12:20 pm.

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

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

2. Business Arising

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

3. President's Report

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

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

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

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

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

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

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

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

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

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

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

4. Treasurer's Report

Lynne reviewed the Financial Statements to September 30, 2000.

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

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

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

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

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

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

5. CCA/CAAT Grants Review

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

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

6. Committee and Program Reports

CAIN (ad hoc)

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

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

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

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

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

Preservation (ad hoc)

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

Internet Committee (ad hoc)

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

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

Heather moved and Lynne seconded the recommendation.

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

Membership Committee (standing)

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

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

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

TOTAL 282

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

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

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

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

Institutional Standards Committee (ad hoc)

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

7. Other Business

Conference 2001 (ad hoc)

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

Strategic Planning Workshop in February 2001

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

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

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

The meeting was adjourned at 3:20 pm.

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

* * *

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BC Archival Education & Advisory Service

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

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

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

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

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

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

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

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

Reminder of Winter and Spring workshops:

Arrangement and Description (plus RAD)

February 23 & 24, 2001 Langley

Registration Deadline: 2 February 2001

March 9 & 10, 2001 Prince George

Registration Deadline: 16 February 2001

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

New Additions to 2001 Program:

Principles of Conservation Management and Emergency Planning

April 20 & 21, 2001 Lytton

Registration Deadline: 29 March 2001

Getting Started: An Introduction for Small Archives

April 25 & 26, 2001 Victoria

This workshop is offered immediately prior to the AABC Conference.

Registration Deadline: 4 April 2001

* * *

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

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AABC Newsletter

Volume 11 No. 1 Winter 2001

BC Archival Network News

Canadian Archival Information Network (CAIN) Prototype

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

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

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

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

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

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

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

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

New and Notable on the Web

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

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

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

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

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

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

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

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

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

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

Participating archives (now 166 institutions throughout the province) are reminded that new and revised BCAUL descriptions should be compiled by the institutions themselves and submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabc.bc.ca).

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

Arrow Lakes Historical Society:

Milton Parent oral history collection

Chilliwack Museum and Historical Society Archives:

Freemasons Ionic Lodge (Chilliwack) fonds

City of Coquitlam:

City of Coquitlam Council and Office of the Clerk fonds

Enderby and District Museum:

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

Gulf of Georgia Cannery Society Archives:

Canadian Fishing Company fonds

Nelson Museum:

Kootenay School of Art fonds
Stanley G. Triggs fonds

Simon Fraser University Archives:

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

South Peace Historical Society Archives:

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

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

Trinity Western University Library:

Mel Smith fonds

University of British Columbia Archives:

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

Guide to Archival Repositories in British Columbia -- Recent Updates

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

The following is information recently updated on the Guide:

1) Nelson Museum

New email address: nmchin@direct.ca

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

2) Nanaimo Community Archives

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

3) Boundary Museum Society

New email address: jomiller@direct.ca

4) Crofton House School Archives

New email address: archives@croftonhouse.bc.ca

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

5) Greenwood Museum

New email address: museumgwd@direct.ca

6) City of Surrey Archives

New contact name: Peter Johnson , Archivist

7) Kaatza Station Museum and Archives

New email address: khs@island.net

8) Kimberley District Heritage Society

New email address: kdhs@rockies.net

9) Maple Ridge Museum

New fax number: (604) 463-7720

New email address: mrmuseum@axion.net

10) Matsqui-Sumas-Abbotsford Museum Society

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

11) Port Moody Heritage Society

New email address: pmmuseum@vcn.bc.ca

12) Revelstoke Museum and Archives

New email address: rm_chin@revelstoke.net

13) Revelstoke Railway Museum

New email address: railway@revelstoke.net

14) Selkirk College Archives and Local History Collection

New contact name: C. Elias

New email address: elias@selkirk.bc.ca

15) Valemount and Area Museum

New email address: museum@valemount.com

16) Whistler Museum and Archives

New email address: info@whistlermuseum.com

17) Campbell River Museum and Archives

New email address: sandra.parrish@crmuseum.ca

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

18) Fort Steele Heritage Town Archives

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

19) New Westminster Public Library

New telephone number: (604) 527-4665

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

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

20) City of Coquitlam

New entry:

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

Contact Person: Heather Gordon , Records Management Coordinator

Phone Number: (604) 927-3016

Fax Number: (604) 927-3015

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

Days and Hours of Operation:

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

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

Inclusive Dates: 1891 to present

Predominant Dates: 1891-1990

Acquisition Policy/Holdings Summary:

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

21) Chilliwack Archives

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

22) Arrow Lakes Historical Society

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

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

New contact person: Rosemarie Parent , Archivist

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

New fax number: (250) 265-0110

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

New total volume of holdings: approx. 20 metres

New inclusive dates of holdings: 1859-1995

23) Anglican Diocese of New Westminster Archives

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

24) Japanese Canadian National Museum and Archives

New web site: www.jcnm.ca

25) Saanich Municipal Archives

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

26) Simon Fraser University Library Special Collections

New contact name: Ralph Stanton, Special Collections Librarian

New email address stanton@sfu.ca

27) South Peace Historical Society Archives

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

28) Langley Centennial Museum and National Exhibition Centre

New web address: www.langleymuseum.org

New email address information@langleymuseum.org

British Columbia Archival Network Service - Contact Information

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

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

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BC Archival Preservation Service

Upcoming CPCAR Grant Changes

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

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

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

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

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

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

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

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

BCAPS
Rosaleen Hill
Conservation Coordinator

406 – 2050 Scotia Street
Vancouver, BC
V5T 4T1
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AABC Newsletter

Volume 11 No. 1 Winter 2001

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AABC Newsletter

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

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Newsletter homepage
aabc.bc.ca/aabc/newsletter

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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Submission deadlines:

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

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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.⁽¹⁾ 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.⁽²⁾

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."⁽³⁾ 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."⁽⁴⁾ 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."⁽⁵⁾

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."⁽⁶⁾ 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.⁽⁷⁾ 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.⁽⁸⁾

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.⁽⁹⁾ 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.

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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 1st, 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 30th, 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.

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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.

* * *

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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).

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 1st. 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
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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 (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 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
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* * *

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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.

* * *

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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 23rd and 24th.

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 1st to March 31st. 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 1st and March 31st. 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 31st 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 31st 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. 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 23rd and 24th, 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 1st, 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 31st, 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 republication 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 31st.

- 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 30th, 2001.

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

The Executive set March 12th 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 23rd and 24th, 2001 at Sands Hotel.

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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.

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/.

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/.

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).

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. 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):

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
New address: 219 Devon Street, Creston, B.C. V0B 1G3

New contact name: Tammy Hardwick , Manager

New email address: 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

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

New contact name: Pat Gemmill , Curator and Archivist

New email address: info@whistlermuseum.org

8) Lion's Bay Historical Society Archives

New contact name: Myron Loutet , Chairperson

New email address: 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

12) Simon Fraser University Library Special Collections

New web site: 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).

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

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BC Archival Preservation Service

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 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

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/ 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 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). 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. 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.

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AABC Newsletter

Volume 11 No. 2 Spring 2001

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AABC Newsletter

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

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Summer 2001

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Newsletter homepage
aabc.bc.ca/aabc/newsletter

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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

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Submission deadlines:

Fall - September 15, 2001
Winter - December 15, 2001

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

Last updated
June 22, 2001

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AABC Conference 2001

Conference Overview

The Archives Association of British Columbia held its annual conference April 27- 28th, 2001 in Victoria. This year's conference was attended by 122 members. The Conference's venue, an eclectic program, and a beautiful spring weekend contributed to its success.



The Conference was held at the historic St. Anne's Academy, a former convent school located in the middle of downtown. The AABC was given extensive use of these recently restored buildings including the 1920's parlour for registration and the chapel and auditorium for conference sessions. The well-maintained grounds, including historic gardens and orchards, provided the backdrop for the Conference's lunches and coffee breaks.

The theme of this year's conference, "The Place of Archives in Heritage", was developed by the Program Committee into a series of sessions spanning broad subjects. Rather than discussing issues specific to archives, the Conference examined the intersection of archives with other heritage activities. Presenters included archivists, authors, historians, gardeners, politicians, broadcasters, archaeologists, and heritage planners. Each speaker, in some way, described the contribution of archives to their work. Attending these sessions affirmed that the work of archivists impacts many communities. Each of these communities have something to say about archives. These perspectives can inform our work by providing focus and inspiration for current activities and future projects.



The Conference was structured to provide numerous opportunities for AABC members to make new contacts and visit with colleagues. The Conference kicked off with a reception hosted by the Honourable Garde B. Gardom at Government House. AABC members and their spouses caught up with old friends while enjoying spectacular views, a sampling of excellent B.C. wines, and the company of the jovial Lieutenant-Governor. The official festivities concluded with Vice-President, Heather Gordon, presenting the Lieutenant-Governor with a framed Archives Week poster for his contributions as honorary patron of the Association.

The Conference banquet was held on Friday night at the Laurel Point Inn. The evening's highlights included a presentation of film footage compiled by the B.C. Archives and the presentation of a lifetime achievement award to Hugh Taylor in recognition of his many contributions to the archival community. The

Association further recognized Taylor as a motion to make him an honorary member of the AABC was approved at the Annual General Meeting.

The AABC Conference always offers an opportunity to connect with colleagues and to take a break from the daily grind. These few days in Victoria also provided ample access to new ideas and perspectives, as well as an excuse to enjoy the City's beautiful gardens. Both the Conference Program Committee and Local Arrangements Committee should be congratulated for coordinating such an interesting conference.

Marnie Burnham

* * *

AABC Conference Photos On-Line Exhibit & Contest Now Available



Seventy-one photos from the AABC's 2001 Conference are now available on the AABC Website at aabc.bc.ca/aabc/newsletter/11_3/aabc_conference_gallery.htm. The photos, all taken by Jennifer Mohan, include the venue, Victoria gardens, conference participants, speakers, and volunteers.

While attempting to identify all pictured individuals and provide the correct spelling of their names, there are nine unidentified folks. Please help set the record straight! I have only worked in the province for three years and I cannot yet put a name to the face of all conference attendees. If I didn't get a chance to meet you this year, be sure to introduce yourself at the next conference, or if you visit the BC Archives Reference Room.

If you can provide the correct name for one or more of these individuals I will send you a lovely AABC cotton tote bag. This contest is open to all members of the AABC. Send your answers to Jennifer.Mohan@gems6.gov.bc.ca, be sure to include your mailing address. All answers will be verified by a long-standing member of the AABC (just kidding). The contest is open until all the photographs have been identified. Good luck!

Jennifer Mohan, AABC 2001 Conference Chair

* * *

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AABC Newsletter

Volume 11 No. 3 Summer 2001

Notes

New Members of the AABC Executive

Michelle Barroca - Vice President

Michelle has a Bachelor of Arts Degree from UBC (1997) with a major in History and a minor in Economics. The following year she entered the Master of Archival Studies program and graduated in May 2000. Shortly after graduation, Michelle was hired by the City of Burnaby as their first Records and Information Manager. She has designed and is implementing a corporate records management program for the City and will also act as the city archivist for the soon-to-be-opening City of Burnaby Archives.

Carrie Eirene Stevenson - Treasurer

Carrie has Bachelor of Arts (Honours) and Masters of Archival Studies from UBC. While completing her MAS degree, Carrie worked on a number of archival projects and, after graduating, continued to work as a contract archivist. In 2000, Carrie started working as an archivist/records manager for a private company. For the AABC, Carrie has been on the membership and finance committees.

Christine O'Donnell - Individual Member-at-Large

Since completing an MAS degree in 1995, Christine has worked in a variety of archives including Delta, White Rock and the City of Richmond. She has been involved with the AABC since 1992, serving as secretary and institutional member-at-large. Christine was also a member of the ACA's Education Committee. She is currently employed full-time as a registered nurse at the Abbotsford Dialysis Unit, and occasionally accepts archival contract work.

CAIN Update

AABC received notification from the Canadian Council of Archives (CCA) in April that Year Two of CAIN funding would be forthcoming this June. The amount approved was \$62,000 with a possible further amount being announced later in the year. As is the case for all funding from CCA, grant money would only be sent out once applications were adjudicated by the AABC and approved by CCA.

Once again the short turn around time between the announcement of CAIN funding and the deadline for sending adjudicated applications to CCA was very short. The process was further complicated because there would be only one adjudication this year even though more or all of the remaining \$163,000 (AABC was originally promised \$225,000 in Year Two of CAIN funding) might be forthcoming later in the year. Thus the application process had to be set up so that institutions could apply for part of \$62,000 and for part of the unknown larger amount. The Grants Committee had in turn to set up a system whereby applications were approved in two tiers, one for the \$62,000 amount and another for the larger amount!

On Saturday, May 5th, the AABC Grants Committee spent the entire day reviewing the 34 well-thought out and interesting applications submitted by Institutional members. Twenty-nine were approved in part or in total by the

Grants Committee. The approved applications were subsequently sent to CCA to meet its May 15th. deadline. The first block of grants approved amounted to \$62,000 and covered mainly applications for hardware and software purchases, for which institutions had to contribute 25% of the cost in direct moneys. The second block of grants approved by AABC should we receive the remaining grant money, will mainly cover description and digitization projects. The total amount of moneys approved was \$225,000. The total amount applied for was over \$400,000.

Year One funding, a total of \$62,000 granted in November of 2000 and successfully spent by the end of March this year, was used to upgrade AABC's internet system to bring the infrastructure to CAIN ready standards, to upgrade the BC Archival Network/AABC Website and to review and update BCAUL descriptions.

Ann Carroll
BC CAIN Co-ordinator

* * *

AABC/BC Archival Network Website Redesign – Photograph Contest

The AABC is holding a photograph contest to select images to include on the upcoming redesigned front page for the AABC/BC Archival Network websites. We would like to assemble a cluster of photographs on that page that will illustrate the historical evolution of British Columbia.

REQUIREMENTS

The photograph must be from the holdings of one of our member institutions, be visually striking, and reflect the historical evolution of the province. The archives must own a good quality original negative, or print from the original negative; and have copyright of the image, or be able to obtain permission to reproduce the image on the AABC website at no cost to the institution or the AABC. The winner(s) of the contest must be willing to send the original negative or print via insured courier for scanning. The original will be scanned by the AABC, and will be promptly returned via insured courier. Courier expenses incurred by the winner will be reimbursed by the AABC. The winner(s) will be acknowledged on the website and in the AABC Newsletter, and will receive a copy of the scanned image, which could be added to the institution's own website.

SUBMISSION

Please submit the following: a good quality copy print with photograph number, an item-level description, and a brief statement explaining how the photograph relates to the historical evolution of the province.

Send submission by August 17th to:

Heather Gordon,
AABC Internet Committee Chair,
3000 Guildford Way, Coquitlam, BC
V3B 7N2.

DEADLINE

August 17, 2001

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AABC Newsletter

Volume 11 No. 3 Summer 2001

President's Report

It's become obvious that the most difficult part of the year for me will be finding time to write the President's Message for each newsletter. The excuse this time is that I've just staggered off the plane after six days at the ACA conference in Winnipeg and can't see the top of my Real Job desk for all the work that's piled up in my absence. (Note to self: think up more creative excuse for next issue...).

That, of course, is said with tongue firmly placed in cheek. I know I certainly am not unique in having to balance the demands of The Work They Pay Me For and the work I do for AABC - every single colleague who takes on a volunteer position within one of our associations is in the very same boat. Besides which, I've always subscribed to the school of thought that says don't volunteer if you're not going to be able to carry through with your responsibilities. That said, there are some major initiatives in my real world job that will mean I have to rely on my ability to delegate and prioritize extensively this year. Not a serious concern, I think, because the people I find myself working with this year are, as usual, a hard-working, talented and reliable bunch. I offer this not to elicit sympathy, but by way of explanation if any of you find that I'm not always immediately accessible and able to deal with your concerns as quickly as you'd prefer. You can always expect an answer, but perhaps not right away. In turn, I expect to hear from you if you have a concern or an idea, and I don't expect any Executive or Committee member to work any harder than I do.

So - onwards. First of all, I'd like to take the opportunity, right up front, to thank all of you for your support and kind words during my baptism by fire at the conference in Victoria. I'm particularly grateful to Mickey King and Jennifer Mohan for all their work in keeping things running smoothly and telling me where to stand and when to talk (and to Jane Turner for a lot of prep work ahead of time) - that made the whole business extremely easy for me. It was a highly successful conference, with a total attendance count of 122. I understand Jennifer has submitted a bit of a photo essay on the conference to this issue of the newsletter and is hoping to have a staggering number of photos available on the AABC website as well. My sincere thanks to her for these efforts, even though I was not given the opportunity to censor embarrassing photos of the Vice President (of which I'm sure there are many).

I'd also like to welcome our three new Executive Committee members: Michelle Barroca, Carrie Stevenson and Christine O'Donnell. Together with myself, Dovel Buie and Laura Cheadle, they've inherited an organization in a position to focus on many creative and exciting programming issues this year. Thanks to the efforts of the last two executives, and to the leadership and attention to detail of Chris Hives, Jane Turner and Lynne Waller in particular, the AABC finds itself able to turn more of its attention to building on its program strengths.

On the preservation service front, we're looking at offering some advanced preservation training opportunities and regional group refresher workshops, as well as continuing the regular program elements of site visits, environmental monitoring kit loans and the like. In terms of education and advisory services, there will be continued work on curriculum development, but also some work done to improve our connections with First Nations and, and through the Education Committee, a further examination of distance education options. Our Network Service will continue to maintain the BCAUL and the AABC's other network resources, as well as the Canadian North West Archival Network, a database made all the richer by the inclusion of data from both the Yukon Archival Union List and

Northwest Territories Archival Network last year. Canadian Archival Information Network (CAIN) funding in 2001 allowed the AABC to improve its network resources, and I strongly urge members to read the submissions by Bill Purver and Ann Carroll in this and past issues of the newsletter for the details.

Outside the boundaries of our main programs there are some interesting initiatives underway as well. Last year the Institutional Standards Committee developed new draft guidelines for AABC institutional membership, and will be moving forward with the development of an accompanying self-study guide, membership application procedures and reassessment guidelines this year. A copy of the draft membership guidelines were included as part of the IS Committee's annual report in the 2001 AGM package, so if you haven't yet taken the opportunity to comment on them, please feel free to do so. The guidelines were developed with input from a wide range of institutional members and through the AABC regional representatives network, and this consultative process will continue as other components of the package are developed.

The Executive also is looking forward to celebrating BC Archives Week in November. Once again, the AABC plans to issue a commemorative poster in the fall, and, given that members will have a bit more time this year to plan for the event, we hope that everyone will be able to participate in celebrations in some way. Keep your eye on the AABC newsletter and website for further information.

There also is an opportunity for the AABC to play a role in provincial legislative matters. Last year through its Public Awareness, Advocacy and Legislation Committee, the AABC submitted a brief to the BC Special Committee on Information Privacy in the Private Sector, and the PAAL Committee will continue to follow developments regarding this issue throughout the year. The AABC also has written to the Honourable Sandy Santori, the new Minister of Management Services (the Ministry to which BC Archives now reports) outlining the need for archives legislation in BC. I would encourage all members to write the Minister on this important matter, and included in this issue of the newsletter is a sample letter you may wish to use for this purpose.

And finally, as most of you know, the Association of Canadian Archivists will be holding its annual conference in Vancouver in 2002. It's been a long time since the ACA has been to BC – it came to Vancouver in 1983 and to Victoria in 1990 – and it is unlikely that it will be back until sometime after 2006, so this is a rare opportunity for those of you who would not normally be able to attend an ACA to take advantage of it being held in the back yard. As the Archives Society of Alberta did last year in Edmonton, the AABC will be piggybacking its annual general meeting on the ACA, and AABC members should watch for announcements regarding the conference. ACA has just recently issued its call for papers, and a copy should be available shortly on their website (aca.archives.ca). I encourage all AABC members to consider proposing a session, and also welcome comments on ways to give the event some AABC flavour.

And now, back to the pile of work on the desk. Or maybe more coffee....

--Heather Gordon

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AABC Newsletter

Volume 11 No. 3 Summer 2001

AABC Executive Minutes

Meeting Minutes: 2 February 2001

Executive of the Archives Association of British Columbia
Telephone Conference Call

Minutes from previous meeting

Meeting was called to order at 8:38 am

Heather moved and Dorothy seconded to approve the meeting minutes from January 22, 2001. Motion was carried.

1. Business Arising

The Executive discussed confidential contract issues; the Executive reviewed the job posting for the competition for the AABC Education and Advisory Archivist.

Dorothy moved and Lynne seconded to post for the AABC Education and Advisory Archivist position on the afternoon of February 2, 2001.

The hiring committee was established to consist of: Jane Turner (President), Heather Gordon (Vice President), and Linda Wills (Chair of the Education Committee).

Meeting was adjourned at 9:20 am.

* * *

Meeting Minutes: 23 March 2001

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

Minutes from previous meeting

Meeting was called to order at 12:13 p.m.

The meeting minutes from January 22, 2001 were previously approved by the Executive via telephone on Friday February 2, 2001.

1. Business Arising

Jane Turner reported that the Regional Representatives' Terms of Reference has been posted on the AABC web-site.

Lynne Waller reported that she has written an article for the newsletter concerning AABC's non-profit status.

Lynne Waller has contacted both the BC Archives and the CCA concerning the AABC's intentions concerning the GST rebate. A letter has been received from Gary Mitchell, the BC Provincial Archivist, approving the AABC's intentions for the GST rebate and that we are awaiting a response from the CCA.

Dovelle Buie reported that the notification of a special resolution vote concerning the awarding of honorary membership has been sent to the AABC membership with the conference registration mail-outs.

Dovelle Buie reported that the membership chair has been informed of the approval of Enderby & District Museum Society's application for Institutional Membership and the denial of Alberni Valley Museum's application for Institutional Membership.

Lynne reported that payment procedures for Leslie Field's work on the web-site newsletter have been arranged.

2. President's Report

Jane Turner reported that the contracts for next year have been taken care of; the three program contractors have signed their contracts. The Financial Manager, Karen Blimkie, has received her contract and will be signing it in the next week.

Jane Turner discussed Archives Week for next year and suggested that Archives Week for 2001 could be announced for next year at the AABC conference in April 2001. Suggestion of theme for Archives Week 2001 is "Celebrating Volunteer Service in Local Communities." Archives in BC will be invited to submit a photograph(s) pertaining to the theme of volunteerism in the community. The Executive were all in agreement.

Jane Turner discussed regional development and reported that Gary Mitchell, Provincial Archivist, has requested details regarding the \$6050 in regional development funds that the AABC has applied for in its Strategic Communications grant application. Jane explained that the Provincial Archivist would like some details to go with what the AABC plans to spend the money on in terms of regional development initiatives. Jane Turner recommended that the AABC spend the funds as follows:

\$1,500.00 To send one or more of the regional representatives to AABC meetings (planning sessions or workshops)

\$2,000.00 To build on the success of the spring planning workshop, and add on another day for a regional representatives meeting

\$2,000.00 To send \$500.00 to each of the further regions in the province for regional development initiatives. These regions will then be requested to send in their receipts. Expenses are much more significant for the more remote regions of the province than they are for the Lower Mainland, Fraser Valley, or South Vancouver Island regions.

\$550.00 To be used for the Lower Mainland, Fraser Valley, and South Vancouver Island regions. Jane indicated that based on observations over the years, these three regions are much more cohesive and do not have the same need for support for meetings as they are not as disadvantaged by the geography of the province. This reduced funding recommendations reflects the discussion from the 2001 Spring Planning workshop.

Action Jane Turner will send Gary Mitchell the above outline of budget for the regional representatives as well as a break down for Archives Week 2001.

Jane Turner reported that planning for the 2001 AABC Conference is under control. The Executive agreed to honour Hugh Taylor with a Life Achievement Award at the 2001 Conference in Victoria. Dovelle Buie, Secretary, will coordinate the framing of a certificate. Jane agreed to arrange to have one of the Archives Week posters framed to present to the Lieutenant Governor.

In case there is a vote for the executive positions, Dovelle Buie will also arrange to have blank ballots for the AGM meeting.

3. Treasurer's Report

Lynne Waller, Treasurer, reviewed the Financial Statements as of March 21, 2001.

The Treasurer reported that she has been receiving budget reports from Karen Blimkie on a daily basis.

The Treasurer outlined the reports. The Executive discussed the surplus funds reflected in the reports. Lynne Waller reported that there has been an additional \$10,000.00 put into GICs today.

Lynne Waller reported that the Financial Manager, Karen Blimkie, and the Financial Committee recommends a change in the accounting firm this year for the financial review and audit. Lynne outlined the various firms that she and Karen reviewed. After a thorough analysis, the Treasurer recommended that the AABC hire Evancic Perrault to conduct the 2000 financial review and audit. The firm is certified and the review will cost the AABC up to \$1,700.00.

4. Conferences

2001 Victoria Conference

Lynne reported that there have been 28 conference registrations to date and that many more are expected to come in by the April 6th deadline.

5. Committee and Program Reports

Education (Standing Committee)

Jane Turner reported that the new Education and Advisory Archivist, Janet Turner, will be starting on April 9, 2001. Jane reported that Janet has been speaking to Bill Purver to arrange to have an e-mail account set-up. On April 12, 2001 a meeting has been scheduled to discuss program planning for Jane Turner, Heather Gordon, Jane Turner, Bill Purver, Rosaleen Hill, and Karen Blimkie.

Jane Turner reported that Patti O'Byrne has agreed to join the Education Committee.

Membership Committee (Standing Committee)

Dovelle Buie reported that, according to the membership committee's final report, written by Marnie Burnham, the membership numbers for 2000/01 are as follows:

Individual	114
Associate Institutional	39
Institutional	110
Sustaining	10
Student/Volunteer	23
Honorary Life	6
TOTAL	302

Dovelle reported that Marnie Burnham has sadly submitted her resignation as the Membership Committee chair. Dovelle Buie has agreed to serve as the chair of the Membership Committee.

Membership Database

Dovelle Buie reported that a copy of the Membership Committee's database, with the conference database component,

has been sent to Karen Blimkie and Marnie Burnham. Karen and Marnie will be coordinating the conference registrations and initial renewals until Dovelleville returns from holidays.

Membership Brochure

Dovelleville reported that the Membership Committee has been working on developing a new membership brochure for the AABC. Preliminary copies of the brochure be made available at the AABC Conference in April.

Internet/CAIN (Ad Hoc Committee)

Heather Gordon reported on the web-site redesign. There may be a prototype to look at by the time of the conference.

Institutional Standards (Ad Hoc Committee)

Executive approved the report of the Institutional Standards Committee.

Nominations Committee (ad hoc)

Jane Turner reported that Chris Hives will confirm the nominations for next year.

9. Other Business

There was no other business.

The meeting was adjourned at 2:15 p.m.

Next Meeting is the AABC's Annual General Meeting; the meeting will be held in Victoria at the Annual Conference on Saturday April 28, 2001.

* * *

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BC Archival Network News

****NEW** BCAUL and CaNWAN System Launched**

Spring 2001 marked the establishment and launch of a new, upgraded **BC Archival Union List (BCAUL)** and **Canadian North West Archival Network (CaNWAN)** system to better serve archives and users of archives in the province. The system was also redesigned to ensure the efficient transfer of all BCAUL fonds and collection level descriptions to the new Canadian Archival Information Network or CAIN.

The new BCAUL/CaNWAN system now provides access to approximately 17,000 descriptions of records at 209 publicly-accessible archives in B.C., Alberta, the Yukon and the Northwest Territories. The BCAUL is accessible on the web at aabc.bc.ca/aabc/bcaul.html. The new CaNWAN front page is available at aabc.bc.ca/aabc/canwan.html.

The new system has been established on the AABC's two linux-based servers and is accessible through a co-location service provided commercially, a service which includes the housing of the AABC machines in a secure, 24-7 monitored environment. The upgraded BCAUL/CaNWAN was built for the Archives Association of British Columbia by the ACT/Cinimage Group, under the direction of the AABC's BC Archival Network Coordinator and the AABC Internet Committee.

The upgraded system is entirely web-based and provides a sophisticated accounting mechanism to allow for various levels of access into the system, providing the future potential to allow institutions to control their own data on the system directly, either by http form input or by web-based download/conversion routines, or through individual content servers located anywhere in the province, connected to the site over the Internet. It has also been designed as an integrated system, with working authority mechanisms (now used for repository information data) which interface with search and delivery as well as routines for updating and conversion of data across files.

The system provides powerful search capabilities, multiple levels of access and authentication, and the ability to handle multiple media and data formats. The system has been designed specifically for the AABC to allow for ease of maintenance by staff, including web-based control by that staff of over 100 individual databases and files making up the system. These databases and files allow the AABC to control by web access everything from the specifications of style sheets used, to the manner in which navigation bars and preset views can be established, to changing help, search and scan choices on a screen-by-screen basis. The system also provides for the future addition and integration of network-based multi-media files, and includes at present a fully-functional test system for historical photographs and other multi-media.

Data on the system can live in any internal format, and can be modified for use with existing archival descriptive structure standards. The descriptive database used for the CaNWAN/BCAUL files has been established using ISO2709 (MARC) for ease of transfer of data to other systems, most notably the Canadian Archival Information Network (CAIN). Data from the new system was successfully transferred to CAIN in June of this year.

All of the impressive functionalities and features of the earlier BCAUL/CaNWAN system have been replicated on the

new, upgraded model, along with a variety of new ones, including: 1) full search and scan options, provided over three levels of sophistication for a user (a basic access page, a simple search page, and an advanced search page); 2) capability to filter a search to descriptions only at a designated repository, as chosen from a pick list which indicates the number of descriptions available from each repository; 3) new capabilities for reusing result sets, including limiting results of a previous search or searches with a wide range of advanced search options, sorting results by fields chosen from a pick list, summarizing results by repository, and emailing or downloading a result or results using preset report formats or formats that can be customized by the public user.

In addition, new, user-friendly features include a menu bar with specific "help" instructions for each screen and a new, direct "feedback" mechanism. A new navigation bar under the menu bar automatically expands and contracts as users move through the system online.

The system supports multiple files and portions of files in an integrated manner, allowing for various means of access into the Canadian North West Archival Network as a whole, including on an integrated file basis (CaNWAN), on an individual provincial/territorial union list basis (BCAUL, ANA, YAUL, NWTAN), and on a preset filter view access to pre-defined groups of repositories (e.g., Anglican Church Archives Network in British Columbia; University of Victoria Archives & University of Victoria Special Collections) or to individual repositories represented on any of the provincial/territorial networks. Each set access can be controlled by preset urls, and can be modified through a database which controls the menu bar, the navigation bars, and icons/logos used on the screens, as established for each preset view.

A repository information file has been created to work as an integrated authority file as well as to provide in the future for full search and retrieval capabilities as a stand-alone database. This file, along with a new "structured-access" functionality to replicate the present look and feel of the AABC's online Guide to Archival Repositories, will be developed later this year to begin the process of integrating all of the present resources available on the AABC's **BC Archival Resources** (aabc.bc.ca/aabc/bcarch.html) web site on to the new database server.

The BC Archival Union List, established on the new, upgraded system, now provides access to over 9,400 descriptions of records from 170 archives in the province.

For more information on the new network system, people should contact Bill Purver, the AABC's BC Archival Network Coordinator, at bpurver@aabc.bc.ca.

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).

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:

City of White Rock Museum and Archives:

Semiahmoo Bay Sailing Club fonds
White Rock Festival of Strings Society fonds
Order of Royal Purple of White Rock Lodge No. 236 fonds
White Rock Chess Club fonds
Semiahmoo High School Alumni Association fonds
Canadian Federation of University Women White Rock Chapter fonds
Ann Hanley fonds
City of White Rock Museum and Archives maps and plans collection
City of White Rock Museum and Archives photograph collection

Crofton House School Archives:

Crofton House Board of Governors fonds
Crofton House Administration Office fonds
Crofton House School Foundation fonds
Crofton House School photograph collection

Delta Museum and Archives:

T. Ellis Ladner fonds
Atkey family fonds
4-H Club fonds
Jessie Reagh Belcher fonds
Margaret Berney fonds
Chorlton family fonds
John Christopherson fonds
Delta Agricultural Society fonds
Delta Heritage Society fonds
Delta Hospital Auxiliary fonds
Delta Symphony Society fonds
Fraser Wetlands Habitat Committee fonds
F.V. Delta Cooperative Association fonds
Friends of Boundary Bay fonds
Kinsmen Club of Ladner-Tsawwassen fonds
Kinette Club of Ladner-Tsawwassen fonds
South Delta Community Parks Association fonds
Vancouver Wireless Station Elementary School fonds
Variety Farm Training Centre fonds
Whalen Farm Dig fonds
Delta Golden Rods and Reels Society fonds
Delta Diggers fonds
J.H. Perry Department Store fonds
Mildred Neilson Elliott fonds
Ila McCubbin Embree fonds
Frank Fisher fonds
Robin Hooper fonds
Husband family fonds
Leary family fonds
Phyllis Tolman fonds
Margaret Wayte fonds
Jean McDiarmid fonds
Fred Taylor fonds
Martha Taylor fonds
Smith Wright fonds
Curtis family fonds
Edith Eleanor Pearson fonds
Delta Heritage Advisory Committee fonds
Corporation of Delta Fire Department fonds
Corporation of Delta Finance Department fonds
Corporation of Delta Planning Department fonds
Corporation of Delta Parks and Recreation Department fonds
Corporation of Delta Human Resources Department fonds
Corporation of Delta Clerk's Department fonds
Corporation of Delta Engineering Department fonds
Board of School Trustees, School District No. 37 (Delta) fonds
Terry Brennan fonds
Edith Bell fonds
Dallas Kamlah fonds
Delta Chamber of Commerce fonds

Freda Hayman fonds
Philip S. Quelch fonds

Esquimalt Municipal Archives:

Velma Petch fonds
Arthur Young fonds
Enes Moscrip fonds
Elizabeth Harris fonds
Smith family fonds
Victor Simmons fonds
Michael Pope fonds
Kathleen Kaye fonds
Joyce MacGregor fonds
Reed D. Robertson fonds
George McLean fonds
Horace Draper fonds
Harry Marshall fonds
Chris Goodwin fonds
HMCS Esquimalt Memorial Association fonds
Gwen Poirier fonds
Robina James fonds
William Stevens fonds
Yarrows Limited fonds
Esquimalt Water Works Company fonds
Greater Victoria Cultural Centre Society fonds
Lampson Street School Parent-Teacher Association fonds
Esquimalt Municipal Ratepayers Association fonds
Cramb family fonds
Arthur J. Daniels fonds
Dunlop family fonds
Annie McVie fonds
Emery family fonds
John Bowden fonds
Darwin Robinson fonds
Alexander Lockley fonds
Gwilym Baugh-Allen fonds
Hazel Foster fonds
George F. Williamson fonds
Ethel Morrison fonds
James Robert Findlay fonds
Brown family fonds
Ockenden family fonds
George L. Whittle fonds
William E. John fonds
Toyo Takata fonds
Hugh Peters fonds
Douglas Gosse fonds
William T. Rutherford fonds
Muriel Bourne Harwood fonds
Ida Banfield fonds
Frank Bendall fonds
Bown family fonds
Bette Browning fonds
Elsie Josephine Briggs fonds
Donald Cholmondeley fonds
Ruth Craven fonds
Conway family fonds
Croft family fonds
A.W. Stewart fonds

Cooper family fonds
Edward De Costa fonds
Durrant family fonds
Marjorie Hawker fonds
Emily Forster fonds
Barbara McFarlane fonds
Ken Richmond fonds
George Lofts and Nellie Lunan fonds
Bailey family fonds
Don Taylor fonds
R.W. Phipps fonds
Alfred Charles Wurtele fonds
Frances Hodgson Argyle fonds
Bendall family fonds
William R. Nunn fonds
Thomas Brunson fonds
McCurdy family fonds
George Wilkinson fonds
Driver family fonds
Yvonne Leach fonds
Hardie family fonds
Betty Gregory fonds
Kenneth Bendall fonds
Shirley Nute fonds
Albert March fonds
Acreman family fonds
Ralph Butler fonds

Japanese Canadian National Museum:

Doug Oike fonds
Winifred Awmack fonds
Masanobu Kawahira fonds
Allen Allsebrook fonds
Haruko Kobayakawa fonds
Magoichi Odamura fonds
Alec Eastwood fonds
Tsuruko Goto fonds
Tak Toyota fonds
Japanese Consulate of Vancouver photograph collection
Japanese Canadian Citizens Association B.C. Division fonds

Langley Centennial Museum:

Jason Allard fonds
Baker family fonds
George Bolton fonds
British Columbia Electric Railway Company fonds
Bush family fonds
Cameron family fonds
Aldergrove Customs Office fonds
Peter Chant collection
County Line School Parents and Teachers Association fonds
Fred Cox fonds
Roderick Cummings fonds
Denys Nelson fonds
Yvonne De St. Dizier fonds
Dutcher family fonds
Engelman family fonds

Henry Ewert fonds
Froggatt family fonds
Reverend A.M. Grant fonds
Holding family fonds
Hope and Farmer Real Estate Agents fonds
Isabella Hutcheon fonds
Jervis family fonds
Kwong Lee Trading Company fonds
Langley Centennial Museum fonds
Langley Centennial Museum historical collection
Langley Centennial Museum written history collection
Langley Memorial Hospital fonds
McAdam family fonds
McCrimmon family fonds
A.M. McDonald fonds
Bruce Alistair McKelvie fonds
James McKie fonds
Martin family collection
George Stewart Matheson fonds
Isabel Mary Matheson fonds
Michaud family fonds
Milburn family fonds
Janet Spalding Morrison fonds
Ellen Pattenden fonds
Alfred Pepin fonds
Spence family fonds
Thorndale Hatchery fonds
Alfred Trattle fonds
Lewis W. Vaughan fonds
Wallsworth Cemetery fonds
West Langley Community Hall Association fonds
Westover family fonds
John Work fonds
Township of Langley Municipal Council fonds
Township of Langley Municipal Recreation Commission fonds
Township of Langley British Columbia Centennial collection
Township of Langley cemeteries collection
Township of Langley Centennial collection
Township of Langley churches collection
Township of Langley Douglas Day collection
Township of Langley elections collection
Township of Langley 50th Anniversary collection
Township of Langley financial statements collection
Township of Langley incorporation collection
Township of Langley Municipal Council petitions collection
Township of Langley municipal taxation collection
Township of Langley pioneers collection
Township of Langley railroads collection
Township of Langley veterans collection
Belmont Superior School fonds
George Bolton fonds
British Columbia Provincial Police fonds
East Langley Public School fonds
William Hamilton Edge fonds
Fort Langley Board of Trade fonds
Fort Langley Restoration Society fonds
Fraser Valley North Langley Cooperative Association fonds
Phoebe Fulton fonds
Glencoe School fonds
Hopkins family fonds

Langley Agricultural Association fonds
Langley Centennial Museum oral history collection
Langley School District fonds
Murrayville Elementary School fonds
Otter District Farmers' Institute fonds
Len Rowlatt fonds
Shortreed family fonds
Sperling United Church fonds
M.J. Thorpe fonds
Percy Worrall fonds

Maple Ridge Museum:

Louise Poole fonds
The People's Store fonds
Haney Women's Institute fonds
Maple Ridge Museum photograph collection

Mission Community Archives:

Louise Fowler fonds
Whonnock Norwegian Lutheran Congregation fonds
Harold Brousseau fonds
Frieda Rogers fonds
Slack, Michie family fonds
Mary Bryant fonds
Evelyn Kowal fonds
Sharon Brown fonds
Mission Women's Institute fonds
Whonnock Community Association fonds

Morris and Helen Belkin Art Gallery Archives:

Peter Day fonds
Vancouver Association for Noncommercial Culture fonds
APEC Alert collection
Morris/Trasov Archive fonds

Pitt Meadows Museum and Archives:

District of Pitt Meadows fonds
Pitt Meadows School Board fonds
Pitt Meadows P.T.A. fonds
Harris family fonds
Community Church fonds
Pitt Meadows Farmer's Institute fonds
Pitt Meadows Athletic Association fonds
Pitt Meadows Hall Board fonds
Pitt Meadows Anglican Church fonds
Pitt Meadows Heritage and Museum Society fonds
Pitt Meadows Day collection
Japanese Canadian collection
Pitt Meadows Museum and Archives photograph collection
Pitt Meadows Museum and Archives map collection
Pitt Meadows Museum and Archives oral history collection
Gazette photo collection
Struthers collection

Cook collection
Mitchell collection

Port Moody Station Museum:

Kiwanis Club of Coquitlam-Port Moody fonds
Canadian Order of Chosen Friends Ioco Council No. 620 fonds
Port Moody Historical Society fonds
Port Moody Centennial Committee fonds
Port Moody Jubilee Committee fonds
Just Us Girls Service Club fonds
Port Moody Board of Trade fonds
Royal Canadian Legion Port Moody Branch 119 fonds
District of Coquitlam May Day Committee fonds
Police Department fonds
Port Moody Station Museum photograph collection
Port Moody Station Museum map collection
Port Moody Station Museum aural history collection

Saanich Archives:

Saanich Heritage Building Inventory Project fonds
Saanich Mayor fonds
Saanich Clerk's Office fonds
Bernard Goward fonds
Henry E. Tanner fonds
Todd family fonds
Saanich Archives photograph collection

Sechelt Community Archives:

Helen Dawe collection
Billie Steele collection
Sechelt Archives donor collection

Sooke Region Museum:

Jordan River Elementary School fonds

South Peace Historical Society Archives:

William Pinkert photo collection
Dorthea Calverley photo collection
Canadian Club of the Peace River District of B.C. fonds
Old Timers' Association of the Peace River District of B.C. fonds
West Saskatoon Farmers' Institute fonds
Dawson Creek Athletic Association fonds

Trinity Western University Library:

Office of the Vice President, Academic fonds

University of British Columbia Archives:

Philip and Helen Akrigg fonds

Britannia Mine Oral History Project collection
Ceremonies Office fonds
John Conway fonds
Faculty Association of the University of British Columbia fonds
William E. Fredeman fonds
Walter Hardwick fonds
Margaret A. Ormsby Oral History Project fonds
School of Music fonds
William Herbert New fonds
Department of Mechanical Engineering fonds
Public Affairs Office fonds
UBC Press fonds
Vivaxis Energies Research International Society fonds
UBC campus maps and plans collection

University of British Columbia Museum of Anthropology Archives:

Stuart Schofield fonds
John Mennie fonds
Wilson Duff fonds
Michael Ames fonds
Michael Kew fonds
Audrey Hawthorn fonds
Rita B. Steeds fonds
Frederich H. Maude fonds
Mary Lipsett fonds
Walter C. Koerner fonds
Hugh Campbell-Brown fonds
James and Mary G. Fyfe Smith fonds
R.M. Ferguson fonds
Virginia Small fonds
William McLennan fonds
Margaret Stott fonds
Madeline Bronsdon Rowan fonds
Volunteer Associates fonds
Public Relations Office fonds
Museum of Anthropology photograph collection

Vancouver Ballet Society Archives:

Vancouver Ballet Society fonds
Mara McBirney fonds
Julia Tecson collection
Vancouver Ballet Society photograph collection
Vancouver Ballet Society videocassette collection
Irina Reid fonds

Vancouver School of Theology Archives:

Aboriginal Rights Coalition fonds
Vancouver School of Theology Residents Association fonds
Vancouver School of Theology fonds
Union College fonds
Anglican Theological College of British Columbia fonds
Vancouver School of Theology Staff Association fonds
Auxiliary to the Vancouver School of Theology fonds

West Vancouver Museum and Archives:

Rupert Harrison fonds
First Narrows Bridge Company fonds
G.S. Conway fonds
Caulfeild collection
West Vancouver Scottish Society fonds
William James Turnbull fonds

Whistler Museum and Archives:

Whistler Chamber of Commerce fonds
Whistler Mountain Ski Patrol fonds
Whistler B.C. Children's Hospital Miracle Network Committee fonds
Great Snow and Earth Water Race Society fonds
Whistler Skiers Chapel Society fonds
Dave Murray fonds
Nancy Greene fonds
Paul Burrows fonds
Whistler Museum and Archives aural history collection

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):

1) Greater Vernon Museum and Archives

New email address: lwills@vernon.museum.bc.ca

2) Cowichan Valley Museum and Archives

New web address: www.islandnet.com/~bcma/museums/cvm/

3) Delta Museum and Archives

New summary of holdings: 64 m of textual records, ca. 10,600 photographic images

New inclusive dates: ca. 1880-2000

New web address: www.corp.delta.bc.ca/p&r/Museum/museum_home.htm

4) Kamloops Museum and Archives

New web site: www.city.kamloops.bc.ca/parks/museum.html

5) Kootenay Gallery of Art, History and Science

New address: 120 Heritage Way, Castlegar, B.C. V1N 4M5

6) Kootenay Lake Archives

New web site: www.klhs.bc.ca/htmlfiles/archives.html

7) Sandon Archives

New contact name: Volunteer Archivist

New phone number: (250) 358-7920

New email address: shs@slocanlake.com

New web site: www.slocanlake.com/sandon/

8) Silvery Slocan Museum

New email address: stan@insidenet.com

9) University of British Columbia Museum of Anthropology Archives

New contact person: Krisztina Laszlo , Archivist
New hours of operation: Monday-Wednesday: 9:00-16:00
New phone number: (604) 822-1946
New email address: klaszlok@interchange.ubc.ca
Web address: www.moa.ubc.ca

10) University of Northern British Columbia

New contact name: Ramona Rose , University Archivist

11) Cumberland Museum

New email address: Barb@Cumberland.Museum.bc.ca
New web address: www.Cumberland.Museum.bc.ca/cma

12) City of Richmond Archives

New email address: lwaller@city.richmond.bc.ca

13) Japanese Canadian National Museum

Name change: (formerly listed as Japanese Canadian National Museum and Archives Society)

14) Vancouver School of Theology Archives

New days and hours of operation: Mondays: 8:30-15:00
New phone number: (604) 822-9031

15) Maple Ridge Museum

New total volume: 35 m of textual material; ca. 5,000 photographic images
New inclusive dates: 1880-present

16) Vancouver Ballet Society Archives

New address: Suite 302, 601 Cambie Street, Vancouver, B.C. V6B 2P1
New days and hours of operation: Monday-Friday: 1000-17:00
New fax number: (604) 681-7732
New email address: ybs@telus.net
New web site: www.vancouverballetsociety.org

New Acquisition Policy/Holdings Summary:

The Vancouver Ballet Society was formed in 1946 as a non-profit charitable organisation to promote ballet and contemporary dance in British Columbia through education, encouragement, and assistance. The aim of the archives is to acquire, preserve, and make available to researchers the records of BC's dance heritage. The holdings of the Society include photographs, programs, video recordings and clippings. The records cover dance rehearsals, performances, and other events from 1969 through 1985. The videotape collection consists of interviews with visiting critics and guest stars, ballet seminars, master classes, local, and other performances. The clippings consist of mounted newspaper and periodical articles received from the numerous friends of the society.

17) Enderby and District Museum

New web address: www.sjs.sd83.bc.ca/museum/archive/archive.htm

18) Anglican Diocese of Caledonia Archives

New contact name: Cliff Armstrong
New email address: synodofc@citytel.net

19) Sidney Museum

New email address: sspm@island.net

20) Port Moody Station Museum

New contact name: Jim Millar , Manager/Curator

21) Anglican Diocese of British Columbia Archives

Corrected address: 900 Vancouver Street, Victoria, B.C. V8V 3V7
New toll-free phone number: 1-800-586-8627
New inclusive dates: 1836-2000

22) Esquimalt Municipal Archives

New phone number: (250) 414-7140

23) Saanich Municipal Archives

New inclusive dates: 1864-2000
New web address: www.gov.saanich.bc.ca/fpweb/heritage/saanich_archives.htm

24) Sechelt Community Archives

New entry:

Address: Sechelt Public Library, P.O. Box 2104, 5797 Cowrie Street, Sechelt, B.C. V0N 3A0

Web Site: hp.bccna.bc.ca/~aa177/

Contact Person: Ann Watson , Archivist

Phone Number: (604) 885-3260

Fax Number: (604) 885-5183

e-mail address: inquiries@secpl.scrd.bc.ca

Days and Hours of Operation: Thursdays, 9:00 am - 5:00 pm. (Appointment necessary 9:00 am - 11:00 am)

Holdings: Total Volume: 30 m ; Inclusive Dates: 1860s - present ; Predominant Dates: 1890s - 1983

Acquisition Policy/Holdings Summary:

The Sechelt Community Archives has been established to maintain and preserve the Helen Dawe collection of materials relating to Sechelt history and to collect and preserve other archival material pertaining to the growth and development of Sechelt Village and District and other areas of the Sunshine Coast.

25) Pitt Meadows Museum and Archives

New entry:

Address: 12294 Harris Road, Pitt Meadows, B.C. V3Y 2E9

Contact Person: Leslie Norman , Curator

Phone Number: (604) 465-4322

Fax Number: (604) 465-4322

Email Address: pnhms@direct.ca

Days and Hours of Operation: Tues, Wed, Thurs: 10:00-2:00. Appointment not required but preferred. (Additional hours by appointment)

Holdings: Total Volume: 3 meters of records, 944 photographs, 52 maps ; Inclusive Dates: 1880-present ; Predominant Dates: 1920-1970

Acquisition Policy/Holdings Summary:

The holdings consist of documents created by the municipal government from the 1930s to the 1970s (primarily records created by the finance department and are not a complete collection). Documents created by the Pitt Meadows School District from 1912 to 1945, and containing correspondence, minutes and financial records (not a complete collection). Records of various community groups, businesses and

families that reflect the social, cultural and economic life of the community from the 1880s. Other documents include 52 maps, over 900 photographic images, and an oral history collection. The archives also maintains a small collection of research files with clippings, stories, and other copied material relating to the history of Pitt Meadows and area.

26) Morris and Helen Belkin Art Gallery

New entry:

Sponsoring agency: University of British Columbia
Address: 1825 Main Mall, Vancouver, B.C. V6T 1Z2

Web Site: www.belkin-gallery.ubc.ca

Contact Person: Krisztina Laszlo , Archivist

Phone Number: (604) 822-0001

Fax Number: (604) 822-6689

Email address: klaszklok@interchange.ubc.ca

Days and Hours of Operation: Archivist available Thursday and Friday. Archives access by appointment. Gallery open Tuesday-Sunday, closed Mondays and statutory holidays.

Holdings: Total Volume: 50 metres ; Predominant Dates: c. 1950-2000

Acquisition Policy/Holdings Summary:

The Belkin Gallery houses archival collections complementing its collections of art and providing a resource for exhibitions, teaching, and learning, and scholarly research. Related especially to contemporary art since the 1960s, the archives include the papers of artists, art historians, and collectors, and contain material in multiple media (textual, graphic, moving image and sound), with a thematic focus on conceptual art, concrete poetry, mail art, performance art, social art history, and cultural history.

British Columbia Archival Network Service - Contact Information

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

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

---Bill Purver

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AABC Newsletter

Volume 11 No. 3 Summer 2001

BC Archival Education and Advisory Service

The fortune cookie at the Rainbow Chinese/Canadian Café in Hazelton read, "You will travel far and wide for business and pleasure." For one whose travels have been limited for many years to the dubious pleasure of commuting in the Lower Mainland, Hazelton is indeed far and wide and even exotic. And I was on my first outing "site visiting" in the North West region of B.C., a most pleasurable business as it developed. So as the cookie crumbled, the fortune inside was remarkably apt.

Those of you who keep a weather eye on the web-site will have noticed a new name attached to the AABC's Education and Advisory Program, and I would like to take the opportunity, in this column, to introduce myself, and to indicate some of the directions the program will explore this year. I offer the following brief biography by way of letting readers know what kinds of education and experience I bring to the Education and Advisory Program.

In my life "before archives", I earned a Bachelor of Applied Arts in Radio and Television – yes, there really is such a thing – and worked in various unremunerative capacities in public radio, and cable television. Through a year with Frontier College, and summers touring puppet shows, I enjoyed exploring the back roads and small towns of the Prairie Provinces. I received the M.A.S. degree from UBC in 1994, but had accumulated some five year's experience with a variety of arrangement and description contracts, mostly for the City of Vancouver, by that time. I had also compiled the B.C. Thesaurus indexing tool. From 1993 to March of this year, I worked as Assistant Archivist, and then Archivist for Community Records, with the City of Surrey. The Education and Advisory Archivist role will draw on both the before and after archives threads, giving exciting opportunities to write, meet people, and I hope, assist those engaged in the archival enterprise throughout the province.

No major changes in delivery of the Education and Advisory Program are contemplated this year; the archivist will be responsible for revision of curricula and presentation of scheduled and sponsored courses, and will undertake 25 site visits during the year. Additionally, I am available for inquiries and discussion at any time, via e-mail, fax, and telephone – oh, and of course, snail mail. Two initiatives this year are particularly worth noting. We will be developing, as a pilot program, materials for distance delivery of the foundation pre-requisite course, "Introduction to Archival Practice". Although online delivery may be an option at some time in the future, this year's effort will focus on a more traditional correspondence-school style. Watch this column – we'll be looking for willing "test pilots" for the course later in the year.

The second new development comes to us through the BC Library Association's First Nations Interest Group. In conjunction with a more extensive "Information Workers " Institute, to be held from July 11-21 this summer at UBC, the Education and Advisory Program will offer the two-day Introductory course for twenty First Nations students. The rest of the Institute will be given over to study of cataloguing (AACR2), and care, handling, and special uses of maps. The Interest Group, together with SLAIS, the University College of the Fraser Valley, and Langara College, has long-term plans to develop a flexible curriculum to certify First Nations Information Keepers. On my recent trip to Kitimat, I was able to circulate material about the July Institute, to Nisga'a and Haisla registrants in a three-day Intro/Arrangement and Description. Both are doing exciting things with mapping, repatriation of museum and archival materials, and development of libraries. Their response to the program was very positive. There are some interesting challenges for delivery of our standard course in this context, because of the special character of repatriated archival

materials, issues of access and ownership, and the significance of oral history and modes of recording it for First Nations. That may be worth a column of its own in the Fall.

So far as business-as-usual is concerned, the schedule of course offerings will be finalized shortly, and advertised on the Education and Advisory page of the AABC website. Course offerings this year will include the afore mentioned distance version of the Introduction, revised versions of Archival Handling of Photographs and Conservation of Photographs, and Disaster Planning. Other courses can be requested on a sponsored basis, depending on the availability of instructors. One of the objectives of the Education and Advisory Program is to spread the schedule of site visits evenly around the province, so that every interested repository has the opportunity to meet either the conservator or the archivist at regular intervals. For this year, the designated areas for the archivist are the Lower Mainland, North Vancouver Island, and the Northwest.

Planning for future initiatives is an ongoing process. Please share ideas with me for courses you'd like to see developed. It seems, for example, there might be considerable demand for courses on soft-ware selection, or data-base design. All suggestions are welcome. Contact me at any time through the link on the AABC website, jeturner@aabbc.bc.ca, or at :

Janet Turner
1260 Victoria Drive,
Port Coquitlam B.C., V3B 2T9
Tel./Fax: (604) 942- 9790

* * *

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BC Archival Preservation Service

Optical Disk Media

Compact Discs

Compact discs are comprised of a core, a reflective layer and a lacquer layer. The core is usually made from polycarbonate plastic but it can also be metal or etched glass. The reflective layer is usually aluminum but is occasionally gold. The lacquer layer is added for protection in handling and use.

A variety of CD formats are available. Each type of CD can vary in laminate components and vary in how the information is recorded.

- **Compact disc digital audio (CD-DA)**

The CD-DA is used in for mass-market music CDs.

- **Write-Once Read-Many (WORM)**

WORM CDs can contain images, text, sound, video etc. and is a commercial format.

- **Compact disc – Recordable (CD-R)**

CD-Rs are like WORMs but are used non-commercially to record images, text, sound, video etc. CD-Rs cannot be erased or reused.

- **Compact disc Rewritable (CD-RW)**

CD-RWs can be used, erased and reused.

The information recorded on CDs is encoded in digital form. The method of encoding the information varies depending on whether the CD is a read-only CD - CD-ROM (CD-DA and WORM) or a writable CD (CD-R and CD-RW).

Read-only CDs are made from molded polycarbonate with a spiral track of pits which hold the information. The laser reads the information from the pit. Read-only CDs are silver on both sides of the CD.

Writable CDs are made from a molded polycarbonate like read-only CDs but have dyes added to the laminate structure. As the information is being recorded by the laser onto the CD the dye becomes discoloured which results in the information being encoded. Writable CDs appear green, gold or blue on one side rather than silver on both sides.

What type of CD-R to buy

Not all CD-Rs are created equal in terms of stability. Gold CD-Rs should be used if you are planning on undertaking an access/preservation project where you plan on using CD-Rs as the storage medium. Gold CD-Rs use the more stable phthalocyanine organic dye and appear to be a light green in colour. Many companies produce gold CD-Rs including Mitsumi and HHB. To find local suppliers of gold CD-Rs you can check the company websites for CD specifications and local suppliers.

Storage and Handling

- Wear clean, lint-free gloves when handling CDs.
- Handle CDs by their edges.
- Store CDs in their polystyrene "jewel cases", polypropylene or polycarbonate cases or other archival plastic. Do not store in paper or card enclosures.
- Store CDs vertically.
- Do not bend or place pressure on the CD as this may lead to delamination.
- Store CDs in the dark as ultraviolet light can discolour the lacquer and polycarbonate layers causing laser reading problems.
- Avoid excess humidity levels (above 50%) as early CDs reflective layers have been know to oxidize. Reflective layer composition has changed over the years but excess humidity should still be avoided.
- Do not label discs with self-adhesive labels. Consult the disc manufacturer to find out which type of marker pen is appropriate for the disc.

Environmental Recommendations

The life expectancy of a CD varies with the CD composition and storage environment. Currently, the life expectancy is thought to be anywhere from 20 – 200 years. Temperatures below -10°C and 5% are not recommended for optical media.

Maximum Temperature (+/- 2°C in 24 hrs allowable)	Maximum Relative Humidity (+/- 10% in 24 hrs allowable)
Less than 23°C	20% - 50%

References

ANSI/PIMA IT9.25-1988. Optical Disc Media – Storage. New York: American

National Standards Institute.

Conservation Online - Electronic Storage Media

palimpsest.stanford.edu/bytopic/electronic-records/electronic-storage-media/

The CoOI website offers a vast array of preservation related articles and links to preservation sites. The Electronic

Storage Media section has many useful articles and links specific to archival preservation issues.

---Rosaleen Hill

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AABC Newsletter

Volume 11 No. 3 Summer 2001

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AABC Newsletter

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aabc.bc.ca/aabc/newsletter

How to join the AABC
aabc.bc.ca/aabc/meminfo.html

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Please supply all submissions in electronic format, as either

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AABC Newsletter

Volume 11 No. 4 Fall 2001

Provincial Archival Funding Cut

As you are no doubt now aware, the Provincial Government in August announced the immediate elimination of funding for the BC Community Archives Grant Program. This decision was made well into the fiscal year and without warning or any discussion with the archival community. Obviously this decision impacts significantly on the ability of the AABC to deliver its services and also on individual repositories hoping to benefit from CAAP grants.

President Heather Gordon's letter on behalf of the Association (copied below) to the Honorable Sandy Santori expresses very eloquently the consequences of the Government's decision to withdraw support for the program. To date Heather's letter as well as those written by, or on behalf of, the archival community have gone unanswered.

The decision to eliminate entirely funding for the archival community is extremely difficult to comprehend. While certainly appreciating the difficult fiscal situation facing the province why would the Government choose to completely eliminate what amounts to an extremely modest but very critical investment in the preservation of the province's documentary heritage?

Having been personally involved in the development of the various programs sponsored by the AABC I can say unequivocally that these services have been and remain critical to the archival community and that they have been run very efficiently and represent an amazingly good 'bang for the buck'. Moreover, the funds invested by the Province have been used to match Federal funds coming to British Columbia.

For many years this province has been in the forefront of the development and delivery of services aimed at promoting an inclusive, effective and efficient provincial archival network. Although in all likelihood the Association will be able to sustain the bulk of its programs through the end of this fiscal year, it is unlikely that in the absence of provincial support they will be able to continue in the future. To lose such important services, not to mention the funding for grants to individual institutions, will certainly represent a significant blow to those who have worked so hard to preserve archival material throughout the province.

Although there is no indication that the Provincial Government is prepared to revisit the decision to eliminate support for the BC Community Archives Grant Program I would strongly urge institutions that have not already done so to write to Minister Santori. It is important that the Government be made to understand the consequences of this action.

Christopher Hives
Newsletter Editor

* * *

24 August 2001

The Honourable Sandy Santori

Minister of Management Services
PO Box 9063
STN PROV GOVT
Victoria, BC V8W 9E2

Dear Mr. Santori:

RE: Elimination of Community Archives Grant Program

It was with great disappointment that I learned earlier this week of the decision to discontinue the BC Community Archives Grant Program. The elimination of this funding gravely affects not only numerous small archival programs and institutions across the Province, but also the work of the organization I represent, the Archives Association of British Columbia (AABC).

I am sure you are aware, from your discussions with the Provincial Archivist, of the vital role these programs play in the preservation of BC's documentary heritage and the contribution they have made to the cultural and economic life of countless local communities over the past decade or so.

One component of the program, the Community Archives Assistance Program (CAAP) makes funds directly available to archives and organizations wishing to establish community archives across the Province. While not huge sums – the average CAAP grant amounts to about \$3000 – these grants are often critical to the survival of these archival programs. The organizations receiving them are often small museums, historical societies or other non-profit organizations with extremely tight operating budgets, volunteer staff and volunteer management boards. For many of them, CAAP does not represent supplemental funding, it is the only funding that allows them the means to actually process archival material and make it available to the public. Without such funding, these small volunteer organizations will be hard pressed to continue to maintain their community's archival record in the community in which it was created (something this government, when in opposition, very much supported), and a critical component of local heritage and tourism will be lost.

The CAAP program, however, is only one component of the Community Archives Grant Program. The second, and arguably even more far reaching, is the Community Archives Advisory and Training Program (CAAT). The AABC uses CAAT funds to attract matching funding from the federal government through the Canadian Council of Archives. In turn, it is able to provide services that benefit and support archives across the Province. One need only examine the AABC's year end CAAT reports to see the number and variety of archives that benefit from our services: museum archives, church archives, Aboriginal archives, and hospital archives, to name a few.

Through its Education and Advisory Services program, the AABC provides educational opportunities, such as workshops and publications, and professional advice to small institutions which do not have the means to hire a professional archivist. Similarly, our Preservation Service provides professional conservation advice and training to such institutions, and offers assistance when these institutions find themselves dealing with real disasters such as fires and floods. Our Network Service involves the creation and maintenance of our online archival resources, including the BC Archival Union List (BCAUL), an online database which provides descriptions of archival collections held in over 170 provincial repositories. The BCAUL was the first of its kind in Canada, and has been adopted as a model by other provinces in the development of their own databases. It also has stood as the model for the recent development of the Canadian Archival Information Network, a database of descriptions of records held in archives across the country.

These are services that other provinces have recognized as being necessary in order to preserve the complete documentary heritage of their citizens. The alternative has been for each provincial archives to assume responsibility for these services, but most governments have realized that it is far more cost effective for the government to allocate a small amount of funds to its provincial volunteer archival association, which in return provides these services with extremely low administrative overhead. The other options, of course, are to either accept the records of local communities into the care and custody of the provincial archival institution or to stand by and see those records lost through lack of means to care for them.

The risk at which this decision has placed the province's documentary heritage dismays me as a professional archivist and as a citizen. But it also has placed me in a very difficult position as the president of the AABC. The programs funded by CAAT are cost shared equally between the province and the federal government, and CAAT funds make up half of each program's annual budget. Without provincial funding, we cannot meet our federal obligations and continue these programs. For months the AABC has anxiously been awaiting a decision on this year's CAAT funding, word that usually comes two months or so into our fiscal year. Hearing nothing, we had no choice but to continue our programs using the funds from our approved federal grants. We are now almost halfway through our fiscal year – federal grants have been approved and regular payments have been made. My executive committee and I are now facing some very difficult choices over the next few weeks as to what we do with our programs and how we meet our federal obligations.

I am particularly concerned that this decision was made so suddenly and seemingly without serious consultation or discussion with either the BC Archives or the archival community at large. It also seems to have been made independently of other heritage and cultural programs and agencies, all of which surely would have assisted in making a more informed decision.

From your response to my letter a few weeks ago regarding the need for archives legislation in BC, I know you understand and appreciate the role of community archives in this province. I also assure you I understand the new provincial government's commitment to fiscal responsibility. At the same time, I am sure you and your honourable colleagues understand the concept of "sound investment." The CAAT and CAAP programs provide enormous return for the amount of provincial funding allotted to them. I very much hope that the decision to terminate both will be revisited, and both programs reinstated. At the very least, I would hope that the government would recognize the serious financial difficulty in which it has placed the AABC by delaying a decision until this far into our fiscal year, and agree to assist us in meeting our federal obligations this year.

I look forward to hearing from you in the near future.

Sincerely,
Heather M. Gordon
President

* * *

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Beyond Dried Flowers: Preserving Garden History

Elizabeth Hyde *

Writing this paper has enabled me to bring two sides of my life into the same focus; I was a gardener before I was an archivist and now that I am no longer working as an archivist, I'm still a gardener.

Gardening is in fact not unlike being an archivist; the two occupations have activities in common; You weed accessions, I weed flowerbeds,. I arrange plants; you arrange files; , you describe series; and I describe -- ah yes, just what do I, and my fellow gardeners describe? Because this is what we are considering this morning -- the records gardeners keep, where they are, what's in them and how does this help us to preserve garden history and how could we do this better. I shall not, in this distinguished and entirely-dedicated-to-the-preservation-of-records company, go into the question of why garden records should be preserved. But before we go any further there is one idea that I think I should lay to rest: the garden will not remain as either your monument or its own.

Only the gardens of immensely rich and enduring families -- the house of Windsor, the Cavendishes, or wealthy institutions, St John's College, Oxford, the various Physic Gardens, Kew, Wisley, may last. Private gardens, however, are another story: the late Archbishop Sexton's garden is a parking lot now, and a school playground. This slide shows Vern Ahier's garden, probably about the same date; they dumped an apartment building on most of that one. And even supposing that the developers don't get it, and your descendants manage to keep the brambles at bay, the very plants you loved and cherished, especially if you are a rock gardener, will change out of all recognition those dear little evergreens that looked so cute are twenty feet tall now, which substantially changes the outline of a rock garden.

So on to the written or pictorial record. First, the printed record. This is copious and extends in time from Roman times via Walafhrid Strabo in the ninth century, the nuns of Nun Cotam (late for Compline because they were tending their flowers -- unfortunately the Bishop's Visitation record doesn't say what flowers) in the fifteenth century, tulipmania in the seventeenth to the present day: books, seed catalogues, periodicals, weekly monthly, quarterly, they pour from the presses; I counted nine gardening magazines on the rack in the drugstore the other day. There is even, or was a Canadian Journal of Horticultural History. All this has its uses; if your researcher is trying to write a novel in which the crucial scene takes place in a garden in 1930 the heroine must not be found cultivating a patch of Man in the Moon marigolds, which did not make their appearance until the 1950s. And the young man who cuts my grass pointed out, the ads will tell you what mechanical aids were available at what date. But when it comes to the reality of what did happen, rather than what should have happened, then garden writers must be admitted to have a serious flaw: they are all inveterate optimists, incurable wishful thinkers. "The seeds will germinate" -oh yes? "Supplies of whatever may readily be obtained" Uh huh. "Cuttings may easily be rooted" Oh indeed? Believing them is like taking the pictures in Nurserymen's catalogues as a true representation of the flower they depict.

So setting aside the printed record, what is there out there, what's in it, and what do we wish was in it? Ending, since I've reached the age at which one experiences a strong impulse to tell people what to do, with a few recommendations to gardeners about what to record, and to archivists about what to keep.

The Federal and Provincial Governments support horticultural research stations where, no doubt, they keep meticulous

records, but experimental station records are a bit heavy duty for our purpose. Provincial governments maintain plantings at their parks, of a kind familiar to all those who visit the Provincial Archives, because there is one outside its front door -- what I would call conscientious and hard-wearing, comprising plants that are native to the Province and that will survive all summer even if it doesn't rain. .

Municipal governments at least in this area, garden colourfully and with enthusiasm. Vancouver has deposited its Board of Parks and Recreation records at the Vancouver City Archives, and amongst much other material there are landscape plans from 1912-1976; I haven't been able to look at these. Victoria City Archives has the Parks Supervisor's records -- his reports to the Council -- from the early 1930s to c.1970. What a fascinating read. The poignant story of the mysterious disappearance of no less than eight cygnets; the successful construction of a comfort station which was "much admired by others in the field of Parks Management". -Parks management it seems, involves more than garden history, but we get that as well: from the lists of plants donated by friends of the parks in the 1930s (very nice plants they were too) to 1957 when "the massing of thousands of flowers in solid displays of colour created a great deal of interest from passing motorists". Saanich has some superb herbaceous borders, but according to my informant, not much record of how they have developed.

Moving on to other institutions; both UBC and UVic have university gardens and both have deposited their records in the appropriate archives. Looking at these led me to the melancholy conclusion that any garden run by a Committee is apt to generate about 19 files of spirited discussion, in correspondence and Minutes, about who is responsible for what, to one file of landscape plans and plant lists. UVic does have some rather charming notebooks -- the kind that have tables of weights and measures and the endings of Latin declensions in the back cover -- with handwritten lists of plants with their qualities and requirements, but I was not sure that they referred to the UVic gardens. They also have a list of where every single rhodo in the gardens came from. And excellent planting plans.

Garden Societies. I inquired around a bit. The Victoria Horticultural Society has very properly deposited their records at the Victoria City Archives, and I spent a happy couple of mornings with them.. The Rock and Alpine Garden Society has four bankers boxes in storage. Both these suffer to some extent from the same problem as University archives -- a superabundance of Minutes On the other hand VHS has records of which garden won the Best Garden Prize that they offer, from the mid-1920s up to quite recently, (though as we have already seen the garden is no record of its earlier self). They have all their Show catalogues -what classes increased, which were dropped, which subdivided- an interesting guide to gardening tastes, and an almost complete series of their Garden Notes that are sent out each month. (These are rather "garden writing" -see above- than garden records.)

The Vancouver Island Rock and Alpine Garden Society (VIRAGS) has three items of interest: the slide library, which has pictures not only of notable gardeners, but also general garden views and close-ups of individual plants; also a hand-written list by Doris Page from 1969-1971 of all the plants then being grown by members; and the Parlour Show records. These last are useful because they say what plants were being grown by whom, though quite a lot of them were clearly Alpine House rather than garden plants.

Which brings us to private gardens and their records if any. Perhaps I should have put Butcharts Garden under institutional gardens, but when I ventured to inquire about what archives they had I was told very firmly that this is a private family archive. But then I went out there one cold day in March and found an "historical exhibit" in the lovely warm living rooms of the old Butchart house. There were, it is true, a lot of photos of the cement works, but there were also photos of the garden being made, lists of plants to be ordered for the garden, and notes on the plants in the garden, which suggests that there is a lot more there for the right person to see. One thing it made me realise was what an immense boon colour photography has been to garden records; the cement works come out well in black and white, the evergreens look ok, but what, oh what flower do these little white blobs represent?

Royal Roads, now University, but the private garden of Hatley Castle when the grounds were laid out, has many records of the original gardens: landscape plans of the Italian Garden, planting plans for the first Japanese garden, and their present head gardener is a descendant of the original gardener, though he might not be pleased to be thought of as archival.

Point Ellice House, the most outstanding private garden archive in Victoria, we shall hear about from Mr Hume. But

the average private garden, what can we hope for in the way of records from them? The provincial Archives has a gem: 4 pages and an envelope; it's a purchase order c.1930 for alpine plants for what must have been an immense rock garden, twenty four hundred plants, on W. Saanich Road, but this, and the owner's name, Major W. H. Parr, is all we know about this garden.

Most gardeners do in fact create records, but do they keep them? I knew a man who kept meticulous seed records -- How many, where from, what planting mix, but when I wanted to borrow these to show you, he said "Oh those, I destroyed them; I found I never looked at them." Is this what happens to most gardeners' records?

I suspect that what is most likely to survive is the collection of photographs, but these too have their shortcomings; yes, that's a dianthus, but what's this? If you are close enough to identify the plant, you can't see where it is in the garden; if the shape of the garden is clear, what are those little pink blobs?

So what do we need? Planting plans, seed lists, nursery orders, planting plans revisited five years later (Oh dear, what became of that?) and photos, both close ups and general views. Keep a garden Journal. Record changes to your planting plans. Save your seed lists, especially the ones that actually came up. Take pictures of your triumphs. Take pictures from the same place year after year. Indoctrinate your heirs with the necessity of preserving all this. If possible, teach them to be gardeners, it's the kindest thing you can do for them.

And should your archives receive an accession full of lists of Latin names of plants, please, please, don't throw them out.

* Dr. Elizabeth Hyde began her career as a medieval historian but got distracted along the way by her garden. She found looking after the Anglican Diocese of B.C. Archives in Victoria to be a happy compromise.

* * *

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Message from the President

By now all of you are well aware of the decision to cancel the BC Community Archives Program. Not only did this decision affect numerous archival institutions across the province by way of canceling their 2001 Community Archives Assistance Program (CAAP) grants, it directly affected the AABC in that it cancelled the Community Archives Advisory and Training Program (CAAT) from which the AABC receives half its service program funding.

The AABC's 2001 CAAT grant totalled \$101,170, approximately \$85,000 of which was designated as matching funding for the AABC's Canadian Council of Archives (CCA) grants for its BC Preservation Service, BC Education and Advisory Service and BC Archival Network Service programs. The remaining \$15,000 was earmarked for Archives Week, the Newsletter and regional development.

The AABC was informed of this decision by way of a letter from the Provincial Archivist on August 20. In the hope that public outcry would result in the reversal of the decision, announcements were made on archives-bc and arcan-1 and a letter was sent to members asking them to write the Minister of Management Services, as well as the local press, regarding the value of CAAP and CAAT funding. I also sent an official AABC response to the Minister and a copy of that letter is included in this issue of the Newsletter. The AABC's Public Awareness, Advocacy and Legislation Committee (PAAL) also is encouraging archives across the province to write letters of support.

As I write this in mid-September, there is a tiny glimmer of hope that our letter writing campaign may have some affect and that at least some of the funding may be restored or at least made available for this year. This is, however, by no means certain, and it is entirely likely that the decision to cancel the CAAP and CAAT programs will stand. Indeed, it may be merely the first of several severe cuts to the culture and heritage sectors in British Columbia.

If provincial funding is not restored, what does this mean for the AABC?

First of all, I must state that this funding cut does not signal the end of the AABC as a valuable organization for its members or a vibrant and respected voice in the archival community. I rather fear that some members are under the impression that because of the cut, the AABC has nothing left to offer and is silently folding its tents. Rest assured, the Association will continue to provide such core services as its Newsletter, its conferences and as many sponsored workshops as possible, and it will continue to play its traditional role in the adjudication of CCA grants. It also will continue, as long as possible, to offer its Preservation Service, Education and Advisory Service and Archival Network Service programs, although it certainly will have to re-examine the way in which these programs are funded, the audience they serve, and their role within the overall goals and objectives of a provincial archival association.

In response to the cut, the AABC Executive, with input from its committee chairs and contractors, has revised the Association's general fund and program budgets. An early review of finances made it clear that the best course of action would be to try to get through the rest of the year: almost halfway through the current fiscal, the AABC has already spent approximately \$50,000 in CCA funds and \$30,000 of its own resources on its three main programs as it waited for approval of provincial funding. Fortunately, thanks to its reserves, a vicious slashing of the current year's general fund budget and the cooperation and understanding of the CCA (in allowing us to revisit our grant application

budgets), the AABC will be able to continue its three main programs until the end of the fiscal year on March 31, 2002 with only a small reduction in program service.

However (and this is the bad news), without the restoration of provincial funding or the discovery of new sources of revenue and/or major restructuring of its CCA grant applications, the AABC will not be able to continue its Preservation Service or Education and Advisory Service programs beyond March 31, 2002. Additionally, if Canadian Archival Information Network (CAIN) funding is delayed or not made available, the Archival Network Service Program, which maintains the BC Archival Union List and other network resources, also will not continue.

All three AABC programs have had reductions made to their communications, travel and office supplies budgets. In the case of the BC Preservation Service and BC Education and Advisory Service, each program has had to cancel one long distance set of site visits. With regard to Archives Week, PAAL is continuing with plans to have the third week of November proclaimed as Archives Week in BC, and will be encouraging all archival institutions to use the week to promote their institutions and the importance and value of archives. The AABC will not, however, be producing an Archives Week poster, as the funding for this was part of the AABC's CAAT application. The AABC also will not be able to hold its spring strategic planning session, a February meeting attended by the Executive, Committee Chairs and Regional Representatives. Part of the funding for this came from the AABC's CAAT grant, as did the funding for some general regional activities. The general fund budget (including all committee expenses) also has been dramatically reduced, but funding has been allocated for the production of the remaining two issues of the Newsletter (of which this is one) and the membership directory.

On a happy financial note, the results of the AABC's year-end financial review were received in late August. The statements are basically the same as those presented at the AGM with the exception that they now capitalize our assets (a couple of dataloggers and the servers that house the BCAUL and our other network resources) to show depreciation and show our GST refund as revenue. The Treasurer will submit the statements to the next newsletter, but in the meantime they are available to any member upon request.

And on a personal note, my sincere thanks to the last two executives for their sound financial management, in particular Chris Hives, Jane Turner and Lynne Waller. Thanks also to Karen Blimkie, the AABC's financial manager, for her superb professional accounting skills; to the current Executive members for their support over the last few weeks; to those members and colleagues who have written letters of support; and to Bill, Rosaleen and Jan for their patience, understanding and advice.

* * *

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AABC Newsletter

Volume 11 No. 4 Fall 2001

AABC Executive Minutes

Meeting Minutes: 18 June 2001

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

1. Approval of Agenda

Meeting was called to order at 12:30 pm.

2. Approval of Minutes of February 2, 2001 and March 23, 2001 Meetings

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from February 2, 2001 and March 23, 2001. Motion was carried.

Action: Dovelle Buie will send the minutes to Bill for posting on the AABC's web-site.

3. Business Arising

4. Committee Membership Approval

Heather Gordon presented an outline to the Executive of the proposed membership on Standing and Ad Hoc Committees. Heather Gordon also clarified the roles of some of the Committees, including the role of the CAIN Coordinator as opposed to the CAIN Committee.

Standing Committees

AABC Constitution and By-laws Committee -- Wendy Hunt (whunt@bcma.bc.ca)

Members: TBA

Liaison: Dovelle Buie

Education Committee -- Linda Wills (lwills@vernon.museum.bc.ca)

Members: Wendy Hunt

Patti O'Byrne

Jane Turner

Val Billesberger (on call for special projects)

Jana Buhlmann (on call for special projects)

Contractor: Janet Turner

Liaison: Michelle Barroca

Grants Committee -- Laura Cheadle (l.cheadle@home.com)

Members: Ann Carroll

Frances Fournier
Chris Hives
Wendy Hunt
Christine O'Donnell
Liaison: Laura Cheadle

Membership Committee -- Dovel Buie (dbuie@city.richmond.bc.ca)
Members: Marnie Burnham (on call for consultation & special projects)
Marta Maftai
Jennifer Roberts
Marie-Helene Robitaille
Liaison: Dovel Buie

Nominations and Elections Committee – TBA

Ad Hoc Committees

BC Archival Preservation Service Committee -- Dorothy Lawson (dlawson@direct.ca)
Members: TBA
Contractor: Rosaleen Hill
Liaison : Christine O'Donnell

Finance Committee -- Carrie Eirene Stevenson (stevensoncarrie@hotmail.com)
Members: Chris Hives
Jane Turner
Lynne Waller
Contractor: Karen Blimkie
Liaison: Carrie Eirene Stevenson

Institutional Standards Committee -- Jane Turner (jturner@uvic.ca)
Members: Fran Gundry
Mickey King
Liaison: Heather Gordon

Internet Committee -- Heather (hgordon@city.coquitlam.bc.ca)

Members: Ann Carroll
Marnie Burnham
Joan Cowan
Christine Meutzner
Erwin Wodarczak
Leslie Field (ex-officio)
Chris Hives (ex-officio)
Contractor: Bill Purver
Liaison: Heather Gordon

Public Awareness, Advocacy & Legislation -- Peter Johnson (PNJohnson@city.surrey.bc.ca)
Members: Richard Dancy
Jane Turner (for Archives Week)
Others TBA
Liaison: Carrie Eirene Stevenson

Newsletter Editorial Board -- Chris Hives (chives@interchange.ubc.ca)
Members: TBA
Liaison: Michelle Barroca

BC CAIN Coordinator:
Ann Carroll

Regional Representatives Liaison BC:
Christine O'Donnell

Heather Gordon asked for the Executive liaison members to contact the Committee they are representing to inform them of the Executive meeting schedule (see Section 8.1 in these minutes).

Action: The members of the Executive will contact the Chair(s) of the Committees that they are liaison with to let them know they are their Executive contact person and to also outline for them the Executive's 2001/02 meeting schedule.

The President stressed the need to ensure that Committee reports are submitted in time for the Executive meeting - preferably prior to the meeting date to allow for review time.

Carrie Stevenson moved and Michelle Barroca seconded acceptance of the Committee membership for 2001/2002. All were in favour.

5. President's Report

Heather Gordon, President, thanked the new members of the Executive and those returning members for agreeing to sit on the AABC Executive. Heather Gordon gave a summary of issues from the 2000/01 membership year.

Heather Gordon reported on the ACA and the Council of President's meeting. She discussed what each of the provincial associations are doing in terms of programs as well as how they plan to spend their portion of the CAIN funding.

Heather Gordon reiterated that the Association of Canadian Archivists (ACA) will be holding their annual conference in Vancouver. The AABC may have an opportunity to be involved in the workshops. In terms of the Conference in 2003, Heather Gordon will get some clarification from Chief Ron Ignace in terms of Kamloops' offer to host a conference.

Action: Heather Gordon will contact Chief Ron Ignace to get further information regarding Kamloops' offer to host the 2003 conference.

Action: Heather Gordon will fax a call for papers to the Committee chairs for presentations/workshops at the ACA 2002 Conference.

Action: Carrie Stevenson will work with the Finance Committee to examine ways to help subsidize AABC members to enable them to also be able to go to the ACA 2002 Conference in Vancouver.

The President reviewed the three programs of the AABC. The BC Archival Preservation Service, the BC Archival Education and Advisory Service, and the BC Archival Network Service.

The President reviewed the funding structures for the AABC and stated that the AABC is in good financial shape - thanks in large part to the work of Lynne Waller, former Treasurer, and the Finance Committee. The Executive was also informed that a 5 per cent administrative fee is taken off each of the programs that has enabled the AABC to hire a Financial Manager. Heather Gordon explained that the programs and services of the AABC are funded jointly through the Canadian Council of Archives (CCA) and CAAT funding from the province of British Columbia. The President reported that the CCA has sent their grant money and that it should be received soon. In terms of the funding from CAAT, Heather Gordon explained that we are waiting for approval from the new Minister of Management Services. As of June 18th, the AABC does not have a cash flow problem. The Honourable Sandy Santori is the new Minister of Management Services.

The President stated that first quarterly reports from the three programs (Preservation Service, Education and Advisory Service, and Network Service) are due at the end of June. Heather Gordon will be contacting the Committee chairs. The committee reports will go to Heather Gordon, President, and then the reports are forwarded on to the BC Archives.

Heather Gordon asked the Executive to start to think about the direction of the AABC and CAIN funding for year 3 and what we want for the AABC in terms of funding.

Heather Gordon reported that Patti O'Byrne, part-time Education and Advisory Archivist, had developed an "Introduction to Database" course that was taught at the 2001 AABC Conference. Dovel Buie moved and Carrie Stevenson seconded that the course be purchased from Patti O'Byrne. Motion was carried.

6. Treasurer's Report

Carrie Stevenson, Treasurer, reported on the Financial Statements of the AABC.

Carrie commented on the heavy workload of the Treasurer.

Action: Dovel Buie will ask Wendy Hunt, Chair of AABC Constitution and By-laws Committee to see about the feasibility of changing the Executive terms to one year commitments.

Carrie reported that she had met with Lynne Waller, AABC Treasurer from 1999 to 2001. They met, along with Karen Blimkie, the AABC's Financial Manager, on May 17, 2001. Carrie reported that the AABC may need to pay Karen Blimkie, here and there, for some more work on the AABC's financial books.

Carrie Stevenson reported that the AABC has received a GST rebate (\$7,000.00) and that the AABC needs to determine an appropriate means in which to spend these funds. Gary Mitchell, BC's Provincial Archivist, has given confirmation via e-mail on March 3, 2001 that the AABC can spend the surplus in a way that is seen to be appropriate by the AABC.

Action: Carrie will arrange to have a simplified guidelines available for the Executive to discuss and review - in terms of spending the surplus.

The Treasurer reported that Karen Blimkie has met with the company, Evancic Perrault, who are doing a full audit of the AABC for this coming year.

The Treasurer discussed the process for members applying for travel subsidies. There have been some problems as there are not any clear guidelines on what can be claimed in terms of travel subsidies. The subsidy form could be made clearer.

Carrie Stevenson reported that the signing authority with HSBC has been arranged for Heather Gordon and Michelle Barroca.

Carrie Stevenson discussed the AABC's 2001/02 budget. Laura Cheadle moved and Michelle Barroca seconded approval of the 2001/02 AABC budget. Motion was carried.

7. Committee and Program Reports

7.1 Education Committee

No news -- other than was already reported on under the President's report.

7.2 Grants Committee

Laura Cheadle, Institutional Member-At-Large, reported on the Grants Committee and the CCA grants. A summary will be submitted to the newsletter and also addressed at the next Executive meeting

7.3 Membership Committee

Dovelle Buie, Secretary, reported that the Membership Committee will be meeting on Thursday June 21, 2001.

Dovelle Buie arranged to have information sent to the Financial Manager, Karen Blimkie, concerning membership for the 2001/02 financial audit/review.

The Secretary reported that she has been processing the membership renewals for the 2001-2002 membership year. To date, the membership numbers are as follows:

Institutional 88 (down 22 / was 110*)

Associate Institutional 26 (down 13 / was 39*)

Sustaining 6 (down 4 / was 10*)

Individual 60 (down 54 / was 114*)

Student/Volunteer 31 (up 8 / was 23*)

Honorary Life 7 (up 1 member*)

TOTAL 218 *Total Difference = 84

(*Difference since AGM Membership Report - March 2001)

Receipts for those members who have renewed will be sent out with the up-coming newsletter. For those who have not renewed their membership, renewal reminder notices will also be sent out with the newsletter. Approximately 100 renewal reminder notices will be sent. Dovelle Buie informed the Executive that some members have misinterpreted the "student/volunteer" category to be a category for Institutions who are operated by volunteers. Two Institutional members have made this error and have been contacted.

Dovelle Buie also reported that there have been six requests for information concerning Institutional membership with the AABC and one concerning individual membership. Dovelle Buie has responded to the requests; some will apply for Associate Institutional membership with the AABC and others are working on submitting a Institutional Membership application for their organization.

Jane Turner has been in contact with the Membership Committee asking for a member to sit on the Institutional Standards Committee. The Secretary reported that she is hoping to get a volunteer for this role at the Membership Committee's meeting on June 21, 2001.

Application Form for Institutional Membership is now available to be sent to those interested to apply in electronic format (Word 97 file). Interested parties are asked to continue to contact Dovelle Buie (Secretary and Chair of the Membership Committee).

7.4 Conference Program Committee

Heather Gordon reported on the 2001 Conference in Victoria. The Conference was a great success - with 122 attendees. Dovelle Buie will work with Jennifer Mohan, Chair of the 2001 AABC Conference, to finalize the necessary changes needed for the AABC Conference Database.

7.5 Internet Committee

Heather Gordon reported that Pat Gemmill has continued to work on the AABC's web-site design and review. The President reported that another photo contest will be underway to join together the AABC web-site with the BCAUL portion of the web-site.

Heather Gordon moved and Michelle Barocca seconded to approve to spend up to \$2,500.00 (including taxes) on the web-site review, pending approval of the CAAT grant money. Motion was carried.

The Executive discussed the text for the main web-site portal to the AABC and BCAIN:

For the AABC:

The voice of archivists and archival institutions across the province. The Association provides educational opportunities and advisory services, coordinates grant programs, and undertakes projects to promote and strengthen a provincial archival network.

For BCAIN:

A gateway to archives and archival resources in BC. The Network provides access to archival descriptions on the BC Archival Union List, information about archival institutions and links to web sites, virtual displays, and online historical photograph databases maintained by archives around the province.

Heather Gordon asked the Executive to review the text and give feedback at the next Executive meeting scheduled for September.

7.6 BC Archival Preservation Service Committee

Heather Gordon stressed that the BC Archival Preservation Service Committee is meeting today - June 18th.

7.7 Institutional Standards Committee

No decisions need to be made today concerning Institutional Standards in the Province. Jane Turner will have information to report to the Executive in September.

7.8 Public Awareness Advocacy & Legislation Committee

The President discussed Archives Week 2001. The Communications Grant has not been approved yet. Jane Turner has contacted Heather Gordon with details regarding the time-line for Archives Week, including the selection of an image for the poster. Jane Turner will be reporting in September on the progress with Archives Week 2001.

Laura Cheadle moved and Christine O'Donnell seconded the contract with Emyrs Miller be signed. Emyrs Miller will, by October 1, 2001, produce a 18 x 24 inch colour poster, 1,900 copies of printed posters, and submit a digital version for addition to the AABC's web-site. Motion was carried.

7.9 Newsletter Editorial Board

Heather Gordon reported that the Newsletter Editor is looking for membership for on the Editorial Review Board. Deadline for the AABC newsletter was last Friday June 15th. The newsletter will be mailed or e-mailed to the membership by the end of the month.

8. Other Business

8.1 2001-2002 Executive Committee Meeting Schedule

Monday, September 10, 2001 (10:00 am to 1:00 pm)

Monday, November 5, 2001 (12:30 pm to 4:00 pm)

Monday, December 10, 2001 (12:30 pm to 4:00 pm)

Saturday, February 2, 2002 (1:00 pm to 4:00 pm)

Monday, March 18, 2002 (12:30 pm to 4:00 pm)

Monday, May 6, 2002 (12:30 pm to 4:00 pm)

Action: Heather will e-mail the schedule to the chairs of the various Committees.

9. Adjournment

Meeting was adjourned at 4:30 pm.

Next meeting will be on September 10, 2001 at the City Hall / City of Coquitlam.

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AABC Newsletter

Volume 11 No. 4 Fall 2001

British Columbia Archival Network News

New Look Coming for AABC's Web Resources

A new look for the AABC's online resources will be launched this fall. Changes will improve navigation on the site and will provide for a more contemporary web feel and appearance.

To simplify access to the many resources presently housed on the AABC server, two distinct sites are being designed. The AABC site will incorporate all present resources created for its members, other archivists and supporters of archives in the province. A new British Columbia Archival Information Network (BCAIN) site will bring together resources maintained by the AABC on behalf of the archival community which are of interest to all users of archives. These resources include the BC Archival Union List, the online Guide to Archival Repositories in BC, and various annotated "portal" pages providing links to web sites of archives in the province, to online historical photograph resources, to virtual exhibits, and to other selected sites on the Internet.

The AABC's Internet Committee is now putting the finishing touches on the AABC site, while the BC Archival Network Service Coordinator is finishing the redesign of the new BC Archival Information Network site. Expect an announcement of the launch soon.

New and Notable on the Web

1. Vancouver Public Library Historical Photographs Database

This growing database contains several thousand textual descriptions and photographs of Vancouver covering the period 1910 to 1944 by the photographer Leonard Frank. The database can be accessed at:

www.vpl.vancouver.bc.ca/branches/LibrarySquare/spe/photos/photoagree.html

2. Whistler Museum and Archives -- Pioneer Photographs from the Myrtle Philip Collection

Impressive web exhibit with thematic galleries of photographs depicting Myrtle Philip, a founding pioneer of Whistler, B.C., and many aspects of pioneer life in the Whistler area. The exhibit can be accessed at:

collections.ic.gc.ca/myrtlephilip

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

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

British Columbia Medical Association Archives:

British Columbia Anaesthetist's Society fonds
British Columbia Osteopathic Association fonds
British Columbia Psychiatric Association fonds
Vancouver General Hospital collection
Dr. P.A. McLennan fonds
Dr. William F. Drysdale fonds
Dr. J.H. MacDermot fonds

City of Vancouver Archives:

Greater Vancouver Regional District fonds
Canadian Pacific Railway Company fonds
Major Matthews collection
Phoebe Smith fonds
Yvonne Firkins fonds
John Francis Bursill fonds
Frank Woodside fonds
Mabel Kirk fonds
James Yale fonds
Sheet Metal Workers' International Association, Local 280 fonds
Vancouver Natural History Society fonds
Pearl Steen fonds
Vancouver Poetry Society fonds
Community Arts Council of Vancouver fonds
Terminal City Club fonds
Henry Whittaker fonds
Chamber of Shipping of British Columbia fonds
Vancouver General Hospital fonds
British Columbia Electric Railway Company fonds
British Columbia Wharf Operators' Association fonds
Architectural Institute of British Columbia fonds
Vancouver Festival Society fonds
International Longshoremen's and Warehousemen's Union, Local 501 fonds
Native Sons of British Columbia, Vancouver Post No. 2 fonds
Hubert Lindsay Cadieux fonds
United Nations Conference on Human Settlements fonds
Anne Angus fonds
Harold Merilees fonds
McQueen family fonds
Vancouver Women's School for Citizenship fonds
Sidney Williams fonds
British Columbia Underwriters' Association fonds
Sectional Map and Street Directory Company fonds
Central City Mission fonds
Rosemary Club fonds
C. Gardner Johnson Limited fonds
Leon Ladner fonds
Rotary Club of Vancouver fonds
Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 fonds
St. John the Evangelist Church fonds
George Vancouver collection
Knights of Pythias, Mount Pleasant Lodge No. 11 fonds

Vancouver Girls' Corner Club fonds
Women's Christian Temperance Union, Uneeda Branch fonds
Vancouver (Burrard) Lions Club fonds
Margery Wade collection
Vancouver Business and Professional Women's Club fonds
Howard Green fonds
Canadian Society for Asian Arts fonds
Bloomfield family fonds
British Columbia Children's Hospital fonds
Canadian Arthritis and Rheumatism Society B.C. Division fonds
Vancouver Board of Trade fonds
Fraser Valley Milk Producers' Association fonds
Gordon Brown fonds
Walter Hamilton fonds
Strathcona Property Owners and Tenants Association fonds
S.J. Thompson fonds
Elizabeth Walker fonds
Hastings family fonds
William Ferris fonds
Robert Cuthbert fonds
Alan Morley fonds
Vancouver Museums and Planetarium Association fonds
Nicholas Russell fonds
Jack Lindsay Ltd. fonds
Irma Gordon fonds
Coastwise Operators' Association of B.C. fonds
Rogers family fonds
Native Sons of British Columbia fonds
William Walker Fraser family fonds
Paul B. Ohannesian fonds
Sculpture Symposium Society of British Columbia fonds
Sculptors' Society of British Columbia fonds
J.P. Matheson and Son fonds
Margaret Mitchell fonds
Evelyn MacKechnie fonds
Vancouver Rowing Club fonds
O.B. Allan Ltd. fonds
Nelson Bottling Works Ltd. fonds
Vancouver Junior Chamber of Commerce fonds
Frederick Davies fonds
Queen Charlotte Apartments fonds
Shakespeare Society of Vancouver fonds

City of Victoria Archives:

Women's Canadian Club of Victoria fonds

Simon Fraser University Archives:

Thelma Finlayson fonds
Society of Canadian Women in Science and Technology fonds
Simon Fraser Student Society Women's Centre fonds
Apiculture (Beekeeping) collection
British Columbia Honey Producers' Association fonds
British Columbia Student Federation fonds

South Peace Historical Society Archives:

Dawson Creek Athletic Association fonds
F.E. (Butch) Webb fonds
Peace River Rural School District fonds
West Saskatoon Farmers' Institute fonds
Agnes Morrison fonds

University of British Columbia Library Special Collections:

Alan Butterworth Plaunt fonds
Joan Sawicki fonds
A. Alexis Alvey 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):

1) South Peace Historical Society Archives

New hours of operation: Tuesdays and Thursdays, 1:30-3:30 and by appointment

2) Chilliwack Archives

New email address: Kelly.Harms@Chilliwack.museum.bc.ca

3) North Pacific Cannery Village Museum

New fax number: (250) 628-3540

New web site: www.district.portedward.bc.ca/northpacific/default.htm

4) Campbell River Museum and Archives

Updated web address: www.crmuseum.ca/archives/

5) Penticton Museum and Archives

New web site: www.city.penticton.bc.ca/cityhall/parks_rec/archives.htm

6) Revelstoke Railway Museum

New email address: railway@telus.net

7) Arrow Lakes Historical Society Archives

New email address: alhs@columbiacable.net

British Columbia Archival Network Service - Contact Information

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

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

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AABC Newsletter

Volume 11 No. 4 Fall 2001

BC Archival Education and Advisory Service

Community Archives Education and Advisory Program

The recent news about cuts to program funding to the AABC have certainly shifted our sense of 'what's happening' in B.C.'s archives community. Despite that, we have daily proof of the value of the services we offer. New archival repositories are springing up, needing courses for staff and volunteers, preservation advice, assistance making holdings accessible through the internet; these include the Unitarian Fellowship in Powell River, and the Rick Hansen Institute at UBC. In particular, the advisory service assists newly established archives to begin, at the beginning, to base their policies and practices on accepted archival standards, to qualify for institutional membership in the AABC.

In this vein, it is good at this time to recall exciting successful initiatives. During the summer, I had the very great pleasure of presenting our "Introduction to Archival Practice" course to a class of 26 First Nations students, as part of the first ever "First Nations Information Workers Summer Institute". The Institute was the result of a "Back to the Future" forum held by the B.C. Library Association's First Nations Interest Group in November, 2000. In February, 2001, a committee composed of representatives of the UBC First Nations House of Learning, SLAIS, Langara College, UNBC, the University College of the Fraser Valley, the Union of B.C. Indian Chiefs, the Public Library Services Branch, and, latterly, the AABC, began meeting to plan both the Summer Institute, and long-term goals.

The 10-day Institute offered three introductory courses, on cataloguing, archives, and mapping. It was clear, from discussion arising in my own course, that the students are dealing with very mixed holdings in their own communities, including current records, photocopies of materials in distant church and government archives, oral history recordings on audio and video-tape, museum materials, and library holdings. For many, the demands of managing current records in emerging self-government offices overwhelm available staff. I felt the most pressing goal for the course was to make clear the distinguishing characteristics of archival material, and to provide an overview of all the elements of the management of archives. Of the 26 students, four were currently members of the AABC; the other 22 represent repositories in the process of getting going, potential members for the future, all very much in need of AABC support. On the last day of the Institute, I attended a wrap-up evaluation session, and hopes for another summer Institute to be held next summer, possibly in Prince George, were discussed. It was clear there is a pressing need for both Records Management, and Principles of Conservation training, and it is likely an effort will be made to include such courses in next year's offering.

I have asked to be included, on behalf of the AABC, in the ongoing meetings of the First Nations Interest Group. The long-term goal for the group is to provide, through Institute's, Distance Education, and flexible Community College programs, a program for certification of First Nations Information Workers. To that end, the committee is developing curriculum lists based on existing Library Technician programs at UCFV and Langara College. I will report on the progress of this committee as there is news to share.

As regards our regular course offerings, our schedule goes ahead unaffected for this year. It will be increasingly necessary that courses generate enough revenue to cover the associated costs, as they currently do for sponsored workshops. Good registration levels will ensure that courses can go ahead. Here follow the courses confirmed so far.

Community Archives Education Program:

Course Descriptions – 2001-2002

Mini introduction / Arrangement and description - Three-day

October 18-20, 2001 Vernon

Registration Deadline: 27 September 2001

Review the basic archival principles and functions, and understand the concepts and practice of arrangement and description in detail. Participants will be introduced to the CCA Rules of Archival Description (RAD) as the descriptive standard to be met in either paper or computer-based format. Workshop exercises provide hands-on experience in preparing archival collections for public access. The preparation of inventories and basic finding aids is also introduced.

Instructor: Patti O'Byrne

Sponsored by Okanagan region

Archival Management of photographs

November 16 & 17, 2001 Mission Archives

Registration Deadline: 26 October 2001

This new two-day workshop revisits the underlying principles of archives as they apply to photographic holdings. The course combines lecture, discussion, and hands-on exercises to survey the archival functions - appraisal and acquisition, accessioning, arrangement and description, reference and outreach - focusing on the special needs of photographs. The description portion offers ample opportunity to practice the Rules for Archival Description at fonds and item levels.

Refer to update announcements on the AABC website for confirmation of dates and location.

Instructor: Janet Turner

AABC Archival Education and Advisory Service

Care and Handling of Photographs

January 11 & 12, 2002 Surrey

Registration Deadline: 22 December 2001

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

Instructor: Rosaleen Hill

BC Archival Preservation Service

Care and handling of Photographs

March 9 & 10, 2002 Prince George

Registration Deadline: 16 February 2002

Course description, as above.

Instructor: Rosaleen Hill

BC Archival Preservation Service

To register for any of these courses, submit registration form, with payment, to:

Janet Turner

1260 Victoria Drive
Port Coquitlam, B.C. V3B 2T9

jeturner@aabbc.bc.ca

604-942-9790

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BC Archival Preservation Service

Magnetic Media

Magnetic media such as audio and videotape and computer floppy disks are all machine-readable records and all share a similar structure. Each is composed of a base layer, a binder layer and magnetic particles that are held within the binder.

Depending on the age of the tape, the base could be composed of either cellulose acetate which was in use from the early 1930s to the 1960s or from polyester (Mylar) which was introduced in the 1960s. Cellulose acetate bases are prone to dimensional instability due to base stretching in warm and/or humid environments. Cellulose acetate is also prone to vinegar syndrome. Vinegar syndrome is characterized by the off-gassing of acetic acid (vinegar smell) which results in base shrinkage and deformation. Polyester bases are much more dimensionally stable than cellulose acetates and have a much longer life expectancy.

As magnetic media are machine-readable records it is important to maintain both the record and the playback equipment. However, as magnetic media have a life expectancy of 10 – 30 years, developing an efficient copying and/or migration program is critical to the retention of the informational content of these records.

Characteristic Deterioration

Print-through: the transfer of a magnetic field and its signal from one section of a tape to a section of tape adjacent to it within a roll.

Sticky shed syndrome: refers to binder hydrolysis of the tape which results in sticky dark mass on the surface of the tape resulting in binder and magnetic signal loss. Sticky shed is recognized by the sticky mass, binder flaking from the tape or by a squealing sound when the tape is played.

Copying/Reformatting

Audiotapes

- Make a written transcript.
- Copy all formats of audiotape to a 1.5 mil Mylar (PET) reel-to-reel tape. The reel-to-reel tape should have iron oxide pigments rather than chromium dioxide or metal particulates as they are more stable.
- Ideally, three copies of the record should exist – the master – the copy master and the reference copy.
- The original recording, the master copy and the copy master should all be stored in an acceptable environment.

· If cassette tapes have to be used choose a 30-minute tape with a screw mount. Copy only on one side of the tape to minimize print-through.

Videotape

- Currently, Betacam SP is recommended as the preservation reformatting media for videotape.

Computer floppy discs

- Floppy discs should be copied and error checked every 5 years. As the life expectancy of any floppy diskette is 5 to 10 years the primary issue here is to copy to another floppy or digital format before there is information loss.
- Print-outs of the disk can, where possible, provide a more stable back-up.

Storage and Handling

- Store, play and copy all magnetic media in a clean environment.
- Wear clean, lint-free gloves when handling magnetic media.
- Use clean equipment to play or copy records.
- Enclosures for magnetic media can include acid-free card enclosures and all "safe" archival plastics including polypropylene, polystyrene, polyester and polycarbonate.
- All reel-to-reel tapes, audiocassettes and videotapes should be stored vertically. The reels should be supported by the hub. All magnetic tapes should be stored tails out (in "as played" condition). Tapes should be rewound before playing.
- Use copies for researcher's use. Master copies should remain in storage.

Retensioning

- Rewinding of tapes every three years is recommended to maintain a low-wind tension on the tape and to keep the tape edges from touching the spool.

Environmental Recommendations

The life expectancy of magnetic media is estimated to range from 10 to 30 years when stored properly in a recommended environment. Tapes should not be stored in temperatures below 8°C as this may lead to the lubricant and tape binder separating.

Maximum Temperature (+/- 2°C in 24 hrs allowable)	Maximum Relative Humidity (+/-5% in 24 hrs allowable)
23°C	20%
17°C	30%

11°C

50%

References:

ISO 18923:2000 Polyester base magnetic tape – Storage Practices. Geneva: International Organization of Standards.

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St. Laurent, Gilles. 1996. *The Care and Handling of Recorded Sound Materials, National Library of Canada*.
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AABC Newsletter

Volume 11 No. 4 Fall 2001

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MAS Program Marks 20th Anniversary

by Terry Eastwood

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Lynn Waller of the City of Richmond Archives wrote:

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

We gave three awards:

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

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

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

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

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

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

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

* * *

Archivia *E*nterprises

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AABC Newsletter

Volume 12 No. 1 Winter 2002

Provincial Archivist's Report

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

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

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

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

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

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

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

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

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

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

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

Corinne Durston,
SLAIS Alumni President
2001-2002

AABC Members Recognized

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

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

Award citations:

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

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

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

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

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AABC Newsletter

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New AABC Members

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

Honourary Life

- Hugh Taylor

Associate Institutional

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

Individual

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

Institutional

- Enderby & District Museum Society - Attention: Joan Cowan

Student/Volunteer

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

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

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AABC Newsletter

Volume 12 No. 1 Winter 2002

Message from the President

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

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

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

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

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

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

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

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

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

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

Heather Gordon
AABC President

* * *

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AABC Executive Minutes

Meeting Minutes: 10 September 2001

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

1. Approval of Agenda

Meeting was called to order at 1:10 pm.

2. Approval of Minutes of June 18, 2001

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

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

3. Business Arising

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

4. President's Report

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

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

5. Treasurer's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

incorrect.

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

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

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

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

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

6. Committee and Program Reports

6.1 Education Committee

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

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

6.2 Grants Committee

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

6.3 Membership Committee

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

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

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

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

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

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

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

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

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

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

6.4 Internet Committee

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

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

6.5 Institutional Standards Committee

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

6.6 Public Awareness Advocacy & Legislation (PAAL) Committee

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

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

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

7. Other Business

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

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

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

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

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

8. Adjournment

Meeting was adjourned at 4:30 pm.

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

Meeting Minutes: 27 October 2001

Executive of the Archives Association of British Columbia,

1. Approval of Agenda

Meeting was called to order at 10:02 am.

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

2. Approval of Minutes of 10 September 2001 Meeting

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

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

3. President's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Treasurer's Report

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

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

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

5. Committee and Program Reports

5.1 Education Committee

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

5.2 Grants Committee

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

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

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

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

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

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

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

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

5.3 Membership Committee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.4 AABC and ACA 2002 Conference Program

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

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

5.5 Internet Committee

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

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

5.6 Preservation Committee

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

5.7 Institutional Standards Committee

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

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

5.8 Public Awareness Advocacy & Legislation (PAAL) Committee

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

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

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

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

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

5.9 Newsletter Committee

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

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

6. Other Business

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

The next meetings scheduled are:

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

7. Adjournment

Meeting was adjourned at 1:55 pm.

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BC Archival Education and Advisory Service

RAD Revealed – A Review

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

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

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

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

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

Program Updates:

Up Next! Register Now!

Care and Handling of Photographs

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

Class times: 9:00 am – 4:00 pm

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

Instructor: Rosaleen Hill

BC Archival Preservation Service

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

Rescheduled! Register Soon!

Archival Management of photographs

February 15 & 16, 2002 Mission

Registration Deadline: 26 January 2002

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

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

Instructor: Janet Turner

AABC Archival Education and Advisory Service

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

Contact Jan Turner, 604-942-9790 , or 942-3171; e-mail jeturner@aabbc.ca

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British Columbia Archival Network News

Canadian Archival Information Network (CAIN) Officially Launched

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

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

CAIN is now accessible on the World Wide Web at www.cain-rcia.ca.

Inquiries relating to participating in CAIN and suggestions for future CAIN developments can be forwarded to the AABC's BC Archival Network Service Coordinator at bpurver@aabcbc.ca.

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

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

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

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

New and Notable on the Web

1. Jewish Historical Society of British Columbia

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

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

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

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

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

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

City of Burnaby Archives:

City Council and Office of the City Clerk fonds

City of Vancouver Archives:

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

City of White Rock Museum and Archives:

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

Lytton Museum and Archives:

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

Powell River Historical Museum and Archives:

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

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

Salmon Arm Museum:

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

Simon Fraser University Archives:

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

South Peace Historical Society Archives:

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

University of British Columbia Archives:

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

University of Victoria Archives:

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

West Vancouver Museum and Archives:

Reform Party of Canada Capilano Howe Sound Constituency fonds

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):

1) City of White Rock Museum and Archives

New contact information: Carrie Stevenson , Archivist
New email address: CarrieStevenson@WhiteRock.Museum.bc.ca

2) Gulf of Georgia Cannery Society Archives

New contact information: Erica Hernandez , Heritage Collections Officer

3) Jewish Historical Society of British Columbia

New email address: jhsofbc@direct.ca
New web site: collections.ic.gc.ca/jhs/

4) Sandon Archives

New contact information: Rob Riley , Curator
New email address: sandon@telus.net

5) Nanaimo Community Archives

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

6) Greenwood Museum

New web site: www.greenwoodheritage.bc.ca/archives.html

7) Princeton and District Museum and Archives

New email address: pdma@plpower.com

8) Holocaust Education Centre (Vancouver Holocaust Centre Society)

New email address: holedctr@direct.ca

9) Heiltsuk Cultural Education Centre

New email address: hcec@bellabella.net

10) Salt Spring Island Historical Society Archives

New email address: archives@saltspring.com

11) Naramata Museum Heritage Society

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

12) Kamloops Educational Heritage Project

New email address: rhatch@sal73.bc.ca

13) Friends of the Government House Garden Society Archives

New contact name: Barbara Chase
New email address: terban@telus.net

14) City of Burnaby Archives

New Listing:

City of Burnaby Archives

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

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

Phone Number: (604) 296-7018

Fax Number: (604) 294-7537

Email address: archives@city.burnaby.bc.ca

Days and hours of operation:

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

HOLDINGS:

Total Volume: 150 m of textual records and other material

Inclusive Dates: 1892-1999

Predominant Dates: 1911-1933, 1980-1999

ACQUISITION POLICY/HOLDINGS SUMMARY:

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

British Columbia Archival Network Service - Contact Information

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

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

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BC Archival Preservation Service

Preservation Policy Resources

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

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

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

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

Internet Resources

General Preservation Policies

National Preservation Office (UK)

www.bl.uk/services/preservation/npo8.pdf

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

Carlton University's Preservation Policy for Non-Electronic Records

www.carleton.ca/cu/aboutus/policies/archives_policies/preserv.htm

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

Ontario Museum Note

www.culture.gov.on.ca/english/culdiv/heritage/musnotes.htm

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

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

Public Records Office of Northern Ireland

proni.nics.gov.uk/structur/preserve/preserve.htm

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

Sound Archives/Electronic Records

Berkley Digital Library SunSITE

sunsite.berkeley.edu/Preservation/

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

The Sound Archives/Nga Taonga Koreno of New Zealand

www.soundarchives.co.nz/policy/home.htm

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

ScreenSound Australia

www.screensound.gov.au/AboutUs.nsf/Sub+Pages/Publications+Corporate+Policy+Preservation/

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

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

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AABC Newsletter

Volume 12 No. 1 Winter 2002

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AABC Newsletter

Honorary Patron:

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

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Spring - March 15, 2002

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A Perspective on Archival Network Development*

by Bill Purver

*Paper delivered in the Colloquium series at the School of Library, Archival and Information Studies, University of British Columbia, January 30, 2002

I have been asked to speak today about my perspective on archival information network development based on my experiences working with the archival community in British Columbia. Although that will be my focus, I'll also try to give this development some context in relationship to network-building in general among archives and archivists in the province, which will mean delving briefly into a bit of recent history. I do so with great trepidation, given the fact that various people associated with SLAIS and the MAS program are much better qualified than I to give that history, distinguished archivists like Terry Eastwood, a founding member of the first association of archivists in BC (and of course the founding father of the MAS program), or Laura Millar, whose book *A Manual for Small Archives* has, perhaps more than any other product or province-wide program, enabled the archival network in BC to be based on solid, shared concepts, many of which have been adopted in a consistent fashion in smaller archives across the province, or Heather MacNeil, who was such an important piece of the puzzle in the development of RAD, and also played a major role in guiding the early developmental stages of the British Columbia Archival Union List.

In speaking here today, then, the perspective on network building I am presenting is one of a Johnny-come-lately to the scene, one based on about 10 years of work in various capacities with the Archives Association of BC, with community archives in the province, and as a participant in many forums and on a number of committees responsible for the development of CAIN, the national archival information network. Also, as I must always state on occasions such as these, the views I present here are not necessarily those of the Archives Association of BC.

I assume that some of you here may be more familiar with the library world than with the world of archives, and you might be asking yourself what all of the fuss is about archival network building; or perhaps why there aren't more tangible network products and structures already in place for archives, as there are for libraries, or even perhaps why there is still discussion about the rationale for the building of an archival information network in the first place, given the tangible benefits that have come about through such network activities on the library side.

The library world has indeed helped shape the manner in which archival standards have been developed and has been used as a model in various efforts by the archival community to bring these standards together to create tangible, network results. The format of RAD along with many of its rules were patterned after existing AACR2 standards. MARC as a structure standard and the complementary ISO2709 exchange format have been used, for a variety of reasons, by archives and archival information networks. But there has also been a general understanding that there are basic differences between the library and archives worlds with regard to the importance of and rationale for information network development. These differences relate not only to the purposes and goals attached to such development by participating institutions and by users of the resources at those institutions, but also to the differences in the nature of archival and library resources themselves.

Some obvious benefits of participation by institutions in library networks are those of shared cataloguing and of shared classification schemes. In the development of library information systems and networks, various other infrastructure

standards have been developed and maintained, including those providing for shared name authorities and shared subject-based controlled vocabularies. In addition, common data structure and communication format standards, consistent with standardized cataloguing rules, have been developed for purposes of automation and information exchange. On top of this, tangible benefits to participating institutions include the rationalization of collection activities and the provision of better accessibility to resources for users, in an environment where open access and user needs have normally been central to the mission of libraries. I'm sure many of you can come up with a much more exhaustive list of the benefits of library information networks and their infrastructure – but needless to say, these benefits provide added value to institutions who participate in them and provide real incentive for such institutions to abide by the standards underlying the information sharing enterprise.

How might these tangible benefits of information sharing on a network basis compare to those that might shape the rationale for participation in the building of an archival information network? Obviously, the possible benefit of shared cataloguing does not have the same significance when it comes to archival material, in that by definition, records are unique, based on their context, the meaning of the record being determined by that context. The context of record creation is also unique for every record creator, making schemes to standardize the classification of such records across institutional jurisdictions problematic.

The national archival community has also not yet invested in other areas of infrastructure standards that might be seen as providing a value-added rationale for institutional participation. There exists no national archival name authority system to complement the national rules for archival description, nor are there nationally-sanctioned controlled vocabularies in other forms to be used in conjunction with RAD descriptions. And even now, there is no data structure standard or sanctioned communications format that fully embraces the descriptive content standards as prescribed by RAD. Attempts to borrow such infrastructure elements from the library world have either ended in creating limitations to the nature of possible network information sharing or have been seen as not applicable to the archival world, given the difference between archival and library material. Name authority systems for archives must be constructed to provide a means to represent some of the complexity of provenance relationships; controlled vocabularies should allow for standardized representations of concepts relating to the functions and activities underlying the creation and meaning of records, rather than simply to decontextualized topical or subject-based concepts. Data structure standards and communication formats must enable the easy exchange of contextualized, multi-level descriptive information, rather than the standard uni-level library catalogue entry.

There is general consensus that an archival information network should benefit, in one way or another, users of archival material (including archives and archivists). But the central mission of archives has not always been as focused on providing ease of access to its holdings for users as has the mission of most libraries. Archivists have long considered as being central to the value of their work the manner in which they preserve the authenticity and reliability of records in their care, to preserve the evidence of activities of individuals and institutions and of society as a whole. The priority placed on open access and ease of accessibility varies from archives to archives dependent on institutional mandates and on broader statutory rules and regulations. So even here, the benefit to the user of archives is not necessarily seen by archivists or archives as being the strongest of rationales for participating in an archival information network. In fact, wide-spread accessibility of information about their archival holdings to a broader public can be seen by some institutions as being highly problematic.

I mention the above to point out that the benefits of the development of archival information networks to the actual participating institutions are not so readily identifiable as those for libraries participating in their information networks. I also mention this to provide some context to the rationale used by the AABC in developing the BC Archival Union List and other aspects of its archival information network.

But before I begin talking about that rationale and the process by which the BCAUL was developed, I want to provide some brief background to the development of the archival network in British Columbia leading up to its establishment.

The first organization in BC created by archivists for archivists in the province was the ABCA (the Association of British Columbia Archivists), established in 1974 (and incidentally predating by one year the establishment of the ACA in 1975). This was the forerunner of the present AABC and was established with the goals of providing for communication among archivists, for training opportunities, and for other cooperative enterprises of various kinds. In

other words, the goals were intended to provide an infrastructure for "networking", although I'm sure that word was not used as a verb or a gerund at that time. In addition, it became a lobbying body, and, as a result of lobbying activities, a variety of programs and services were established to benefit the archival community as a whole. This lobbying included convincing the provincial government of the need for an Archives Advisor, a position established at the Provincial Archives in 1978, and later advocating for stable funding to promote the development of archives in the province, resulting in the establishment of the Community Archives Assistance Program in 1989. This funding was important not only to individual archives in the province but also was essential for the provincial association in establishing its own province-wide programs and services, by providing necessary matching funds to use alongside federal funding to develop new projects and sustain ongoing ones.

The establishment of stable funding sources, both from the provincial and federal governments, allowed the Association to carry out projects designed to assist archives in standardizing their operations and to develop an inclusive network of archival repositories and trained personnel in those institutions. A draft BC Thesaurus was published in 1990. The BC Archival Union List, of which I will speak much more later, was first begun in 1991. The BC Conservation Service was established in 1992. The Community Archives Education program was formally established in 1993. An Archives Advisor program administered by the AABC was developed in 1996, and integrated with the Education program in 2000. All of these programs were established to promote the development and maintenance of a cohesive archival network in the province.

And I am remiss, in speaking of archival network building in BC, in not mentioning the establishment in 1981 of the MAS program here at UBC, and the fact that practically all of the major developments referred to above in the 1980s and 1990s in BC were spearheaded by graduates of that program.

The development of the BCAUL as the cornerstone of an automated archival information network was led by Chris Hives, as President of the AABC, who proposed the project in 1991 and conceived the manner in which it should be carried out.

The technological means by which the end result would be made accessible was not of pressing concern in the early stages of the project, emphasizing the fact that the most important rationale for the program was one based on education and training. From a technological standpoint, it was felt that if data on the network was consistent with national descriptive content standards (RAD), and some generally-acceptable and workable structure standard, it would be adaptable to different platforms and delivery methods down the road. When the BCAUL was first envisioned in 1991, it was thought that perhaps the database would be made widely accessible through new technology of the time, the CD-ROM, which would be regularly distributed to participating institutions. The increased development and use of the Internet in the early 1990s, however, made this less attractive. In 1993, the BCAUL was first made accessible via the Internet through a telnet connection to a file on the UBC Library Catalogue. In 1996, the first http or web version of the union list was made accessible. But I'm getting ahead of myself.

The rationale for the development of the union list as the basis for an archival information network is well documented in an article published in *Archivaria* in the early 1990s authored by Chris Hives and Blair Taylor. The rationale was multi-faceted. The union list project was first and foremost to be used as a vehicle to provide training to archives in the use of RAD, as well as to provide hands-on assistance and reinforcement in understanding the archival principles underlying those standards, and the manner in which they could be implemented. This was accomplished by contracting with archivists to visit participating institutions and to assist those working at archival repositories around the province with archival arrangement, redescription work, and the development of automated capabilities for housing and accessing these descriptions in-house. The establishment of the union list mechanism was to provide an infrastructure in which the results of this work could be exploited on an inter-institutional basis.

In the design of the project, inclusivity and comprehensiveness were seen to be the keys to providing validity to the end result. In this way, the design of the union list mechanism was limited to providing a backbone from which access to further information about archival repositories and their holdings could be provided. The union list, then, as a registry of the highest level of descriptions for fonds and collections in the holdings of archives around BC, was contemplated as being only one mechanism for enabling better access to archives in the province.

In addition to the educational and training role of union list development, and of the manner in which better access to archival material in the province could be achieved through it, an additional rationale for the project was to provide participating institutions with a variety of advocacy opportunities, both within their organizations and with the broader public. Project archivists did not sneak in and out of the archives they visited—instead, they made a point of making themselves available to speak with administrators of the body sponsoring the archives, and of being accessible to local media. In the majority of community archives visited, local news articles or radio spots were generated.

Another stated rationale for the development of the BCAUL as one part of an archival information network was to provide a more comprehensive management tool for furthering the development of the provincial archival community, which would allow for a better understanding of the needs of archives in the province, could allow institutions to rationalize acquisition policies, and in fact, could provide a framework to assist in the transfer of records among institutions, either to reunite records of identical provenance or to transfer ownership and custody of records from one institution to a more appropriate repository. These activities have certainly occurred since the establishment of the union list and anecdotal evidence suggests that the BCAUL has encouraged many of these actions.

The BCAUL was not the first archival union list or union list of manuscripts in the country. The ULM projects of the National Archives had preceded it, as had other smaller inter-institutional projects. But it was the first such network device to be established in an easily-accessible online environment, and the first to base its rationale on broader goals of education, training, advocacy, and management of the archival community. Alberta was soon to follow suit in developing its own provincial union list, which was then followed by Nova Scotia and Saskatchewan.

Starting in 1996, with Chris Hives as Chair of the Canadian Council of Archives, and showcasing the successes of BC and Alberta, annual national forums on the development of a Canadian Archival Information Network were established. In 1998, planning work began in earnest on the development of CAIN through the establishment of a CAIN Implementation Planning Committee, and active advocacy efforts directed to various federal government bodies. This work was partially stimulated by a verbal challenge given to the representatives of provincial associations at the 1998 forum by Ian Wilson, then provincial archivist of Ontario, who thought it possible to establish by the new millennium a national information network, based on the concept of a network of networks, where provincial and territorial networks would be responsible for supplying data to CAIN National, which, as its first stage, would consist of an online registry of fonds and collection level descriptions in archives throughout the country. The network of networks approach had, at that time, been carried out inter-provincially when an integrated access mechanism to data on union lists for Alberta and BC was established. Planning was being finalized in Saskatchewan to similarly provide integrated access to the union lists of Saskatchewan and Manitoba.

As a result of the advocacy work of the CCA and National Archives, federal funding for CAIN, through the Department of Canadian Heritage, was finally secured in 1999 and the first version of CAIN was launched on the web in the fall of 2001.

At the present time, the archival communities, both provincially in BC and nationally, stand at a crossroads in determining the immediate and long-term direction to take in the development of their respective archival information networks.

The loss of a stable funding source with the decision by the provincial government in BC to cut all funding to the AABC and to community archives in the province puts in jeopardy the long-term sustainability of the BCAUL and other components of the BC Archival Information Network and certainly makes it unlikely that any new developments in the future will be led by the AABC itself, unless new avenues of funding or support can be found. It may be that individual institutions in the province, including the provincial archives, will have to step into the gap to assume more of a leadership role in the planning and delivery of any new information network initiatives.

At the national level, a divergence between the goals of the archival community as articulated in planning by the Canadian Council of Archives and the desire of the primary funding source for CAIN, the Department of Canadian Heritage (that being for archives to provide digitized representations of their holdings on the web), has caused numerous planning and logistical problems, and has caused the CCA to reexamine its priorities, to some degree, to ensure ongoing funding. In addition, the "millennium" objective of bringing together descriptions of fonds from all

institutions in the country has not been met, owing to poor participation rates by institutions in a number of provinces and slow progress in the development of any kind of network infrastructure in a few.

In this present climate, priorities and, in fact, the rationale for the development of the network are being reexamined. As well, new sustainable funding sources will be sought, and in so doing, new and different priorities may be imposed on the archival community.

In planning for future information network developments, there certainly is a need to identify and develop the technical standards to be used most effectively. The development of technical standards, to my mind, at least, has unfortunately dominated too much of the discussion and debate about the nature of network creation and evolution.

More important, I believe, is the need to revisit the basic rationale for archival information networks. In doing so, new priorities can be developed that might be in line with new partnerships both inside and outside the archival world, relating both to establishing ongoing funding arrangements and to participating in broader information networks.

Should users of online archival resources be made the highest priority, the needs and desires of these disparate interests must be identified and built in to whatever end result is produced. This must, in turn, be balanced by the ability of archives, given the network infrastructure available and given the actual desires of archival institutions and potential funding sources (including users themselves), to participate.

What is that necessary infrastructure and how can it give participating archives and archivists added value to act as an incentive to continue network cooperation?

Discussion is now under way at the national level about the need to develop an enhanced national name authority system for archives, something deemed necessary by many, before efficient access to full, multi-level descriptions of archival holdings from multiple repositories is possible. Some archivists, however, question whether the expense of developing and maintaining such a resource would be worth the expected efficiencies obtained, and whether this indeed would be considered an added value for participating archives, given already existing authority systems developed in house at a variety of different repositories.

Likewise, there still continues discussion and debate about the need for other nationally or provincially sanctioned and maintained controlled vocabularies designed to provide efficient access to archival descriptions.

Some archivists believe that the rationale for an archival information network should be primarily that of a management tool for the archival community as a whole, to assist for example in developing acquisition strategies and in identifying areas where archival development needs to be promoted. Some have even suggested that the network should be extended to include access to descriptions of records that have not in fact entered the sacred preserve of an archival repository or come under archival purview. Whether this is workable or not is something archivists might be forced to examine, given any thorough review of the underlying rationale for the building of an archival information network.

Other archivists feel the major thrust of archival information network building should be aimed at creating a public relations vehicle to increase the awareness of the value of archives and the archival enterprise. The value of digitizing the most used resources in archives, and the ability to provide interesting or exciting content on the web, all shared across a network infrastructure, have been seen as a priority. Whether the results of these activities, shared on a network basis, would indeed provide an accurate or appropriate picture in educating governments, corporate administrators and the general public on the value of the archival enterprise is an issue that archivists are beginning to debate.

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News

Provincial Archivist's Report

The BC Archives, as with all departments and agencies of the BC Government, is affected by general downsizing of the Public Service.

The BC Archives is required to yield up three positions next fiscal year in order to meet our ministry targets. Fortunately for the Archives we have been able to reduce by three positions without having to lay-off any regular staff members. Through potential retirements and the use of transfers and temporary assignments to other government offices, we were able to accomplish our target. In fact, the BC Archives has been able to fill three vacancies from the staff of the two ministry libraries which are closing. Two other vacancies will be filled through the collective agreement placement processes. I note that all auxiliaries and personal services contracts will terminate on 29 March and there is little prospect for their return next year.

However, with the large number of displaced public servants, there will be impacts upon the BC Archives' less than three year employees. Under the provisions of the collective agreement, these individuals can be "bumped" by more senior public servants outside of our branch and ministry. Currently, we have five "under-threes" who will probably be replaced.

With the replacement of five positions, four of which are in support services, and three new arrivals, there will be impacts in our services as we train our new staff in our public service delivery systems.

* * * * *

Participation in the Early Retirement and Voluntary Departure programs has closed with the BC Archives having three retirements and two departures. As indicated in my previous message, our "under-threes" and auxiliary staff continue in their duties but the horizon is a dark one.

For the Archives, the retirement or departure of anyone is a loss as an integral part of our system, of our family is leaving. Four of our departing colleagues have provided direct service to the members of the community archives and provincial heritage community:

Frances Gundry is retiring after 35 years of dedicated public service; Fran has contributed in every aspect of archival work and administration for the provincial archives with her most recent work being the acquisition of manuscripts and the administration of the community archives grants program. I have relied greatly on her knowledge of our archival network and her commitment to that network cannot be overstated.

George Piercey is retiring after 30 years of provincial public service; trained as a military photographer, George has worked as an official government photographer, covering many of the big events of the 1970s and 1980s. For us, he is the one who gets our historical photographs onto the website.

Ron Battiston is leaving after 18 years of service; during his stay at the Archives he has contributed in records management training, records advisory work and most latterly, as part of the access services group. His enjoyment is readily seen as he helps citizens and patrons in getting started with their searches and understanding the temperamental reader/printers.

Frank Veerkamp is retiring after a short 4 years on Reference Room duties; Frank brought over 30 years of retail experience to the Archives; his contributions to our way of doing business has been significant and his charm and humour will be missed by staff and client alike.

On the vacancy front, we are having difficulties getting replacements into our vacancies as the government referral process is delayed. As we acquire new staff there will be service delivery impacts as they learn our systems and methods.

However, it can be announced that David Mattison, one of our senior archivists, will assume as his primary responsibility the acquisition of manuscripts while Ann ten Cate will be taking on, as her primary responsibility, the management of the volunteer program and the liaison with the Friends of the BC Archives. Both David and Ann will continue to support Access Services' reference and enquiry work.

To our departing colleagues, a heartfelt thank you for your dedication and hard work in making this one of the premier provincial/state archives in North America and our wishes for a long and productive retirement.

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives

* * * * *

Trail Historical Society and Teck Cominco Metals Ltd. Partner in Historic Photograph Collection

The Trail Historical Society and Teck Cominco Metals Ltd. are pleased to announce a joint project for the organization and management of Teck Cominco's historic photograph collection.

Teck Cominco has engaged the services of the Society and City Archives staff to undertake an inventory of its photographic collection and to organize, catalogue and store the photos to accepted archival standards. Community oriented photos will then be transferred to the City Archives, with photos of the company's operations remaining in Teck Cominco's offices. Once the project is completed, the collection will be accessible to company staff and the public through printed and electronic finding aids.

"We view the project as a significant benefit to both parties," said Jamie Forbes of the Society. "The company's valuable photographic records of their operations in British Columbia and the North will be more accessible and will be properly stored and the Archives will gain a significant photographic catalogue for public use."

The company echoes the importance of these benefits.

"Teck Cominco is pleased to be partnering with the Society to catalogue our substantial historic photograph collection," said Carol Vanelli, Sr. Public Relations Officer, Teck Cominco Metals Ltd. "The history of the company and community are closely tied and this project reflects that fact. This photo collection represents a valuable company resource and it is reassuring to know that it will be preserved and protected appropriately."

The photographic collection will be known as the "Teck Cominco Photograph Collection". The project budget is \$8,650.

Trail Historical Society President Lorna Nutini said, "The Society is excited to be announcing this partnership during BC Heritage Week, especially since this year's theme is focussing on industry. This project will support our efforts to preserve, and make available to the public, our community's valuable history."

For information contact:

Jamie Forbes, Trail Historical Society (250) 364-1262

Carol Vanelli, Teck Cominco (250) 364-4113

* * * * *

Archives Week Revisited

Oliver

On November 15, 2001, the *Oliver Chronicle* reported that to honour Archives Week and in recognition of the community's volunteers, Oliver & District Heritage Society would host a showing of a new video, "Add Water and Stir: A Brief History of Oliver", narrated by the Society's director, Grant Bott.

"Bott guides the viewer back through the years to Oliver's beginning, and slowly paints a vivid picture of Oliver's growth, scene by scene, up to its present-day splendor. The viewer is taken on a picturesque trip to various locations, which captures the diverse and unique beauty that is our town."

For more information about the video or the Archives, phone 250-498-4027.

Museum of Northern B.C.

This year for Archives Week the Museum of Northern B.C. is celebrating the recent acquisition of an extensive collection of printing press equipment and supplies. Several printing companies that occupied the same location for a combined total of approximately fifty-eight years used the printing press materials. The last tenant failed to remove any of the printing equipment and supplies when they vacated the premises. The printing equipment and supplies were found in 1996 when a small publishing company rented an office where the print shops were located. The editor of the publishing company discovered the printing equipment and contacted the proprietor of the building to determine if he was interested in donating the equipment to the Museum of Northern B.C. Among the items donated were a printing press, shelving cabinets, paper files, and thousands of individual letter type and stamps.

The Museum of Northern B.C. chose to accept the donation because the printing equipment and supplies were accompanied by archival materials that provided detailed information about the printing companies, and the printing equipment and supplies that they utilized during operations, and a wide range of Prince Rupert businesses between 1938-1996. A preliminary onsite cleaning of the equipment was done to decrease the amount of dust and dirt that would be transferred to the Museum during the relocation process. The archival materials collected from the printing companies have been boxed and are awaiting further cleaning. Once the papers have been cleaned and organized the process of accessioning will begin. We are looking forward to uncovering detailed information about the early businesses in Prince Rupert and the printing companies that served them over the years. We hope to present an exhibit on the printing press equipment and supplies in the near future.

Notes

British Columbia Historical Federation Conference

Revelstoke Museum & Archives are hosting the 2002 British Columbia Historical Federation Conference from May 9 - 11, 2002. The conference agenda and registration form can be found on the BCHF website at www.bchf.bc.ca or contact me for more information.

Cathy English

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AABC Newsletter

Volume 12 No. 2 Spring 2002

Message from the President

Since I'm bombarding all of you with two pages of meandering thoughts in the President's Annual Report in the attached AGM package, I thought I would keep my newsletter remarks relatively brief this time.

Most importantly, I'd like to remind all members that the AABC's 2002 Annual General Meeting will be held on Thursday, May 23, 2002 from 5:15 pm to 6:45 pm at the Association of Canadian Archivists' conference site in downtown Vancouver. Agreed, this is a strange time of day for one of our AGMs, but it does allow members to attend a full day of ACA conference sessions and is tucked up against the previous two days of ACA pre-conference workshops which are being organized by the AABC.

The workshops represent a pilot partnership agreement between the ACA and AABC whereby the provincial association is responsible for the organization and delivery of the ACA's pre-conference workshops and the ACA is responsible for workshop registration. If successful, the ACA will consider this arrangement for future conferences, and take advantage of the workshop delivery skills and knowledge of the association or council in the province or territory in which the conference is being held. I encourage all of you to consider signing up for one or two of the workshops (if you do, you'll qualify for the AABC's usual CCA travel subsidy, as per all our usual policies and procedures), and then attend the rest of the conference as well. An ACA conference is always thought provoking and well worth taking advantage of, especially this year when it's being held close to home.

Please note that in order to attend the AABC AGM, AABC members do not have to be registered at the ACA conference or pay any attendance fees; however, if you wish to attend the conference (including the workshops or any of Thursday's ACA sessions), you must register and send in your registration fees. Registration is being handled through the ACA Office, and registration forms are available on the ACA conference web site at archivists.ca/conferen/index.htm. The ACA also will be mailing conference programs and forms to AABC members who are not members of ACA. Please let me know if you do not receive one, and I will forward a copy to you.

In other news, I am very pleased to report that Lara Wilson, of the University of Victoria Archives, generously agreed to serve out this year's Vice Presidential term, and she was unanimously appointed to the position at the Executive Committee's February 16th meeting. Lara has been busy settling into her new role, but has already provided valuable input and done much to take some tasks off my shoulders. Lara's name will be on the slate of candidates presented at the AABC's annual general meeting to give the membership the opportunity to vote on her appointment, as required by the AABC's Constitution and Bylaws.

I also recently received a letter from the Honourable George Abbott, Minister of Community, Aboriginal and Women's Services, in response to the AABC's letter expressing concern over the dismissal of the Board of Directors of the British Columbia Heritage Trust. Mr Abbott confirmed that two Assistant Deputy Ministers were appointed as Interim Chair and Vice Chair of the Trust as part of the provincial government's core review process. He noted that the new, smaller board gives the government time to complete the core review of the Trust's role and mandate and cited concern over the cost of administering the Trust in comparison to the amount of funds available for distribution.

For further details regarding events of the past year, please see the various Executive Committee reports in your AGM package. I think you'll agree, the AABC received a resounding smack this year, but rose to its challenges in admirable fashion and just might be poised on the edge of an exciting new era.

Heather Gordon
AABC President

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AABC Executive Minutes

Meeting Minutes: 10 December 2001

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

1. Approval of Agenda

Meeting was called to order at 10:20 am.

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

2. Approval of Minutes of 27 October 2001 Executive Meeting

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from October 27, 2001. All were in favour; motion was carried.

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

3. Business Arising

Dovelle Buie reported that she has sent labels to Laura Cheadle for the CCA grant application mail-outs. Dovelle Buie also reported that she has contacted the BC Teachers' Federation and will report in more detail under the Membership Committee's report.

Heather Gordon reported that she will discuss Business Arising matters in her President's Report.

4. President's Report

Heather Gordon reported that the AABC has received a letter from the Provincial Government informing the Association that we have been denied our funds (CAAT grant). Heather Gordon wrote and sent an e-mail (later mailed as a letter with signature) on behalf of the Association. The correspondence was sent to the Minister of Management Services. Heather Gordon was contacted by Minister Sandy Santori and was informed that the Provincial Government will reinstate the AABC's funding for the 2001/02 year. To match our CCA grants, the AABC will be receiving \$84,198.00 from the Provincial Government. Heather Gordon has received written confirmation that the funds are on the way which, in turn, means that the AABC will return to the original budgets.

Karen Blimkie, AABC's Financial Manager, arrived to the meeting at 10:30 am.

Heather Gordon reported that she, Carrie Stevenson and Karen Blimkie met on December 3, 2001 to draft the AABC's 2002/03 CCA grant applications. More details will be addressed under the Treasurer's Report in this section of the meeting.

Heather Gordon reported that the AABC has received a letter, dated November 28, 2001, from the Office of the Secretary to the Lieutenant-Governor. Her Honour, Iona V. Campagnolo is delighted to accept the AABC's invitation to become an Honourary Patron of the AABC. The letter indicated that the Patronage is to be printed in the following manner in any of the AABC's publications:

Under the Distinguished Patronage of: or Honorary Patron:

Her Honour

The Honourable Iona V. Campagnolo, PC, CM, OBC

Lieutenant-Governor of British Columbia

Action: Heather Gordon will distribute a new letterhead template to the Executive with the above noted information.

Action: Heather Gordon will contact Bill Purver to ensure that the information is posted on the web-site.

Action: Dovel Buie will ensure that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC is included in the membership committee's database.

Heather Gordon reported that Laura Cheadle will be able to attend two meetings on behalf of the AABC. The first meeting will be on Tuesday December 11th with "Culture Acts Now." This meeting will be held in White Rock and will be including many different museum and arts organizations. The second meeting that Laura will be attending is on January 9th, 2002; this meeting is with "Alliance for the Arts."

Heather Gordon reported that we have received a renewal notice for our membership with the British Columbia Historical Federation. Heather Gordon moved and Christine O'Donnell seconded that we renew the AABC's membership with the BC Historical Federation.

Action: Karen Blimkie will arrange to renew the AABC's membership with the BC Historical Federation.

Heather Gordon reported that the AABC's Annual General Meeting will be held on Thursday May 23, 2002 at 5:15 pm to 6:45 pm. The meeting will be held in Vancouver at the Hotel where the ACA is holding its conference.

Heather Gordon reported on the ACA pre-conference workshops. The AABC will be running three workshops (Scanning, Advanced Care of Photographs, and a workshop on RAD.)

The President reported that she and Bill Purver, the AABC's Network Administrator, attended the opening of the Nanaimo Community Archives. The Nanaimo Community Archives had an official opening for their new facility; both Bill and Heather were very impressed.

Heather Gordon reported that she sent a letter to George Abbott, the Provincial Minister responsible for Heritage Trust, expressing the AABC's disappointment with the dismissal of the Heritage Trust board.

5. Treasurer's Report

Heather Gordon reported that Carrie Stevenson was unable to attend the meeting. With the assistance from Karen Blimkie, Financial Manager of the AABC, Heather reported on the finances of the AABC.

Laura Cheadle asked and received some clarification from Karen Blimkie about the Grants Committee budget for coordinating the upcoming adjudication of CCA grants.

Heather Gordon reported that Karen Blimkie will be mailing out the financial statements for October and November for approval at the next meeting of the Executive.

Action: Karen Blimkie will mail out the October and November AABC financial statements to the Executive.

Karen Blimkie, reporting on cash flow, reported that the AABC is back to where we originally thought we were now that the Provincial Government has agreed to honour the funding for 2001/02. Heather Gordon moved and Dovelie Buie seconded that the AABC revert back to our original program budgets as was stated on our original CCA 2001/02 grant applications and that for the rest of the year, we operate on the restricted budget (approved in September) for the general fund. All were in favour; motion was carried.

Action: Heather Gordon will e-mail the three contractors to inform them that the AABC is back to the original budgets and that they can re-schedule the site visits that they had originally planned.

Heather Gordon moved and Laura Cheadle seconded that we approve our CCA grant application: "BC Archival Network Services Program -- Operational Requirements". All were in favour; motion was carried.

Action: Heather Gordon will submit the grant application "BC Archival Network Services Program -- Operational Requirements" to the CCA in order to meet the December 15th 2001 deadline.

Heather Gordon reviewed our CCA grant applications for the 2002/03 membership year. The draft applications, addressing the three programs of the AABC, were sent out to the Executive the week of December 4, 2001. Karen Blimkie explained the report in more detail to the Executive, outlining the various scenarios and options that the Association would have for funding the AABC programs.

Following the discussion of the budget for 2002/03, Heather Gordon reviewed with the Executive each of the grant applications.

Heather Gordon moved and Dovelie Buie seconded that we approve the British Columbia Archival Network Services Program grant application. All were in favour; motion was carried.

The Executive discussed the draft grant for the British Columbia Archival Preservation Service and altered a few items in the application. Heather Gordon moved and Christine O'Donnell seconded that we approve the British Columbia Archival Preservation Service grant application. All were in favour; motion was carried.

Heather Gordon moved and Laura Cheadle seconded that we approve the amended British Columbia Community Archives Education and Advisory Program grant application. All were in favour; motion was carried.

Action: Heather will sign the three grant applications and send them to Laura Cheadle, chair of the Grants Committee. Along with a note concerning the matching funds, Heather Gordon will notify the AABC's contractors informing them that the Executive has made some changes to the draft CCA applications.

Heather Gordon reported on the gaming applications.

Action: Heather Gordon will contact Carrie Stevenson to finalize the establishment of a bank account for revenue potentially from the Gaming Commission.

Dovelle Buie moved and Christine O'Donnell seconded that the President and Treasurer submit an application to the BC Gaming Commission. All were in favour; motion was carried.

Karen Blimkie outlined the time frame for the Executive, which is that we write the application February 2002, submit the application in March 2002 and due to the fact that the Commission is five months behind in processing the applications, the AABC may hear back from the Commission concerning our application in September 2002.

The Executive discussed other sources of funding that could be options for the AABC, including the Vancouver Foundation and the Gaming Commission.

Action: Heather Gordon will contact Peter Johnson, chair of the Public Awareness and Advisory Committee, for sources of funding for the 2002 Archives Week event.

The Executive discussed the work plans of the three programs and membership services that the AABC will be able to offer in the future considering the changes in the AABC's programs and funding sources.

Action: Dovelle Buie will provide a listing to Heather Gordon of the Associate and Institutional members of the AABC.

Action: Heather Gordon will forward the listing of Associate and Institutional members prepared by Dovelle Buie to the AABC's contractors for information. The contractors will be asked to provide information to the Executive on if they were asked to visit only (a) Institutional members (b) Institutional and Associate members and (c) Institutional, Associate and non-members. The Executive is particularly interested to know what impact (a) and (b) would have on the contractor's program service delivery.

The Executive discussed the work programs for the AABC's services.

Action: Heather Gordon will contact the Committee programs and chairs and request for them to submit work programs in time for the first meeting of the Executive in 2002 (Saturday February 16, 2001).

6. Committee and Program Reports

6.1 Grants Committee

Laura Cheadle reported that she attended the General Assembly of the CCA Ottawa on the 24th and 25th of November.

Laura Cheadle, Chair of the Grants Committee, updated the Executive on the mail-out that she just coordinated pertaining to the CCA 2002/03 grants. The Executive discussed the expense and inefficiencies and outlined the potential of having an option for the Institutional Members that they can receive the grant applications by electronic means. A notice will be sent out with

the membership renewals notifying institutional members that in order to save the \$300.00 in mailing charges, we will attempt to automate the process.

Action: Dovelie Buie will prepare to send out the different renewal reminders to Institutional members for the 2002/03 membership year. On bright neon coloured paper, the institutional members will be asked to (a) confirm or give their e-mail address and/or (b) inform the AABC that they are unable to receive e-mails and open Word attachments and would prefer to receive a hard-copy of the CCA grant applications.

Dovelie Buie moved and Heather Gordon seconded that the AABC Grants Committee adjudicate \$44,166.00 CCA Control of Holdings funds for AABC Institutional members and \$179,239.00 in CAIN funds again for AABC Institutional members. All were in favour; motion was carried.

6.2 Membership Committee

Dovelie Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

Membership Statistics - October 25, 2001

(Difference since AGM Membership Report - March 2001)

Institutional 100 (down 10 -- was reported as 110)

Associate Institutional 41 (up 2 -- was reported as 39)

Sustaining 10 (same -- was reported as 10)

Individual 87 (down 27 -- was reported as 114)

Student/Volunteer 53 (up 30 -- was reported as 23)

Honorary Life 7 (up 1 -- was reported as 6)

Honorary Patron 1 (same -- was reported as 1)

TOTAL 299 (Was reported as 302 members)

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section – total = 300)

Dovelie Buie reported that an e-mail has been sent to the Saanich Peninsula Museums Society concerning their application for institutional membership with the AABC. The e-mail outlined some questions that the Membership Committee had and asked them to provide the Association with further information before their application can be either approved or denied.

Dovelie Buie also reported that since the last Executive meeting she has been in contact with the BC Teachers' Federation. The renewal application will be held and then processed for the Federation for the 2002/03 membership year.

Jennifer Roberts, member of the Membership Committee, assisted the Chair in writing a letter to a member of the Association. As was reported at the October 27th meeting, the member asked the AABC look into the feasibility of having a volunteer/institutional category. The letter outlined why this was not going to be put forth to the membership at the next AGM and outlined the reasons that both the Executive and the Membership Committee felt that this

would not be useful.

Dovelle Buie reported that the Membership Committee has drafted e-mail reminders concerning renewals as well as welcome e-mail letters for the new members. If Dovelle Buie is able to determine this listing from the database in time, Dovelle will forward a listing of new members on to Chris Hives, Newsletter Editor, to list the members in the newsletter as another means of welcoming them to the Association.

6.3 Internet Committee

The web sites were redesigned and launched. Thanks were expressed to Erwin Wodarczak and Bill Purver for all their work.

Heather Gordon informed the Executive that correspondence has been received asking the AABC to look at the possibility of providing links on the AABC's web-site for a fee (for consultant services and products).

Action: Heather Gordon will request that the Internet Committee examine the possibility for web advertising on the AABC's web-site.

Heather Gordon moved and Christine O'Donnell seconded that the AABC pay \$500.00 to Leslie Field for his work on the on-line version of the 2001/02 newsletter. All were in favour; motion was carried.

Action: Heather Gordon will ask Karen Blimkie to issue a cheque for \$500.00 to pay Leslie Field for the work he has done for the on-line version of the AABC newsletter.

6.4 Preservation Committee

Christine O'Donnell reported that the Preservation Committee met the week of December 3rd. Christine was unable to attend the meeting and will report at the next Executive meeting.

6.5 Institutional Standards Committee

Heather Gordon reported that Jane Turner has been working on the Institutional Standards Guide.

Action: Heather Gordon will contact Jane Turner to request that she submit a written report to the Executive for the next meeting.

7. Other Business

Heather Gordon updated the Executive on the status of the recruitment for a new Vice President.

8. Adjournment

Meeting was adjourned at 2:20 pm.

Next meeting on Saturday February 16, 2001 -- City of Richmond Archives -- 10:00 am.

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Community Archives Education and Advisory Program

Archival Education Roundtable in Ottawa

The Education Committee of the Association of Canadian Archivists called a roundtable meeting of archival advisors and educators from around the country, in Ottawa on March 1st and 2nd. In communications prior to the meeting, the ACA Education Committee noted that, in their view, some educational services are "handled far more efficiently by the provinces", and that the ACA "should co-operate rather than compete (with the provinces) in those areas". What the ACA hoped to do, through discussion at the meetings, was to identify and articulate a practical role for the ACA, so that it could "co-operate" with provincial efforts more effectively, and also to foster contact and co-operation among provincial archival educators. Further, the development of the Canadian Archival Information Network (CAIN) as a national initiative may give the national Education Committee some role in promoting education leading to wider implementation of RAD across the country.

One representative from each provincial education committee (or provincial advisor/educator was invited to attend the meeting, to report on activities in that province, and to contribute to discussions about core curricula, RAD education, and implications for education of CAIN. Also in attendance were members of the ACA Education Committee, representatives of the ACA CAIN Task Force on Internet Technologies, and invited guests from the National Archives and Canadian Council of Archives. British Columbians in attendance were Jan Turner, as Education and Advisory Archivist, Bill Purver and Jennifer Mohan for the CAIN Task Force, and Jana Buhlman as ACA Education Committee member.

The first morning of the meeting, representatives of provincial education programs reported on the scope of education curricula and delivery in their own provinces. This was a valuable session which demonstrated the wide range of approaches to education for community archives across the country. The Yukon Territory, whose institutional membership is small, does not generate curricula of its own, but dedicates its resources to bringing presenters and courses in from elsewhere. Alberta and Newfoundland have focused on providing week long intensive introductory courses, presented by two or more instructors, a format which allows a thorough examination of each of the archival functions, including preventive conservation. Ontario and B.C. each offer a shorter (2-day) introductory course which serves as a pre-requisite for more advanced short courses which focus on particular archival functions or special topics. Ontario licences its curricula to interested free lance instructors. Quebec presented an interesting model for promotion of RAD education, a "train the trainers" method in which participants in RAD intensives agree to present courses in their own regions and repositories.

Break-out groups in the afternoon and following morning discussed what should be the common elements in any core introductory course, what should be included in RAD curricula, and how both of these might be directed to the viability and vitality of CAIN.

It was clear to all who attended that a wealth of excellent, developed educational materials already exists across the country. The group in which I participated felt that identifying that material, and perhaps acting as a clearing-house for

exchange of educational resources, could be a function ACA could undertake through its website. Additionally, the meeting itself was a welcome opportunity for all who attended to discuss common problems and experiences; it is clear then that the ACA can act effectively to foster connections and co-operation between provincial educators and education committees, by providing more frequent opportunities to meet. The Education Committee of the ACA will be compiling the results of all the discussion, both at the plenary and break-out sessions, to produce a report on the findings of the roundtable.

Thoughts at Year-end

I spent a wonderful eight days, near the close of this program year, visiting archives and community archivists in Central and North Vancouver Island. The visits to archives, and regional meetings, have afforded me an opportunity, always inspiring, to appreciate the quality and commitment of the people we have at work in this province caring for the community archival record. I hope in the upcoming year to visit regions in the interior and north-east, and to build on relationships with all the regional representatives. For all those willing to host a workshop, or for those regions wanting to ensure that a desired workshop is scheduled, contact me anytime now. The schedule for next year has room for requests, but could become fully committed soon. Finally, a reminder. Check out the pre-Conference courses on offer through the ACA in May; all are very practical. And the first offering of one of the AABC's regular courses is scheduled, and open for registration, as follows below.

"Introduction to Archival Practice/Arrangement and Description"

This three-day introductory course provides an overview of basic archival theory and functions, and provides an enhanced opportunity to focus on arrangement and description. With reproductions of archival records typically encountered in community archives, participants will arrange materials, and develop multi-level descriptions using the Rules for Archival Description.

When: April 25, 26, 27, 2002

Where: Powell River

Cost: AABC Members - \$127.50; Non-members, \$150

Instructor: Janet Turner

Contact Jan Turner, FAX : 604-942-9790 , Phone: 942-3171; e-mail jeturner@abc.bc.ca

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British Columbia Archival Network News

AABC Online Resources -- Quotes and Commendations

The following are some recent comments received by the AABC relating to its online web resources:

"I just wanted to let someone know how invaluable the information on your website is. We're in the process of re-organizing our archives, and the resources and information presented is easily accessible, pertinent, and exceptionally useful. Thank you very much."

"I'm teaching a course online (Archival Techniques) this semester...and I'm using the Toolkit extensively -- it's AWESOME!"

"Holy smoke -- I have been researching since 6 am and am so tired but have to tell you I cannot believe your site ... Believe me I have been at this for two weekends, and this is absolutely the best organization and user friendly web site for research I have come across. Excellent."

"I think the BCAUL is very good online searchable system and it is very convenient for searching so that I often introduce the BCAUL to my colleagues and students [in China]."

New and Notable on the Web

1. New search engine on provincial archives site

A **new search engine** has now been launched on the **BC Archives** (provincial govt) web site at www.bcarchives.gov.bc.ca. It replaces the old search interface and offers many new features, not the least of which is concurrent searching of all indexes including those of interest to genealogists.

2. New interdisciplinary heritage projects online

As archives look to establishing broader partnerships with other heritage organizations, a number of exciting web-based projects have been developed using cross-domain metadata standards (Dublin Core). Two such projects of note are:

a. **Images Canada** -- www.imagescanada.ca

Spearheaded by the National Library of Canada and in partnership with libraries, archives, museums and other information centres, the pilot project now provides integrated access to 75,000 images from several cultural institutions.

b. **Colorado Digitization Project** -- coloradodigital.coalition.org/contents.html

Bringing together a wide variety of heritage organizations and museums, libraries and archives, this project aims to provide integrated access to historical photographs and other virtual heritage 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, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabc.bc.ca).

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

Anglican Provincial Synod of British Columbia and Yukon Archives:

Anglican Provincial Synod of British Columbia and Yukon fonds
Executive Committee sous-fonds
Committee on Provincial Structure(s) and Mission sous-fonds
Parish and Diocesan Concerns Committee sous-fonds
Advisory Committee on Postulants for Ordination (ACPO) sous-fonds
Committee on Indian Work sous-fonds
Committee on Provincial Strategy sous-fonds
British Columbia Centennial Church Extension Fund sous-fonds
Provincial Consultation of the Church and Youth sous-fonds

British Columbia Medical Association Archives:

Dr. R.A. Palmer fonds
Dr. R. Robertson fonds

City of Vancouver Archives:

Major Matthews collection
Salsbury family fonds
Shipping Federation of British Columbia fonds
Vancouver General Hospital fonds
Vancouver Maritime Museum collection
Hubert Lindsay Cadieux fonds
United Nations Conference on Human Settlements fonds
W. Orson Banfield fonds
Native Sons of British Columbia fonds
Vancouver Historical Society fonds
George Moul fonds
Bernard Leitch Johnson fonds
Vancouver Foundation fonds
John Emerson fonds
Olga Jenkinson Bell fonds
Greater Vancouver Visitors and Convention Bureau fonds
Kitsilano Information Centre Society fonds
Malkin family fonds
Community Planning Association of Canada, British Columbia Division fonds
Marguerite Ford fonds
Municipal History Society fonds
Greater Vancouver Civilian Protection Committee, Air Raid Precautions Headquarters fonds

British Columbia Marine Shipbuilders fonds
Francis Carter-Cotton fonds
Alcazar Hotel fonds
Edward Ames fonds
Little Mountain Area Human Resources Society fonds
Sheila Neville collection
Douglas Honeyman fonds
Miller family fonds
Beatrice Williscroft fonds
Chippendale family fonds
Freemasons Inner Light Lodge No. 399 fonds
Bruce Russell collection
Gladys Ridler fonds
Blue Heron Housing Cooperative Association fonds
King Edward Alumni Association fonds
Smith, Davidson and Wright Ltd. fonds
Reginald Ritchie fonds
Francis Pilkington fonds
Greater Vancouver Weavers' and Spinners' Guild fonds
Moses Cotsworth fonds
George Cran fonds
MacLean family fonds
Western Sports Centre fonds
First Shaughnessy Planning Study Citizens' Working Committee fonds
Children's Foundation fonds
Vancouver Area Council of the New Democratic Party fonds
Sigurdson Millwork Company fonds
Yip family and Yip Sang Ltd. fonds
McGeer family fonds
Alfred Holmes fonds
Walter E. Frost fonds
J. Roy Ogston fonds
Donald J. Henfrey fonds
Robert Norris Manning fonds
Ross A. Lort Architect fonds
Vancouver Airport Climatological Station fonds
Badminton Hotel fonds
Kiwanis Club of Kerrisdale fonds
H.R. MacMillan Planetarium and Southam Observatory fonds
Charles Fowler fonds
Carnwath, Anderson family fonds
Rogers family fonds
Sculpture Symposium Society of British Columbia fonds
Margaret Mitchell fonds
Evelyn MacKechnie fonds
Fred Thurston fonds

Nanaimo Community Archives:

Hudson's Bay Company fonds
John Cass fonds
Diamond School Parent Teacher Association fonds
Russell Inkster fonds
Mark Bate fonds
Global Village fonds
Bate family fonds
Bill Kenyon fonds
Joseph O. Nicolls fonds
Emilia Ruuska fonds
Hooper family fonds

Nanaimo Harbourside Arts and Conference Society fonds
Doric Lodge No. 18 fonds
7-10 Club Society fonds

Rocky Mountain Rangers Museum and Archives:

Terence Bligh Upton fonds

Salmon Arm Museum:

Boat Owners Association fonds
Kinsmen Club of Salmon Arm fonds
D.S. Scotty Mitchell fonds

South Peace Historical Society Archives:

Henry B. Grabman photo collection
I.H. Hutton photo collection
Law's One-Hour Photo Service fonds

University of Victoria Libraries Special Collections:

A.G. Richards fonds
Boxer Rebellion photograph collection
Dorothy Robertson fonds
Harper family collection
W.S. Davidson collection
Fort Henry Prisoner of War sketches collection
Philobiblion fonds
Florence M. Westman collection
Mary Henderson collection
Ace Beach fonds
Gray Campbell fonds
Colin John Partridge fonds
UVic Special Collections Herbert Read Biography fonds
Thomas Borland Dempster fonds
Colin Wilson collection
World War I sketchbook collection
Katherine Tynan collection
Arthur Symons collection
Marjorie Pickthall collection
John Middleton Murry collection
Edward H.W. Meyerstein fonds
Nellie McClung collection
Charles Lillard fonds
Wyndham Lewis collection
Rona Murray fonds
Marilyn Bowering fonds
Brian Brett fonds
Eric Gill fonds
John Sherlock Gooch collection
Stephen Spender collection
Tish group fonds
Stony Brook holograph collection
J.H. Ansley fonds

White Rock Museum and Archives:

Old Age Pensioners' Organization Branch No. 11 fonds
Vivian Richard Timms collection
White Rock Youth Ambassador Program fonds
Myrtle Tingley Wilson collection
Mary Sanford fonds
Chapman family fonds
Hood, Wilson family collection
Joseph (Dick) Garner fonds
Walter Calder fonds
Helen McIntosh fonds
Balmer family fonds
Cooke family fonds
Charles family collection
Russell Porter photograph collection
Canadian Federation of University Women, White Rock/Surrey 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):

1) Port Moody Station Museum

New web site: vcn.bc.ca/pmmuseum/

2) White Rock Museum and Archives

Name change: (was "City of White Rock Museum and Archives")

3) Rocky Mountain Rangers Museum and Archives

New email address: rmrang@telus.net

4) Nanaimo Community Archives

New hours of operation: Wednesday to Friday, 9 am to 12 pm; 1 pm to 5 pm. Saturday, 9 am to 1 pm.

5) Selkirk College Archives (Selkirk College Library)

New web site: library.selkirk.bc.ca

6) Bulkley Valley Museum

Contact: Curator/Administrator

7) Pitt Meadows Museum and Archives

New web site: www.pitt-meadows-museum.00server.com/Index.htm

8) Sisters of St. Ann Archives

New email address: ssaarchvic@shaw.ca

9) Kitimat Centennial Museum

New email address: kitimatmuseum@telus.net

10) New Westminster Museum and Archives

Additional web site: nwheritage.org/heritagesite/orgs/nwmuseum/nwmuseum.htm

11) City of Victoria Archives and Records Division

New web address: www.city.victoria.bc.ca/cityhall/archives.shtml

British Columbia Archival Network Service - Contact Information

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

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

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BC Archival Preservation Service

Photographic Media – Storage Enclosures

The selection of an appropriate storage enclosure for photographic media can initially appear bewildering. However, selection of the best storage enclosure does not have to be difficult if the following information is taken into account.

All storage enclosures that come in contact with photographic media should conform to the specifications outlined in:

ISO 18902-2001 Imaging Materials – Processed photographic films, plates, and papers – Filing enclosures and storage containers. (This standard outlines appropriate paper and plastic enclosure materials; adhesives, printing inks, etc.

ISO 14523 – 1999 Photography – Processed photographic materials – Photographic activity test for enclosure materials. (This standard outlines the testing procedure used to determine whether a material (paper, adhesive, ink, plastic etc. will interact negatively with a photographic image).

All paper enclosures should:

pass the Photographic Activity Test - most conservation supply catalogues indicate whether a product has passed the P.A.T

be lignin-free; free of peroxides; be chemically stable and not cause abrasion of the photograph

Black and White photographic images should be stored in paper enclosures which have a pH between 7.0 and 9.5 with at least a 2 % calcium carbonate reserve (buffer)

Colour photographic images should be stored in paper enclosures that meet the same standards as for black and white images but the pH range should be between 7.0 and 8.0

Over the last number of years there has been ongoing research into whether it is more appropriate to use buffered (above pH 7.0) or non-buffered (pH 6.0 – 7.0) paper enclosures for photographic media. It now appears that the concerns about using buffered/alkaline enclosures in direct contact with photographic media were unfounded.

Paper envelopes with side adhesive seams are recommended over envelopes with a central T seam as the side seam tends to interact less with the photograph. When inserting a photograph into any paper enclosure with an adhesive seam always ensure that the emulsion side is away from the adhesive seam. In a photographic print the emulsion is the image side and in a photographic negative the emulsion is the dull,

matte side.

Some enclosures such as MicroChamber paper, in addition to alkaline buffering incorporate molecular traps in their paper structure. Molecular traps, made from either zeolites or activated carbon, are designed to adsorb specific types of gaseous pollutants. It is thought that the molecular trap will trap or adsorb pollutants from the ambient environment or pollutants being off-gassed by the archival record. These types of enclosures could be useful for archives with poor environmental control and/or high indoor pollutant levels or for holdings with a combination of black and white prints, cellulose nitrate or cellulose acetate negatives and colour media all housed together.

All plastic enclosures should:

pass the Photographic Activity Test

safe plastics do not have plasticizers, are usually inert and are chemically stable. Safe plastics include: polyester (also known as Mylar Type D, Melinex Type 516 or polyethylene terephthalate); polypropylene, polyethylene, and polystyrene. Use only plastic enclosures that have clearly identified plastics.

It should be noted that Dupont ceased production of Mylar Type D last autumn. An plastic equivalent to Mylar Type D is Melinex Type 516 and is also made by Dupont.

References:

ANSI/NISO Z39.77-2001 Guidelines for Information About Preservation Products. Bethesda, Maryland, NISO Press. (Available as a free PDF download file from www.niso.org/standards/index.html)

This publication has an excellent glossary of preservation terms. Also very useful is Appendix A: Referenced Standards and Tests as it lists relevant standards that relate to preservation products.

ISO 14523 – 1999 Photography – Processed photographic materials – Photographic activity test for enclosure materials

ISO 18902 – 2001 Imaging Materials – Processed photographic films, plates, and papers – filing enclosures and storage containers.

ISO standards can be ordered online at www.iso.ch

* * *

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AABC Newsletter

Volume 12 No. 2 Spring 2002

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AABC Newsletter

Honorary Patron:

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

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Summer 2002

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Newsletter homepage

aabc.bc.ca/aabc/newsletter

How to join the AABC

aabc.bc.ca/aabc/meminfo.html

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

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

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Submission deadlines:

Fall - September 15, 2002
Winter - December 15, 2002

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

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News

ACA 2002 - Vancouver

Between May 21st and 25th, the Vancouver archives community hosted the 2002 Conference of the Association of Canadian Archivists. The Conference was one of the most successful in the organization's history with more than 240 archivists in attendance. Through the programme and schedule of social events, conference organizers were able to highlight not only Vancouver but also the expertise of local archivists.

The conference theme, "Archival exploration and innovation", elicited many provocative sessions; speakers challenged the archival community to think outside of the box to re-examine the foundation of current practises and speculate about the direction of future trends. The programme presented diverse topics and themes. For example, plenary sessions included an exploration of the context of recordkeeping in the Pacific Islands, a re-examination of the concept of provenance, and an overview of digital imaging and digital preservation initiatives. While the scope of the sessions was eclectic, those in attendance were provided with a broad overview of current trends in archival research.

In addition to providing outstanding local arrangements, the provincial archives community contributed to the success of the Conference through its participation in pre-conference workshops. The ACA partnered with the AABC to develop two workshops. This was the first time that the ACA has engaged in such a partnership. Rosaleen Hill of the B.C. Archives Preservation Services taught a workshop on cold storage of photographic media and Janet Turner of the B.C. Archival Education and Advisory Service conducted a workshop on advanced application of the *Rules for Archival Description*. In addition, a third workshop was presented by Ann Carroll and Sue Bigelow who discussed the City of Vancouver Archives as a case study informing the development and implementation of photo digitization projects. The success of these workshops reinforces not only the value of the AABC's outreach services but also the utility of drawing on local expertise.

For many of us, the annual ACA Conference is as much about visiting with old friends as it is about attending the sessions. The Local Arrangements Committee provided numerous opportunities to socialize including an opening reception, an 'evening with a local', the annual banquet, and an awards luncheon. In addition, SLAIS hosted a reception for graduates of the MAS program to reconnect. As is ACA tradition, an East vs. West baseball game/ grudge match was held at Prospect Point in Stanley Park. This year, George Brandak courageously coached his team to a rare victory for the West.

The AABC's annual conference was not planned this year in hopes that members would take advantage of the ACA's visit to British Columbia. Given the numbers in attendance, it seems that many of us did just that. We do, however, look forward to the AABC's next conference in Nanaimo in 2003.

Marnie Burnham

Remembering Preben Mortensen

The archival community mourns the untimely loss of Preben Mortensen, who had been the Community Records Archivist at the West Vancouver Museum and Archives since 1998.

Originally from Denmark, Preben received his first degree from the University of Aarhus in Philosophy and Comparative Literature. Subsequently he received a Ph.D. in philosophy from McMaster University in 1992 and taught courses in philosophy at Okanagan University College, Capilano College, and Simon Fraser University. He completed his Masters of Archival Studies at the University of British Columbia in 1998.

Besides giving public presentations on both philosophical and archival topics, Preben published a number of articles in academic journals in both Danish and English, including "The Place of Theory In Archival Practice" in *Archivaria* (Number 47, Spring 1999). His book, *Art in the Social Order: The Making of the Modern Conception of Art*, was published by the State University of New York Press in 1997.

Preben brought to his work a dedicated intelligence and quiet efficiency. In his few years at West Vancouver he had done much to make this archives an effective community resource. We offer our deepest sympathy to his wife Laura and their two young children Torben and Hannah.

Francis Mansbridge
North Vancouver Museum & Archives

[Note: To remember Preben, friends and family members have proposed the dedication of a memorial bench as part of the Vancouver Parks Board Commemorative bench program. Donations include the cost of the base, bench, memorial plaque and 10 years guaranteed maintenance. The total cost is approx. \$1700-\$2500. Donations can be made at any branch of VANCITY Credit Union. An account has been set up in the name of: Preben Mortensen Memorial Fund, at VANCITY, 2233 West 4th Avenue (4th Avenue Branch). For further information contact: Dorothy Hamilton, Madeline Rigg or Tannis Weber at 604-736-9844.]

New on the AABC Website – The Archives Marketplace

The Archives Association of British Columbia now offers businesses and private consultants the opportunity to advertise their products and services on the AABC's web site.

This new feature, dubbed the Archives Marketplace, allows businesses and private consultants to have their company name placed as a link at the beginning of a special advertising page focusing on providers of archival products and services. Clicking on the company name takes the reader to a description (including mailto links or website addresses) of that company's products or services further down the page. The Marketplace is directly linked from the front page of the AABC web site at aabc.bc.ca/aabc/.

The Archives Marketplace was developed by the Internet Committee as one means of generating more advertising revenue for the AABC. Given the popularity of the AABC site (and its partner site, the BC Archival Information Network) in the BC archival community and other arts, cultural, heritage and information sectors, the Committee hopes that a significant number of businesses and consultants will see the Marketplace as a important and effective means of improving their visibility in those sectors.

To visit the Marketplace, please go to aabc.bc.ca/aabc/marketplace.html. For submission details, including advertising rates, please contact the AABC at aabc@aabc.bc.ca.

Heather Gordon,
Chair, Internet Committee

New CCA Digitization Grant Opportunity for AABC Institutional Members

AABC is setting up a Digitization Equipment Purchase Program thanks to approval of our CAIN grant by CCA. Under this program, institutional members of AABC may apply to AABC for funds to reimburse them for 80% of the costs to purchase hardware (such as computers, computer upgrades, scanners and CD burners) and/or related software. The maximum an applicant may apply for under this program is \$4,000. Institutions must provide 20% of the costs of the hardware/software as a cash contribution.

Letters will be sent out to Institutional Members in mid-June announcing the grant program and detailing how to apply. The deadline for applications is July 31, 2002.

If you are an Institutional Member of AABC and do not receive a letter by June 28th, please contact Ann Carroll, AABC CAIN Co-ordinator, at <ann_carroll@city.vancouver.bc.ca> or 604-736-8561.

New Reference Hours for British Columbia Archives

Effective 14 August 2002, the British Columbia Archives will be moving Wednesdays from full service to partial service hours (i.e., the reference room will be opened from 0930-2100 hrs but there will be no staff provided services).

Our new schedule will be:

DAY	FULL SERVICE HOURS	PARTIAL SERVICE HOURS
Monday	0930-1630 hrs	1630-2100 hrs
Tuesday	0930-1630 hrs	1630-2100 hrs
Wednesday	0930-2100 hrs	
Thursday	0930-1630 hrs	1630-2100 hrs
Friday	0930-1630 hrs	1630-1900 hrs
Saturday	1300-1700 hrs	
Sunday	CLOSED	

Statutory Holidays	CLOSED	
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This decision was taken after a full discussion with our program heads about the ability to maintain the current hours with present staff complement, the impact upon the health and well-being of the staff, and the growing awareness that we, as an archives, were not progressing on our information and privacy requests or fulfilling our obligation to making more archival records available and publicly accessible. The Access Services staff members will be devoting their time on Wednesdays of each month to supporting our Information and Privacy section by reviewing currently "undetermined" archival collections (including finding aids, etc.) in order to make them publicly accessible. Please note that the BC Archives will keep the third Wednesday of each month available for staff development and training opportunities, Business Continuity/Disaster Recovery exercises, and public service seminars. I would like to extend my appreciation to all our staff members who have maintained a high level of client service during these very hectic and chaotic six months of 2002. Their ability to concentrate on our public service role is a testimony to their individual and collective professionalism and dedication to our society.

Gary A. Mitchell, CRM
Provincial Archivist and Director, British Columbia Archives

BC Archivists in the News

British Columbia Archives' David Mattison recently enjoyed his self-professed "fifteen minutes of fame" in the *New York Times*. An article by Pamela Licalzi O'Connell on 23 May 2002 made extensive reference to David's article "Images of History on the Web" www.infotoday.com/searcher/may02/mattison.htm that appeared in the May 2002 issue of *Searcher*. In that article he discusses the burgeoning use of the internet as a means by which to provide access to photographic images and includes information on descriptive systems for historical photographs, search strategies and search tools to locate images on-line.

Forty Years of Library Education: The School of Library, Archival and Information Studies, University of British Columbia, 1961 - 2001

From the School of Librarianship to the School of Library, Archival and Information Studies, from the Bachelor of Library Science (BLS) degree to graduate degrees in Library and Information Studies (MLIS), Archival Studies (MAS), Children's Literature (MA), Teacher-librarianship (MA/Med) joint degrees and a concentration in First Nations studies, and a Certificate in Advanced Studies (CAS) and Doctor of Philosophy (PhD), education for the information professions has changed dramatically from its early beginnings at the University of British Columbia in Vancouver. Over the course of forty years the mission of the School, or SLAIS as it is now known, evolved from the initial desire "to promote the ends that reading serves" to prepare professionals "to exercise leadership in planning, implementing and promoting the preservation, organization and effective use of society's recorded information and ideas."

Forty Years of Library Education: The School of Library, Archival and Information Studies, University of British Columbia, 1961-2001 developed as part of a required faculty/student collaborative research course. Professor Judith Saltman and graduate student Maurizio Dattilo conducted the historical study of the School in preparation for fortieth anniversary celebration events. Based on interviews, reflections and archival records, the book adds to historical research in library education and captures the spirit of SLAIS from its beginnings.

Director Ken Haycock noted that anecdotes, quips and quotes provide rich evidence of changes and development in graduate professional education beyond numbers and course titles.

Copies are available for \$14 pre-paid, including shipping and handling, from the School of Library, Archival and Information Studies, The University of British Columbia, 831-1956 Main Mall, Vancouver, BC V6T 1Z1, voice: (604) 822-2404 ; fax: (604) 822-6006; e-mail: slaisad@interchange.ubc.ca.

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AABC Newsletter

Volume 12 No. 3 Summer 2002

President's Report

The excitement of attending the ACA Conference and AABC Annual General Meeting in Vancouver is still with me, even as I write my first President's Report. It was a pleasure to meet so many of you from the archival community, and at such a lively conference.

On behalf of the outgoing and incoming Executive, many thanks to AABC members who came to the AGM, and who supported the ACA Conference and the pre-conference workshops. The AABC's very own Rosaleen Hill and Janet Turner led sessions on cold storage and RAD, and Ann Carroll and Sue Bigelow of Vancouver City Archives shared their experiences with photograph digitization. I've heard nothing but praise from workshop participants - Vancouver 2002 was a great success!

As I begin my term, I would like to thank the Executive, the Committees, and our contractors for their hard work, particularly in the past year. My gratitude to outgoing President Heather Gordon for leading the AABC through the tumult of funding cuts to the BC Community Archives Programme, which included the elimination of the Community Archives Assistance Program (CAAP) and the Community Archives Advisory and Training Program (CAAT). Heather "rallied the troops" and helped secure one-time funding from the Hon. Sandy Santori, Minister of Management Services. These monies matched our funds from CCA for the Education and Advisory, Archival Preservation, and Network Services programmes. Without the last minute reprieve, these programmes would have ceased after March 31, 2002.

However, because of the cutbacks, AABC needs new provincial funding sources for our programmes. As I write, I am looking forward to our first Finance and Executive meetings. Financial strategies for the coming year are uppermost on the agenda for both meetings, and AABC members have already contributed ideas regarding funding alternatives and the decision-making process. The Executive welcomes your thoughts - keep them coming!

Indeed, I encourage all AABC members to be active in the organization - volunteer for a committee, write an article for the Newsletter, attend regional meetings. You are the heart of the AABC!

New executive members

The AGM saw Dovelie Buie and Laura Cheadle carrying out their last duties as Secretary and Institutional-Member-at-Large, respectively. Thanks Dovelie and Laura!

Into their shoes step Erica Hernandez, of the Gulf of Georgia Cannery Society, as Secretary, and Kathy Bossort, of the Delta Museum and Archives, as Institutional-Member-at-Large. Last, but not least, Erwin Wodarczak, of the UBC Archives, joins the Executive as Vice President. Carrie Stevenson and Christine O'Donnell continue as Treasurer and Individual Member-at-Large.

New newsletter editor

AABC Newsletter Volume 12 No. 3 is the final issue with Chris Hives at the helm. Chris, with assistance of the editorial board and technical editor Leslie Field, has been cranking 'em out since 2000. Thank you Chris for an excellent publication.

Robert Edwards will take over as Newsletter editor for Volume 12 No. 4. As well as holding a Master of Archival Studies degree, Bob has worked as a freelance writer and editor. Start sharpening those pencils (and polishing those keyboards) and submit your articles to Bob and his editorial team for the Fall Newsletter!

Committees, Regional Representatives and Contractors

Following the AGM there were changes to the reporting structure of Standing and Ad Hoc committees (to be formally approved at the first executive meeting):

Standing

- Constitution and By-laws - Wendy Hunt (chair), Erica Hernández (executive liaison)
- Education - Jane Turner (chair), Lara Wilson (executive liaison)
- Grants - Kathy Bossort (chair and liaison)
- Membership - Dovelie Buie (chair), Erica Hernández (executive liaison)
- Nominations and Elections - Blair Galston (chair), Lara Wilson (executive liaison)

Ad Hoc

- Preservation - Dorothy Lawson (chair), Christine O'Donnell (executive liaison)
- Finance - Carrie Eirene Stevenson (chair and liaison)
- Internet - Heather Gordon (chair), Erwin Wodarczak (executive liaison)
- Public Awareness & Archival Legislation - Peter Johnson (chair), Lara Wilson (executive liaison)
- Conference Programme - Lisa Beitel (chair), Erwin Wodarczak (executive liaison)
- Conference Local Arrangements - Christine Meutzner (chair), Erwin Wodarczak (executive liaison)

Our regional groups have remained very active this past year. Keep up the interaction and outreach! The Executive is investigating grants to finance a strategic planning meeting in 2003. If successful, the participation of our regional members will be crucial - we'll keep you posted.

In March, AABC renewed its contracts with our Education, Preservation, and Network Services archivists Janet Turner, Rosaleen Hill, and Bill Purver, and our Financial Manager Karen Blimkie. They provide the AABC with outstanding archival, technical and financial services, and they weathered the funding crisis with us. I look forward to working with them this year.

Jane Turner is our new Education Committee Chair. Thanks to outgoing Chair Linda Wills, for her service to the AABC.

Grants

Although our provincial funding took a major blow this year, archives in BC continue to receive financial support from the Department of Canadian Heritage through the National Archives of Canada and the

Canadian Council of Archives.

As reported by Laura Cheadle at the AGM, CCA grant applications were approved for the Regular (Control of Holdings), Preservation and CAIN programmes. Due to the cancellation of the provincial CAAT programme and in order to maintain the Preservation Service's operation at 2001/02 levels during 2002/03, the entirety of the AABC's CPCAR (Conservation Plan for Canadian Archival Records programme) allocation was shifted to the Preservation Service. The recipients are the AABC's Archival Education and Advisory, Preservation, and Network Services, the BC Itinerant Archivists Description project and the BC Equipment Purchase programme, as well as AABC institutional members. Please see the Special Announcements page of our AABC website <http://aabc.bc.ca/aabc/special.html>) for more information on the Equipment Purchase Programme (deadline for applications is July 31). Monies for this programme are provided under CCA's CAIN Technical network infrastructure funding stream. If you have any questions or concerns regarding CCA grants, please contact Ann Carroll or Kathy Bossort.

CCA funding programmes are invaluable to the archival community and it is worth our while to remind the government of that. So I join our outgoing president in asking the membership to write the Minister of Canadian Heritage, the National Archivist, and the CCA, acknowledging the importance of these grants and their assistance in helping archives preserve Canada's documentary heritage.

Membership

The Membership Committee has begun implementation and evaluation of the "Self Study -Guide for Institutional Membership" developed by the Institutional Standards Committee. Lapsed institutional members and new applicants for institutional membership will now be required to complete the Self-Study Guide, available from the Committee. These guidelines reflect those of the CCA, and consist of minimum requirements (marked with an asterisk *), as well as long-term goals for member institutions. Please contact the Committee if you have any questions or concerns.

PAAL

As Peter Johnson stated in his AGM report for the Public Awareness, Advocacy and Legislation Committee, it was a busy year for the Committee, juggling the letter-writing campaign, promotion of archives legislation, and planning of what was, in the end, a reduced "Archives week" celebration.

Although archives legislation may not be a top priority for the BC Government, the AABC continues to strive toward this goal. Plans are also underway for "Archives in your Attic" events for "Archives Week 2003." The extent of this year's celebrations and activities will depend on available funding. The PAAL Committee will keep us informed!

Conference 2003

After a year's hiatus, the AABC's conference is set for April 24-26 2003 in Nanaimo. The local arrangements committee is lead by Christine Meutzner of the Nanaimo Community Archives. Thank you to Christine for offering to host the conference. More details to come!

Well, that's it for now. My learning curve has been steep these last few months, and I thank you for your support. Believe it or not, I'm looking forward to the year ahead!

Sincerely,
Lara Wilson

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AABC Executive Minutes

Meeting Minutes: 16 February 2002

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

1. Approval of Agenda

Meeting was called to order at 10:10 am.

A few minor modifications and additions were made to the agenda. Carrie Stevenson moved and Dovellev Buie seconded approval of the agenda. All were in favour; motion was carried.

2. Approval of Minutes of 10 December 2001 Executive Meeting

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

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

3. Business Arising

Dovellev Buie reported that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC has been included in the membership committee's database.

Dovellev Buie informed the Executive that a listing of the current Associate and Institutional members was produced, sent to Heather which, in turn, was given to Bill Purver, Rosaleen Hill and Janet Turner for review.

Dovellev Buie reported that the Membership Committee still plans to send an additional insert to Institutional members in the hopes that some of the correspondence with Institutional members could be by e-mail for next year's grants. The Institutional members current e-mail addresses will be requested.

Dovellev informed the Executive that there has been no further correspondence with the Saanich Peninsula Museums Society concerning their application for Institutional membership.

Dovellev Buie reported that new members of the AABC were welcomed in the last newsletter.

Heather Gordon reported that the Financial Manager, Karen Blimkie, has renewed the AABC's membership with British Columbia Historical Society.

Heather Gordon reported that she has heard from all of the Contractors concerning service directions; more details will be reported in this meeting under the committee reports.

4. President's Report

Heather Gordon reported that a letter was received, dated January 28, 2002, from Mr. George Abbott, Minister of Community, Aboriginal and Women's Services. The letter was in response to the AABC's letter dated December 1, 2001 concerning the changes to the British Columbia Heritage Trust. The letter informed the AABC that two Assistant Deputy Ministers have been appointed as interim Chair and Vice Chair of the Heritage Trust. The letter explained that the change to a two-person interim board was made as part of the Province's core review process. The letter additionally explained that the "new, smaller board provides government with time to complete the core review of the Trust's role and mandate."

Heather Gordon reported that we have received a letter from Terry Cook requesting permission to reprint the following material written by Hugh A. Taylor: *The Totemic Universe: Appraising the Documentary Future*, in Christopher Hives, ed. *Archival Appraisal: Theory and Practice Archives Association of British Columbia* (Vancouver, 1990), pp. 15 – 29.

In his letter, Terry Cook explains that the "essay has been chosen to appear with sixteen of Hugh Taylors' best essays, with new introductions written by him, in a book to be published in 2002 by the Association of Canadian Archivists and the Society of American Archivists, through Scarecrow Press Inc." Heather Gordon informed the Executive that she has, on our behalf, given permission; copyright release was given. Heather explained that, with respect to the above mentioned article, we are joint copyright holders with Hugh A. Taylor.

The President reported that the ACA is going to hold a joint CAIN education roundtable in the beginning of March 2002. Janet Turner is going to be the AABC's official representative at the meeting. Taking place in Ottawa, Bill Purver will also be attending the sessions.

Heather Gordon reported that we have renewed our agreement with ACT Cinemage in order to extend maintenance and support of AABC servers and the BCAUL database for an extra year. This brings our agreement to be until March 31, 2005. The agreement will be kept with other agreements and contracts in the President's records.

Heather Gordon moved and Christine O'Donnell seconded the appointment of Lara Wilson as Vice President. All were in favour and motion was carried.

The Executive extended its great appreciation to Lara Wilson for willing to step in to the position of Vice President more than mid way through the term and for willing to take on the important roles of Vice Present/President of the AABC.

5. Treasurer's Report

Carrie Stevenson, Treasurer, distributed the Statement of Revenue and Expenses for the month ending January 31, 2002. Carrie Stevenson reported that we have received all outstanding cheques from the Province and the CCA.

Carrie Stevenson reported that the Chair of the Education Committee, Linda Wills, has been coordinating the workshops to be held at the ACA Conference in May 2002 (to be held in Vancouver.) The cost for the workshops will be \$100.00 each for the workshop.

Carrie Stevenson reviewed the budget work plans and feedback received in the past few weeks from Program Committee Chairs. Correspondence was read out and discussed. The Executive discussed potential sources of revenue for holding a spring roundtable session for next year.

Action: Carrie Stevenson and the Finance Committee will research a possible funding source with the Canadian Arts and Heritage Sustainability Program for funding the regional representatives meeting. Carrie will attempt to put together an application for review by the Executive at the April 2002 meeting, provided this fits within the deadlines of the Program.

Carrie Stevenson reported that Karen Blimkie has been working on our year end figures. Heather Gordon and Carrie Stevenson reported that Karen Blimkie has received a quote for the 2001 year end

audit, and according to approval at the 2001 AGM, Evancic Perrault will be conducting the audit.

Carrie Stevenson moved Lara Wilson and seconded that Karen Blimkie will arrange to have Evancic Perrault conduct the audit.

Action: Carrie will e-mail Karen Blimkie to inform her of the Executive's approval of Evancic Perrault for the 2001 Financial Review.

Carrie Stevenson and Heather Gordon reviewed line-by-line with the Executive the draft budget for the General Fund the 2002/03 budget year.

Action: Carrie will submit the figures to Karen Blimkie for comment and report back at the next Executive meeting.

6. Committee and Program Reports

6.1 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that the PAAL Committee has been working on Archives Week 2002. Carrie Stevenson reported she and other PAAL Committee member Barb Towell have been working on ideas for 2002 Archives Week. First, the Committee has been investigating having some students work on the 2002 Archives Week website and potentially giving the students an honourarium. Another option for the website could be to modify the Archives Week website that was developed for the 2001 year. Second, the Committee has also been looking at the concept of marketing having an "Archives in your Attic" event. The event, held in a specific spot (yet to be identified), would be for people to bring their records in for appraisal (not monetary appraisal) but instead for historical appraisal etc.. Carrie Stevenson explained that this event was extremely successful in Alberta and that she has been in contact with an Archivist who coordinated this event in the past. The Executive agreed in principle with the ideas being presented by the PAAL Committee. Archives Week will be Sunday November 17th, 2002 to Saturday November 23rd, 2002. Third, the Committee will be looking at options for posters or a brochure advertising Archives Week.

Action: Next meeting Carrie Stevenson will have more detail and budgetary options for Archives Week 2002.

6.2 Education Committee

Lara Wilson and Heather Gordon reported that Janet Turner's work plan has been reviewed and that everything is proceeding according to schedule with the Education and Advisory Archivist services.

Action: Lara Wilson will contact the Heritage Trust concerning applying for funding for the Education and Advisory Services. Lara Wilson will also liaise with the Committee concerning the application.

Heather Gordon reported that Jane Turner has agreed to chair the Education Committee for the 2002/2003 membership year.

6.3 Grants Committee

Laura Cheadle, Chair of the Grants Committee, reported that adjudication for CCA grants was held on January 7, 2002. Further details will be outlined in the Grants Committee report as a part of the Annual General meeting package. Applicants who applied for grants should hear from CCA in April 2002.

The Executive thanked the Grants Committee for adjudicating the grants once again.

6.4 Membership Committee

Dovelle Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

Membership Statistics - 2002

(Difference since AGM Membership Report - March 2001)

- Institutional 101 (down 9 -- was reported as 110)
- Associate Institutional 41 (up 2 -- was reported as 39)
- Sustaining 11 (up 1 -- was reported as 10)
- Individual 87 (down 27 -- was reported as 114)
- Student/Volunteer 53 (up 30 -- was reported as 23)
- Honorary Life 7 (up 1 -- was reported as 6)
- Honorary Patron 1 (same -- was reported as 1)
- TOTAL 301 (down 1 - was reported as 302 members)

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section – total = 302)

Dovelle Buie regrettably informed the Executive that she has received a letter from Joan Newman with the Anglican Diocese of the Cariboo. The letter, dated January 3, 2002, informed the AABC that the Anglican Diocese of the Cariboo has ceased to be. The records will be transported from its location in Kamloops to the Provincial Synod Archives in Vancouver. The move will take place in March 2002. Future inquiries should be directed to Doreen Stephens, Archivist for the Provincial Synod Archives in Vancouver.

Action: Dovelle Buie will acknowledge receipt of the letter and thank them for informing the AABC and ensuring that their records will continue to be cared for at the Provincial Synod.

6.5 Conference Program

Chief Ignace has not replied to Heather Gordon's letter; the President plans to follow up with him concerning the 2003 AABC conference.

6.6 Internet Committee

Heather Gordon reported that the Internet Committee met recently and discussed service directions. The Committee decided that it is still business as usual. The Executive agreed that service directions for next year will maintain the status quo in that service will be provided to both members and non-members with priority continuing to be with members.

The Executive discussed the language that is used to refer to Institutional and Associate members; the Executive agreed that when referring to both members we use the term member institutions.

Heather Gordon reported back to the Executive concerning advertising on the AABC's website. The Internet Committee recommends that we create an advertising component on the website (similar in structure and look to the job board). Descriptions will be provided by the advertiser, will be in straight text, can provide a link, introductory fee will be \$150.00 (good for a year) and will be reviewed again next year.

Action: Heather Gordon moved and Laura Cheadle seconded approval of the page for advertising on the AABC website. Heather Gordon will ask Karen Blimkie to contact some companies and invite them to advertise on the site.

CCAD (Canadian Committee on Archival Description) has requested feedback regarding the creation of a national name authority system. The Executive felt that a national name authority system should not be considered at this point.

Action: Heather Gordon will convey to CCAD that it is the AABC's recommendation that a national name authority system not be considered a priority at this time due to the costs inherent in such a system's development and maintenance. Such a project, in the opinion of the AABC, should not be undertaken unless CCA is able to find a new source of funding, one outside the current CAIN allocation to provincial, territorial and national associations and councils, to support it.

Heather Gordon moved and Christine O'Donnell seconded that the AABC pay \$500.00 to Leslie Field for his work on the on-line version of the 2002/03 newsletter.

6.7 Preservation Committee

Christine O'Donnell reported that she is awaiting to hear when the next meeting of the Preservation Committee will be. Information will be brought to the next meeting of the Executive.

6.8 Institutional Standards Committee

The Executive discussed the Institutional Standards Self-Study Guide received from the Institutional Standards Committee. The Executive was particularly interested by what the CCA means when stating "continuous and regular hours". The Executive has been interpreting this to be, as the CCA had pointed out, 7 hours a week. Further clarification will be sought.

Action: Lara Wilson will give Jane Turner, chair of the Institutional Standards Committee, some of the typo corrections. Lara will also ask Jane to speak to the CCA to obtain clarification as to what continuous and regular hours mean.

Heather Gordon moved and Lara Wilson seconded approval of the Institutional Standards Self-Study Guide to be used as a part of the application process for new institutional members starting on April 1, 2002. The Guide will be included for information in the 2002 Annual General Meeting package.

Action: Dovelie Buie will ask the Membership Committee to make recommendations to the Executive and Institutional Standards Committee regarding the reapplication process for current Institutional members. The Executive asks that the Membership Committee think about the process and how demanding the work may be on the Membership Committee to coordinate the new application process (i.e., assigning/granting Associate membership before giving self-study guide or giving interested parties a choice and then process the memberships from there).

6.9 Newsletter Editorial Board Committee

Heather Gordon regretfully reported that Chris Hives has decided that he will not continue as the Editor of the newsletter next year.

The deadline for the next newsletter will be March 15, 2002.

7. Other Business

The Annual General Meeting will be held on Thursday May 23, 2002 from 5:15 pm to 6:45 pm. The meeting will be held at Simon Fraser University – Harbour Centre – in 1400-1430, Segal Centre at 515 West Hastings Street in downtown Vancouver. Dovelie will be putting together the AGM package. The spring mail-out will include:

Invoice for membership renewal

Notice of the AGM with room information

Minutes from last year's AGM

Executive and Committee Reports

Financial Statements from 2000

Institutional Standard's Committee "Guide" document

Newsletter

Special insert for Institutional members re: e-mail contact information etc...

Members are reminded that they do not need to pay an ACA conference fee to go to the AGM meeting, that they only need to be a member of the AABC.

Action: Dovelie Buie will coordinate the spring mail-out with assistance from the Membership Committee. The deadline for AGM reports will be March 11th, 2002.

On the topic of the ACA conference in May 2002, Heather Gordon reported that she will go to the Council of Presidents meeting.

Heather Gordon informed the Executive that Michael Carter has stepped down from being the Regional Representative for the South Vancouver Island Region. The Executive agreed to appoint Sister Margaret Cantwell, with the Sister of Saint Ann's Archives, as the new South Vancouver Island Regional Representative.

Heather Gordon moved Dovelie Buie seconded appointment of Blair Galston as Nominating Committee Chair.

Heather Gordon informed the Executive that she has been busy negotiating contracts.

8. Adjournment

Meeting was adjourned at 2:40 pm.

Next meeting on Saturday April 20, 2002 at Richmond Archives at 10:30 am.

Meeting Minutes: 20 April 2002

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

1. Approval of Agenda

Meeting was called to order at 10:40 am.

Christine O'Donnell moved and Lara Wilson seconded approval of the agenda. All were in favour; motion was carried.

2. Approval of Minutes of 16 February 2002 Executive Meeting

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from February 16, 2002. All were in favour; motion was carried.

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

3. Business Arising

Dovelie Buie reported that the AGM package and newsletter mail-out was coordinated and completed. Members were sent an invoice or receipt for 2002-03 membership year, AGM package of reports, newsletter and institutional members received a special letter concerning wanting to promote electronic communication.

4. President's Report

Heather Gordon, President, reported that 2002-2003 contracts have negotiated and signed. Final 2001-2002 program reports have been completed and will be submitted to the CCA and BC Government within the week.

The AABC's 2002-2003 CCA grant applications have all been approved by the CCA.

Heather Gordon reported receiving an email from Ann ten Cate representing the Friends of the BC Archives. In 2001 the friends and family of Terry Reksten established a Memorial Fund in honour of this BC historian's work. Terry Reksten was a well-known BC historian who passed away last summer shortly after the publications of her last book, *An Illustrated History of British Columbia*. The Friends of the BC Archives would like some input from the AABC in terms of how to administer this Memorial Fund. The email specifically asked for input from the AABC in terms how the AABC has developed criteria for eligibility to grants, the ability to publicize the availability of the grant through the AABC's website, newsletter and/or miscellaneous mailings.

Carrie Stevenson moved and Dovel Buie seconded that the AABC will assist the Friends of the BC Archives with publicizing the grant. All were in favour; motion was carried.

Action: Heather Gordon will let Ann ten Cate know that the Friends of the BC Archives can forward any publicity material to the general AABC mailing address at: aabc@aabc.bc.ca.

Dovel Buie moved and Carrie Stevenson seconded that the AABC President or their Designate will be the AABC's representative in the final selection process for the Terry Reksten grant. All were in favour; motion was carried.

Action: Dovel Buie will send Ann ten Cate the Institutional Standards Guideline document for her information.

Heather Gordon reported that the Vancouver Chapter of the Association of Records Managers and Administrators (VAN ARMA) has requested whether the AABC and VAN ARMA could hold joint workshops/educational programs.

Action: Lara Wilson will speak to the Education Committee concerning the potential for joint programming between VAN ARMA and the AABC. She will report back to the Executive after discussing the issue with the Education Committee.

Heather Gordon also reported that Janet Turner, AABC Education and Advisory Archivist, was wondering if *BC Thesaurus* could be promoted more. The Executive agreed; Lara Wilson will let Janet Turner know the Executive's support for any such initiatives.

5. Treasurer's Report

Carrie Stevenson, Treasurer, moved and Dovel Buie seconded that Heather Gordon remains as a signing authority for 2002-2003 membership year. All were in favour; motion was carried.

Carrie Stevenson reported that Canadian Heritage will not fund the AABC's Strategic Planning meeting. Carrie Stevenson also reported that there might still be other options for funding through other organizations. The Treasurer asked the Executive for authorization to approach some various organizations to see if there is any potential for them to fund our strategic planning meeting. All were in favour and Carrie was given instructions to proceed accordingly. She will report back to the Executive on her progress.

Carrie Stevenson reported that we have postponed our audit pending formal appointment of the auditors at the AGM. The material is prepared to be submitted once the membership approves the auditor at the AGM.

Carrie Stevenson reported on the progress of the event "Archives in your Attic" an event to be held during Archives Week at the BC Archives. Marland Grove indicated that the BC Archives supports the idea for this event and assigned Ann ten Cate as a BC Archives liaison person. Ann indicated that it was likely that support will also be given from the Friends of the BC Archives. Carrie clarified that the PAAL committee is not involved with this specific event. Carrie explained that the financing for this event have not been addressed. There will be three appraisers at the event. The Executive gave permission for Carrie Stevenson and Barb Towell to investigate funding sources to give some sort of honorarium to the appraisers who will be an integral part of the "Archives in the Attic" event.

Carrie Stevenson distributed and reviewed the financial statements and budget with the Executive. The

Executive reviewed, line-by-line, the 2002-2003 budget (which compared figures with the 2001-2002 budget and projected the budget for the 2003-2004 year). Dovelie Buie moved and Christine O'Donnell seconded approval of the 2002-2003 budget. All were in favour; motion was carried.

6. Committee and Program Reports

6.1 Education Committee

The Executive discussed the potential for gaming funding.

Action: Lara Wilson will work with the Education Committee to complete a Gaming Commission grant application for a portion of the 2002-2003 Education and Advisory Service Program.

Lara Wilson, the liaison to the Education Committee, reported that demand for AABC workshops have been lively. The Community Education and Advisory Archivist reported to Lara that she is scheduled to do the following:

- Introduction to Archives and Arrangement and Description – Powell River
- Introduction to Archives – Ucluelet
- Introduction to Archives for First Nations – UNBC
- Rules for Archival Description – Vancouver (ACA Conference)
- Attendance at an upcoming South Vancouver Island Regional meeting

6.2 Grants Committee

The CCA has been in touch about all of the institutional grants and Laura Cheadle is currently doing follow-up.

6.3 Membership Committee

Dovelie Buie, Chair of the Membership Committee, did not report on the membership numbers since the renewals have just been sent out for the 2002-2003 membership year. Statistics will be submitted to the next regular meeting of the Executive.

Dovelie Buie informed the Executive that she has heard from the Saanich Peninsula Museums Society concerning their application for Institutional membership. Dovelie has sent them the new guide for institutional membership (Self Study Guide) for them to begin to work on completing.

Dovelie Buie said that she has sent a letter to Joan Newman with the Anglican Diocese of the Cariboo. The letter thanked the Anglican Diocese of the Cariboo for their membership.

Dovelie Buie reported that at their meeting on April 8, 2002, the Membership Committee was not able to address in any great detail the new Self Study Guide for new applications for Institutional membership. The Committee was working on the AGM mail-out. At the next meeting of the Membership Committee issues will be addressed. Update reports will be periodically submitted to the Executive.

The Executive decided that any lapsed institutional members will now be required to complete the Self Study Guide; renewal of institutional membership will not be automatic.

The Executive received further information and clarification from the CCA concerning hours of operation. The CCA has changed the hours of operation to be that an archives must have a commitment to continuous and regular (but not necessarily daily) operation and office hours. In other words, the reference to seven hours a week is no longer applicable. In light of this information, the Executive felt that the most recent application that was denied on this basis, the Cortes Island Museum and Archives Society, should be accepted.

Action: Dovelie Buie will contact the Cortes Island Museum and Archives Society to invite them to join the AABC as Institutional members.

6.4 Conference Program

Heather Gordon reported that she was not aware of how the conference workshop registration was proceeding. Heather Gordon will inquire and determine how the AABC workshop registration at the ACA conference is progressing.

Lara Wilson reported that she is in the process of coordinating a transportation plan for Vancouver Island members to come over to the mainland for the AABC's AGM meeting and return the same evening.

Heather Gordon reported that she will be going to the Council of Presidents meeting on Wednesday May 22, 2002. Peter Johnson, chair of the PAAL Committee, is planning to attend the Public Awareness Forum meeting.

The Executive discussed this year's AGM meeting and various procedural issues regarding conducting the meeting. Heather Gordon discussed some special announcements that will be made at the AGM including: the CAIN digitization equipment program will be outlined for the membership and the 2003 conference location.

The Executive did not have any information from Kamloops to discuss concerning the potential for the 2003 conference to be hosted by Kamloops. In light of this fact, the Executive felt uncomfortable with leaving the 2003 conference outstanding for the incoming executive members and was compelled to explore other location options. Further details will be discussed at the AGM.

The Executive discussed the recruitment for a Program Committee Chair for the 2003 conference.

6.5 Internet Committee

Heather Gordon reported that the letters concerning advertising on the AABC's website have been sent to approximately thirty consultants or suppliers. Bill Purver has drafted a page for the advertisers.

Heather Gordon also reported that Ann Carroll will be in charge of a sub-committee in charge of the CAIN digitization equipment program.

6.6 Preservation Committee

Christine O'Donnell gave a brief update on the activities and membership of the Preservation Committee.

6.7 Institutional Standards Committee

Lara Wilson reported that she and Jane Turner attended the South Vancouver Island regional group meeting on March 20th at the University of Victoria. Jane Turner made a presentation to the group about the Self Study Guide.

Dovelle Buie reported that the Membership Committee will be reporting back regularly to the Executive concerning the distribution of the guide to interested institutional members; progress reports will also be communicated to the Institutional Standards Committee.

6.8 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that she is in regular contact with the Chair of the PAAL Committee, Peter Johnson.

6.9 Newsletter Editorial Board Committee

Heather Gordon reported that a new editor has not been identified. Heather Gordon will contact Blair Galston, Chair of the Nominations Committee, to get an update.

7. Other Business

8. Adjournment

Meeting was adjourned at 1:36 pm.

Next meeting is the Annual General Meeting on Thursday May 23, 2002. Location is at Simon Fraser University, Harbour Centre Campus in downtown Vancouver. 1400-1430, Segal Centre. Times of the meeting are 5:15 pm to 6:45 pm.

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Community Archives Education and Advisory Program

Fun? With RAD?

There are a number of simplified approaches to the *Rules for Archival Description* (RAD) available; the CCA's "RAD Revealed", the Association of Newfoundland and Labrador Archives "Untangling RAD", the Saskatchewan "RAD" Primer. All of this seems to imply there is something impenetrable and difficult about RAD itself. There is that about RAD, and teaching RAD, particularly in the warmth of a mid-afternoon, post-lunch, cozy classroom, which is inherently soporific, and induces those still awake to wonder whether or not they'll make it to the next ferry. At the recent pre-ACA-Conference RAD workshop, various modes of making the exercise more fun were offered – charades, T-shirts, overheads with diagrams, arrows and before and after RAD examples (a la beauty make-over ads) were suggested. The most useful remark I have heard on the topic was along much more mundane, even tedious, lines: "Eventually, you have to sit down alone with RAD, and something you need to describe, and figure it out" - the old "get down in the trenches and start slogging" approach. There are some "good news" aspects to that approach though. One of the things that makes RAD seem unfriendly is the uneasy feeling that one is supposed to read it cover-to-cover like a novel, and retain all the rules and infinite variations in one's head. The down in the trenches with something to describe approach gets one using RAD in the way it's meant to be used – as a reference tool. Some pages will get used a lot, some never. It also gets one using RAD concretely, rather than abstractly; the difficulty in the workshop setting is the necessity of using "let's pretend" situations, and speaking about RAD apart from things that really need doing. The "alone" aspect is also important; real description, as opposed to workshop group exercise description, is not done by committee. The narrative elements of a RAD description are very difficult to grapple with in the workshop environment. Finally, it gets one working with the truth that descriptions are done one at a time; it is frequently the vision –nightmare?- of converting entire holdings to RAD that daunts. One at a time doesn't sound so bad, and actually, there's no other way to do it.

Is there some point to workshops on RAD then? It is certainly helpful to have the structure of RAD explained, the scope of the Rules outlined, and the opportunity to explore RAD in company with others. There is also some value, (recognizing the limitations of artificial situations) to struggling with "let's pretend" fonds, series, and items, as a way of exploring the media specific chapters of the Rules. Dare we say it – the workshop provides a little FUN with RAD, so when it's time to tackle it seriously, it will be familiar.

The one-day RAD workshop is just one from a list of courses which may be requested by archival institutions willing to sponsor a Community Archival Education Program course in their region. Any of the following are also available:

- Introduction to Archives – 2 days
- Arrangement and Description – 2 days
- Intro. To Archives/Arrangement and Description – 3 days

- Exploring the Rules for Archival Description – 1 day
- Reference and Outreach- 1 day
- Archival Management of Photographs – 2 days

Sponsoring repositories provide a suitable space, and assist with local arrangements. Each course has a minimum registration, which covers all costs for the courses, so sponsors are not out of pocket.

Inquiries may be directed to the Education and Advisory Archivist, as follows:

Jan Turner, Education and Advisory Archivist
1260 Victoria Drive
Port Coquitlam, B.C. V3B 2T9

Phone (604) 942-3171 or 942-9790

FAX (604) 942-9790

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AABC Newsletter

Volume 12 No. 3 Summer 2002

British Columbia Archival Network News

Virtual Exhibits at Archives in British Columbia

The Virtual Exhibits section of the British Columbia Archival Information Network (BCAIN) web site (aabc.bc.ca/aabc/bcain.html) is steadily expanding as archives around the province continue to develop new online exhibitions using archival material from their holdings. The exhibits highlighted in this section of the BICAIN are used as a primary resource by the Canadian Archival Information Network (CAIN) in compiling its national listing of online exhibits and displays.

Archivists who wish their web-based exhibits to be listed on the BICAIN are asked to contact the AABC's BC Archival Network Service Coordinator by email at bpurver@aabc.bc.ca or by phone at (604) 876-9150.

BCAIN's "Virtual Exhibits at Archives in British Columbia" can be accessed directly at aabc.bc.ca/aabc/exhibit.html.

New and Notable on the Web

1. New Comprehensive Online Archival Databases

The **North Vancouver Museum and Archives** (www.dnv.org/nvma) and the **Wells Historical Society Archives** (wells.entirety.ca/archives/index.htm) have recently launched impressive new online systems, providing efficient access to descriptions of archival material (including historical photographs) in their holdings.

2. Impressive New Array of Online Exhibits

Check out the variety of informative and professionally-designed web exhibits created by the **Fort Steele Heritage Town** (www.fortsteele.bc.ca), many incorporating material from its large and significant archival holdings.

3. Newly-Redesigned Archival Web Sites

Two of the oldest and most comprehensive archival web sites in the province have now been redesigned to provide a more attractive and user-friendly web experience. Check out the new look and feel of the web sites of the **University of British Columbia Archives** (www.library.ubc.ca/archives/) and the **City of Vancouver Archives** (www.city.vancouver.bc.ca/ctyclerk/archives).

4. Incorporating Photographs in Online RAD Descriptions

Some may have never imagined it but yes, RAD descriptions can indeed be made attractive and interesting online. Check out how the **Salmon Arm Museum & Archives** (www.sjs.sd83.bc.ca/rjhaney/archives/duncan.htm) has

incorporated historical photographs in some of its new online RAD descriptions.

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

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

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:

British Columbia Medical Association Archives:

C. Howard Shillington fonds

City of Victoria Archives:

City of Victoria fonds

New Westminster Museum and Archives:

St. Peter's School fonds
Star Shipyard (Mercer's) Ltd. fonds
New Westminster Horticultural Society fonds
John B. Sclater fonds

Quesnel and District Museum and Archives:

Alexander Mackenzie Heritage Trail Association fonds
Bouchie Lake Women's Institute fonds
Cariboo Central Interio Radio fonds
Cariboo Division, Girl Guides of Canada fonds
Cariboo Certified Seed Potato Growers Association fonds
Verna Carson fonds
Clayton Funeral Directors fonds
Margaret Ann Cockin fonds
Helen Dixon fonds
Alice Earley fonds
Ernest K. Edwards fonds
Kersley Farmer's Institute fonds
Fraser Village Society fonds
Kersley Boy Scouts fonds
Old Age Pensioners' Organization, Branch 77 fonds
Branwen C. Patenaude fonds
Arthur Duclos photograph collection
Peter Romanchuk fonds
Grace Steele fonds
Johnston family fonds
City of Quesnel fonds
Quesnel 2000 B.C. Winter Games fonds
Quesnel Arts Society fonds
Quesnel Board of School Trustees fonds
Quesnel and District Museum and Archives fonds

Quesnel View and Narcosli Women's Institutes fonds
Quesnel/Barkerville BCMA Conference 2001 fonds
UNBC History 402 fonds

Salmon Arm Museum:

Francis (Frank) King Duncan fonds
Reginald (Rex) Lingford fonds
H.J. Perrier fonds

Simon Fraser University Archives:

Simon Fraser collection

Trinity Western University Archives:

Media and Publications Services fonds
Legal challenge collection
Trinity Western University photograph collection

United Church of Canada British Columbia Conference Archives:

Metropolitan United Church (Victoria, B.C.) fonds
Britannia Beach United Church fonds
Beaconsfield United Church (Vancouver, B.C.) fonds
Chalmers United Church (Vancouver, B.C.) fonds
Holy Trinity United Church (Elkford, B.C.) fonds
First United Church (Houston, B.C.) fonds
St. George's United Church (Courtenay, B.C.) fonds
Tsawwassen United Church (Delta, B.C.) fonds
St. Andrew's Presbyterian Church (Duncan, B.C.) fonds
Alderlea Methodist Church (Duncan, B.C.) fonds
Crofton United Church fonds
Fraserview United Church (Vancouver, B.C.) fonds
Robson Memorial United Church (Vancouver, B.C.) fonds
Ryerson United Church (Vancouver, B.C.) fonds
St. John's United Church (Vancouver, B.C.) fonds
St. Luke's United Church (Vancouver, B.C.) fonds
St. Stephen's United Church (Vancouver, B.C.) fonds
Sanford Memorial United Church (Vancouver, B.C.) fonds
Canoe United Church fonds
Chemainus United Church fonds
Soowahlie United Church (Chilliwack, B.C.) fonds
Beaver Valley-Salmo Pastoral Charge (Fruitvale, B.C.) fonds
Dollarton Presbyterian Church (North Vancouver, B.C.) fonds
St. Andrew's United Church (North Vancouver, B.C.) fonds
One Hundred Mile House Pastoral Charge fonds
Beaver Falls-Montrose United Church (Montrose, B.C.) fonds
First United Church (Port Alberni, B.C.) fonds
St. Paul's United Church (Princeton, B.C.) fonds
St. Stephen's United Church (Qualicum Beach, B.C.) fonds
St. Andrew's United Church (Quesnel, B.C.) fonds
Sea Island United Church (Richmond, B.C.) fonds
Sylvan Pastoral Charge (Shawnigan Lake, B.C.) fonds
Michel-Natal Pastoral Charge (Sparwood, B.C.) fonds
Summerland United Church fonds
Cloverdale United Church (Surrey, B.C.) fonds

Crescent United Church (Surrey, B.C.) fonds
Hazelmere United Church (Surrey, B.C.) fonds
St. Giles United Church (Vancouver, B.C.) fonds
Fairfield United Church (Victoria, B.C.) fonds
First United Church (White Rock, B.C.) fonds
Zion United Church (Ashcroft, B.C.) fonds
Grace Memorial United Church (Vancouver, B.C.) fonds
Knox United Church (Vancouver, B.C.) fonds
University Hill United Church (Vancouver, B.C.) fonds
Wilson Heights United Church (Vancouver, B.C.) fonds
Trinity United Church (Vernon, B.C.) fonds
Carman United Church (Chilliwack, B.C.) fonds
Sumas United Church (Abbotsford, B.C.) fonds
First Congregational Church (Victoria, B.C.) fonds
First United Church (Prince Rupert, B.C.) fonds
First Congregational Church (Vancouver, B.C.) fonds
Centennial United Church (Victoria, B.C.) fonds
Mount Shannon United Church (Chilliwack, B.C.) fonds
Texada Island Pastoral Charge fonds
Knox United Church (Terrace, B.C.) fonds
Proctor United Church fonds
First United Church (Victoria, B.C.) fonds
Gladwin Heights United Church fonds
Trinity Memorial United Church (Abbotsford, B.C.) fonds
Ahouzat United Church fonds
Douglas Road United Church (Burnaby, B.C.) fonds
East Burnaby United Church fonds
Ellesmere United Church (Burnaby, B.C.) fonds
Lozelles United Church (Burnaby, B.C.) fonds
South Burnaby United Church fonds
St. Matthew's United Church (Burnaby, B.C.) fonds
Vancouver Heights United Church (Burnaby, B.C.) fonds
Westridge United Church (Burnaby, B.C.) fonds
Willingdon Heights United Church (Burnaby, B.C.) fonds
Kinnaird United Church fonds
St. Andrew's United Church (Chase, B.C.) fonds
Cheam United Church fonds
Chilliwack United Church fonds
Coal Creek Methodist Church fonds
Clo-oose United Church fonds
East Chilliwack United Church fonds
Rosedale United Church fonds
Trinity United Church (Creston, B.C.) fonds
St. Stephen's United Church (Delta, B.C.) fonds
Falkland United Church fonds
Knox United Church (Fernie, B.C.) fonds
First United Church (Fort Fraser, B.C.) fonds
St. Paul's United Church (Fruitvale, B.C.) fonds
Knox United Church (Giscome, B.C.) fonds
Genelle United Church fonds
First United Church (Kitimat, B.C.) fonds
First United Church (Ladysmith, B.C.) fonds
Aldergrove United Church (Langley, B.C.) fonds
Willoughby United Church (Langley, B.C.) fonds
West Lngley Memorial United Church fonds
Brechin United Church (Nanaimo, B.C.) fonds
Arrow Lakes Pastoral Charge fonds
North Lonsdale United Church (North Vancouver, B.C.) fonds
St. Andrew's United Church (Port Alberni, B.C.) fonds
Turner Memorial United Church (New Denver, B.C.) fonds

Shiloh United Church (New Westminster, B.C.) fonds
Trinity United Church (Merritt, B.C.) fonds
Highlands United Church (North Vancouver, B.C.) fonds
Robson United Church fonds
Salmo United Church fonds
Colebrook United Church (Surrey, B.C.) fonds
First Memorial United Church (Vanderhoof, B.C.) fonds
Wells United Church fonds
Ymir-Salmo Pastoral Charge fonds
Capilano United Church (North Vancouver, B.C.) fonds
North Bend United Church fonds
Peachland United Church fonds
Canadian Memorial United Church (Vancouver, B.C.) fonds
Belmont Avenue United Church (Victoria, B.C.) fonds
Garden City United Church (Victoria, B.C.) fonds
Gordon United Church (Victoria, B.C.) fonds
Gordon Head United Church (Victoria, B.C.) fonds
James Bay United Church (Victoria, B.C.) fonds
Oak Bay United Church (Victoria, B.C.) fonds
Pilgrim United Church (Victoria, B.C.) fonds
St. Aidan's United Church (Victoria, B.C.) fonds
Victoria West United Church fonds
Wilkinson Road United Church (Victoria, B.C.) fonds
St. David's United Church (West Vancouver, B.C.) fonds
St. Matthew's United Church (West Vancouver, B.C.) fonds
West Vancouver United Church fonds
Westbank United Church fonds
Clayburn United Church (Abbotsford, B.C.) fonds
Mount Lehman United Church (Abbotsford, B.C.) fonds
Agassiz United Church (Kent, B.C.) fonds
Alert Bay United Church fonds
Stewart United Church fonds
Bella Bella United Church fonds
Pioneer-Bralorne Pastoral Charge fonds
Cowichan Lake Pastoral Charge (Lake Cowichan, B.C.) fonds
Gordon Head United Church (Victoria, B.C.) fonds
Bowen Island United Church fonds
St. Paul's United Church (Burns Lake, B.C.) fonds
Castlegar-Kinnaird United Church fonds
Cliff Avenue United Church (Burnaby, B.C.) fonds
Como Lake United Church (Coquitlam, B.C.) fonds
Cranbrook United Church fonds
Duncan United Church fonds
Ladner United Church (Delta, B.C.) fonds
Mount Paul United Church (Kamloops, B.C.) fonds
Saltspring Island United Church (Pastoral Charge) fonds
West Burnaby United Church fonds
St. Andrew's United Church (Kaslo, B.C.) fonds

University of British Columbia Archives:

Thomas Hooper fonds
Robert Kerr fonds
Harry Palmer fonds
James E. Thornton fonds
University of British Columbia Librarians and Archivists Association fonds
Reginald Walter Brock fonds
Faculty Women's Club fonds
Nicholas Kendall fonds
John F. McCreary fonds

Morris Panych fonds
Public Affairs Office fonds

University of British Columbia Library Special Collections:

Jan Drabek fonds

University of Northern British Columbia Archives:

Ray Williston fonds
Jack Carbutt collection
Bullion Mines fonds
Theresa Healy fonds
Marcus Smith and family fonds
Prince Rupert Empire fonds
Prince George Oral History Group fonds
Ferry family fonds
UNBC Archives collection

University of Victoria Archives:

Island Copper Mine fonds
Amati Instruments collection
Andy Bigg fonds
Building of Change Project fonds
Mary Macdonald fonds
Percy Scott fonds
Marine Science Vessel John Strickland fonds
School of Music fonds
Victoria Plectral Orchestra fonds
Derek Ellis fonds
Marine Environmental Science collection
Provincial Normal School fonds
Senate Committee on Appeals fonds
Senate Committee on Campus Planning fonds
Vice-President Finance and Operations fonds

University of Victoria Libraries Special Collections:

Ronald Okeden Alexander fonds
Reginald Bisco fonds
William Okell Holden Dodds fonds
Military oral history collection
Douglas Goldring fonds
Ezra Pound collection
Keith Macgowan fonds
Arthur Russell fonds
Royal United Services Institute of Vancouver Island fonds
Federation of Military and United Services Institutes of Canada fonds
Tom Sanderson fonds
Major-General Harry Letson fonds
Malcolm Lowry fonds
Else Lubcke Seel fonds

White Rock Museum and Archives:

White Rock Festival of Strings Society 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):

1) Morris and Helen Belkin Art Gallery Archives

New web site: www.belkin-gallery.ubc.ca/webpage/archives/index.html

2) Armstrong-Spallumcheen Museum

New web address: www.armstrongbc.com/museumandartgallery

New contact name: Lisa Mori, Curator-Administrator

New email address: amas@telus.net

New phone number: (250) 546-8318

New fax number: (250) 546-8535

3) Archdiocese of Vancouver Archives

New web address: www.rcav.org/Archives/index.htm

New fax number: (604) 683-4288

4) Arrow Lakes Historical Society

New web site: www.geocities.com/alhistoricalsociety/

5) Creston and District Museum and Archives

New web address: www.creston.museum.bc.ca/archives.htm

6) Cumberland Museum and Archives

New web address: www.cumberland.museum.bc.ca/archives.html

7) Golden and District Museum and Archives

New web site: www.rockies.net/~museum/Collection.html

8) Vancouver Holocaust Education Centre

New email address: info@vhec.org

New web site: www.vhec.org/archives/archives.html

9) North Vancouver Museum and Archives

New email address: nvarchives@telus.net

New web address: www.dnv.org/nvma

10) University of British Columbia Archives

New web address: www.library.ubc.ca/archives/

11) Mission Community Archives

New email address: mca@missionarchives.com

New web site: www.missionarchives.com

12) Simon Fraser University Library Special Collections

New contact name: Tony Power

New phone number: (604) 291-6676

New email address: power@sfu.ca

13) Salmon Arm Museum and Heritage Association

New web address: www.sjs.sd83.bc.ca/rjhaney/index.htm

14) Anglican Diocese of Cariboo Archives

Note: The Diocese of Cariboo has closed.

The archives of the former Diocese are now accessible at the Provincial Synod of B.C. and Yukon Archives in Vancouver.

15) Maple Ridge Museum

New fax number: (604) 463-5317

New web site: www.mapleridge.org/tourism/heritage/museum_archives.html

16) Saanich Municipal Archives

New web address: www.gov.saanich.bc.ca/community/heritage/archives.htm

17) Trinity Western University Archives

Name change: (was Trinity Western University Library)

18) University of Northern British Columbia Archives

New web site: lib.unbc.ca/unbcarchives/

19) Kaatza Station Museum and Archives

New web site: www.cowichanlake.ca/museum.htm

20) Kamloops Museum and Archives

New email address: kamloopsmuseum@uniserve.com

New web address: www.city.kamloops.bc.ca/parks/museum/index.html

21) Lytton Museum and Archives

New web site: www.lytton.org/museum/ourmuseum.htm

22) Port Clements Museum

New phone numbers: (250) 557-4255, (250) 557-4251

New web site: www.portclements.com/museum.htm

23) Rossland Historical Museum Association

New email address: museum@rossland.com

New web site: www.rosslandmuseum.ca

24) Salmo Museum

New web site: www.salmovillage.ca/education/museum/museum.html

25) Salt Spring Island Historical Society Archives

New web site: www.gulfislands.com/frank/Archives/

26) Fort Steele Heritage Town Archives

New web address: www.fortsteele.bc.ca/visitor/archives/index.asp

27) Silverton Historical Society Archives

New web site: www.slocanlake.com/silverton/histsoc.html

28) Sooke Region Museum

New web address: www.museum.bc.ca/srm/

29) Vancouver Ballet Society Archives

New web address: www.vancouverballetsociety.org/archive/archive.html

30) Wells Historical Society Archives

New web site: wells.entirety.ca/archives/index.htm

31) Westbank Museum

New web site: www.okanagan.net/wmuseum/

32) Fraser-Fort George Regional Museum

Contact: Manager - Collections and Research

New email address: info@theexplorationplace.com

33) West Vancouver Museum and Archives

Contact: Community Archivist

34) Kootenay Lake Archives

New fax number: (250) 353-2525

35) Fernie and District Historical Society and Museum

Contact name: Randal Macnair

New phone number: (250) 423-7016

New fax number: (250) 423-7461

New email address: history@ferniemuseum.com

New web site: www.ferniemuseum.com

36) CFB Esquimalt Naval and Military Museum

Contact: Assistant Curator

New email address: AssistCurator@NavalandMilitaryMuseum.org

New web site: www.navalandmilitarymuseum.org

37) Art Gallery of Greater Victoria

New email address: aggv@aggv.bc.ca

New web address: aggv.bc.ca

38) Boundary Museum

New web site: www.city.grandforks.bc.ca/museum/

39) Deep Cove Heritage Association

New fax number: (604) 929-7084

New hours of operation: Saturdays, 12:30-3:30 (Also open by appointment)

New email address: info@deepcoveheritage.com

New web site: www.deepcoveheritage.com

40) South Similkameen Museum

New web site: www.keremeos.com/museum/

41) Delta Museum and Archives

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

British Columbia Archival Network Service - Contact Information

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

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

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B.C. Archival Preservation Service

American Institute for Conservation Conference Highlights

The 30th Annual Meeting of the American Institute for Conservation met in Miami 6 – 11 June 2002. The AIC conference is organized around meetings of the AIC specialty groups including the Electronic Media Group (EMG), the Photograph Materials Group (PMG), the Book and Paper Group (BPG), and the Paintings Group. The specialty groups are preceded by a two-day general session. This year's general session focused on Public/Outdoor Art.

Of particular interest to the archival community included several sessions in the EMG and the BPG specialty groups. Richard Rinehart, Digital Media Director, Berkeley Art Museum/Pacific Film Archives, UC Berkley presented a talk "*The Straw that Broke the Museum's Back? Collecting and Preserving Digital Art Works for the Next Century.*" Rinehart discussed the difficulty involved in attempting to preserve digital art from CD-ROM based multimedia projects to net.art. He noted that these art works have a special preservation urgency as they are actively being collected by many institutions. Preservation solutions for these digital works, he stresses, can not wait for even a few years due to the extremely compressed obsolescence rate and fragile nature of the digital media formats. Rinehart posed several questions in relation to preservation of digital and/or net.art. What are we trying to preserve? This is a difficult question as there may not be one tangible object produced. The artwork may be designed to change or incorporate streaming audio, for example, from another web site. There may be no master version – no one authentic form. Rinehart then proposed a provocative analogy in thinking of these types of artwork as musical scores rather than as a defined object. He used the analogy of a Bach musical score. Bach would have written the score for period instruments but that same score can be played today on contemporary instruments and can be "arranged" so that the essence of the score is still there but it is not played exactly as originally written. In order to follow through with this analogy a standardized language – musical notes – must be developed to capture the art work. Work is currently being done in this area. For more information on this project see Archiving the Avant Garde: Documenting and Preserving Variable Media Art

http://www.bampfa.berkeley.edu/ciao/avant_garde.html

Adrienne M. Woods, Communications Specialist, Electronic Records Archive, NARA spoke on "*Building the Archives of the Future: NARA's Electronic Records Archives Program*". Woods outlined the challenges facing NARA in the creation of an electronic archives or "archives 3" – the virtual internet archives. She discussed the federal court case of the early 1990s which challenged NARA's management of the government's electronic records. In that case, involving records of the Reagan and George H. W. Bush administrations, the court held that the printed copies of e-mails and memoranda about them were qualitatively different than the original e-mail in the electronic form. The court ruled that the original e-mails

be managed as original records. This, of course, had far reaching consequences for NARA. The Electronic Records Archives (ERA) is NARA's response to this court case. ERA should be able to preserve and provide access to virtually all electronic records. ERA is still in its infancy. Research and development are currently underway involving an interesting group of partners including NASA, the San Diego Super Computer, the Library of Congress, the Army Research Laboratory and the Institute of Electrical and Electronic Engineers to name a few. Woods certainly demonstrated that NARA's mandate of preservation and access to electronic records will be a challenge. In passing, she mentioned that the Clinton administration generated approximately 40 million e-mail messages in just one of its computer systems!

Lois Olcott-Price, Senior Conservator Library Materials, Winterthur Museum gave a talk "*In the Black: Ink-Like Photo-Reproductions on Tracing Cloth*". Olcott-Price outlined the process of using a heavily sized tracing cloth as a translucent support for ink tracings. These cloths could be used as a master drawing and often were the primary record set in architectural offices. As she outlined in her abstract "tracing cloth was also used as a support for photo-reproductive processes. Two black line techniques are particularly significant because they were viewed as permanent and durable facsimiles of original drawings that could serve as primary record sets. The carbon-based technique known as gel lithography and the silver based technique known as the CB process are often mistaken for ink drawings. Both processes were introduced in the 1920s and continued in until the 1950s. They are often mistaken for ink tracings. Accurate identification of these images as photo-reproductions is important since misidentification can lead to inappropriate storage and preservation decisions.

Conservation News Bites:

Mylar Type D Discontinued!

Mylar Type D (poly ethylene terephthalate) is no longer being made by DuPont. Mylar Type D has long been used in archives for encapsulation and other preservation enclosures. Conservation supply companies will continue to supply Mylar Type D until their stocks run out. An alternative to Mylar Type D is Melinex Type 516. It is anticipated that Melinex Type 516 will take the place of Mylar Type D for preservation uses.

An Ounce of Prevention

The second edition of *An Ounce of Prevention Integrated Disaster Planning for Archives, Libraries and Records Centres*, has finally been published! This book by, Johanna Wellheiser and Jude Scott, is an excellent publication on disaster planning and should be a part of all archives libraries. *An Ounce of Prevention* is published by Scarecrow Press Inc, Lanham, Maryland, 2002. ISBN 0 8108 4176 2. Scarecrow Press can be contacted at www.scarecrowpress.com for distributors in Canada.

Canadian Conservation Institute Workshop
Modern Information Carriers

The AABC is hosting the CCI workshop Modern Information Carriers. Tom Strang and Joe Irachi will be the workshop instructors.

This workshop discusses the structure, composition, and format of various types of information recording media including CDs, DVDs and a range of magnetic media including videotapes and floppy discs. Agents of deterioration are covered, as well as ways to promote carrier longevity through selection of appropriate media, understanding both controllable and less controllable deterioration factors, and ensuring proper handling and storage. Ways to minimize potential damage and information loss in an emergency or disaster are also included.

Learning outcomes:

- identify and explain differences in structure, composition, and format of various types of recording media
- identify agents of deterioration and understand the effects
- understand factors affecting longevity and choose media for maximum life span
- implement proper handling and storage procedures for various media
- recover media from emergency or disaster situations properly

Location: Vancouver Public Library – Central Branch – Peter Kaye Room

350 W. Georgia Street

Dates: September 19 – 20, 2002

Cost: \$30.00

Registration deadline: September 13, 2002

Number of Participants: 20 maximum

For more information and to register for this workshop please contact:

Rosaleen Hill

Conservation Coordinator

BCAPS

406 – 2050 Scotia Street • Vancouver, BC • V5T 4T1

Tel/Fax: 604.709.9263 E-mail: rhill@aabbc.bc.ca

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AABC Newsletter

Volume 12 No.3 Summer 2002

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AABC Newsletter

Honorary Patron:

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

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Newsletter homepage

aabc.bc.ca/aabc/newsletter

How to join the AABC

aabc.bc.ca/aabc/meminfo.html

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

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

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Submission deadlines:

Winter - December 15, 2002
Spring - March 15, 2003

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

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Last updated
October 14, 2002

AABC Newsletter

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Archives Week 2002

Archives Week this year falls on the 17th to the 23rd of November, the week that includes Douglas Day -- marking the establishment, on the 19th of November, 1858, of the mainland colony of British Columbia, under its first governor, Sir James Douglas. The theme for Archives Week this year is "Celebrating 150 Years of Public Education in British Columbia". It was in March of 1852 -- after Douglas, then Governor of Vancouver Island Colony, had appealed to London for 'capable teachers' to be sent to instruct settlers' children -- that a day school with 18 pupils and one teacher opened in Fort Victoria.

In addition to the opening of B.C.'s first public school, several other milestones in provincial education occurred during the 2001-2002 school year: 100 years of provincial teacher training, 65 years of provincial vocational education, 40 years of the community college system, and 20 years of public educational television. All in all, there can be little doubt that Public Education in British Columbia is a fitting theme for 2002.

A new Archives Week website is currently under construction. It does not attempt to compete with David Mattison's past labours of love, but aims to alert, inform, and direct users to the much more elaborate sites involved in the multiple educational anniversary, especially "Innovation & Imagination: Celebrating the Spirit of Education in British Columbia" at www.innovationandimagination.info

"The Homeroom" is a gateway to information about the history of education and schools in British Columbia, maintained by Dr Patrick A. Dunae of the Department of History, Malaspina University College, and located at www.mala.bc.ca/homeroom/Content/Annivers/index.htm

And at another site developed by Patrick Dunae, practical ideas for involving local schools in educational anniversary activities can be found at web.mala.bc.ca/dunae/makehistory/

As usual, to aid publicity a provincial poster will be distributed well before Archives Week. This year it has been designed and printed (on a necessarily restricted budget) by Surrey Archives and Heritage Services staff.

A new departure this year will be the presentation of an *Archives in Your Attic* event on Saturday, November 23rd, from 10:00 a.m. to 4:00 p.m. in the Reference Room of B.C. Archives. Members of the public will be invited to bring their personal diaries, papers, certificates, maps, photographs, films, and artwork to the Archives for evaluation (non-monetary), advice on preservation and storage, and assistance with researching provenance and family history. Thanks are due to Barb Towell for initiating and developing this project.

Peter Johnson
Chair, PAAL Committee

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CAIN Grants 2002/2003

Cheques for CAIN grants applied for last fall and approved in the winter of 2002 were sent out by CCA to grant recipients this week. Although the funding has finally come through, the amount B.C. is to receive this year is less than the amount promised; the funding agency, the Department of Canadian Heritage, experienced a 26% cut to its budget. Unfortunately, that 26% was applied to CAIN funding.

Aware of the setback this represented to the provinces, CCA was able to reduce that amount to 20% by delving into its own programs. Thus B.C. would receive \$180,000, not the promised \$225,000. After much discussion, the AABC executive agreed on the following formula for dealing with this \$45,000 reduction: It cut its own grant applications to CAIN by 26%, and it cut second applications from institutions to the first round of CAIN grants applied for last fall. Thus recipients of the first round of CAIN grants had their approved funding decreased by 15%, a much smaller figure than the original 26% cut. The second round of CAIN grants, for the Digitization Equipment Purchase Program, was not affected by these cuts. Successful applicants to this program will receive the total amount requested.

The following is a summary of the successful grant applications:

CAIN grants approved in the winter of 2002

Archives of the Anglican Provincial Synod of BC & Yukon	\$ 1,496.00
B.C. Archives	9,140.56
BC Conference United Church Archives	10,540.00
City of Vancouver Archives	13,598.00
Corp. of the Township of Esquimalt - Municipal Archives	4,505.00
North Vancouver Museum & Archives	1,557.28

Simon Fraser University Archives	10,200.00
Trinity Western University Archives	6,123.13
University of Victoria Archives	3,084.65
University of BC Library, Special Collections	4,681.94
(Digitization Equip. Program)	62,855.00
Archives Association of B.C. (Network Service program)	45,090.27

Archives Association of B.C. (Network Service - operational)	7,128.00
Total approved:	\$179,999.83

CAIN Digitization Equipment Purchase Program - 2002/2003

The CAIN-related Digitization Equipment Purchase Program was set up by AABC, thanks to \$61,855.00 in CAIN moneys, to provide funds to reimburse institutions for 80% of the costs to purchase hardware and/or related digitization software. The program was oversubscribed with 27 AABC Institutional Members applying to the program for a total of \$92,895.85. The following applications were approved.

<i>Institution</i>	<i>Fundable project total</i>	<i>Grant amount</i>
BC Medical Association Archives	\$ 2,539.70	\$2,031.76
City of Richmond Archives	\$ 3,212.87	\$2,570.30

City of Surrey Archives	\$ 4,743.32	\$3,794.66
City of Vancouver Archives	\$ 4,495.06	\$3,596.05
City of Victoria Archives	\$ 4,693.36	\$3,750.00
Fraser-Fort George Regional Museum	\$ 4,765.00	\$3,812.00
Kamloops Museum Association	\$ 3,472.38	\$2,778.22
Langley Centennial Museum & National Exhibition Centre	\$6,585.47	\$4,000.00
Morris and Helen Belkin Art Gallery	\$ 4,305.00	\$3,445.00
North Vancouver Museum & Archives	\$ 2,517.85	\$2,014.28
Prince Rupert & Regional Archives	\$ 2,703.78	\$2,163.02
Salmon Arm Museum & Heritage Association	\$ 1,074.01	\$ 959.21
South Peace Historical Society Archives	\$ 281.67	\$ 225.34
Trail Historical Society	\$ 3,081.20	\$2,465.00
Trinity Western University Archives	\$ 3,289.59	\$2,631.67
U. of Victoria - Special Collections	\$ 6,534.99	\$4,000.00
UBC University Archives (2 grants)	\$11,617.50	\$5,000.00

UBC Special Collections	\$11,617.50	\$4,000.00
United Church of Canada BC Conf. Archives	\$ 3,935.41	\$3,148.33
University of Victoria Archives	\$ 4,973.00	\$3,978.40
Whistler Museum and Archives	\$ 1,862.93	\$1,490.34
Total approved:		\$61,853.58

Ann Carroll
AABC CAIN Coordinator

* * *

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National Archives and National Library to be Amalgamated

On October 2, 2002, Minister of Canadian Heritage Sheila Copps announced the creation, by the Government of Canada, of the Library and Archives of Canada, a new agency that combines the National Archives of Canada and the National Library of Canada.

"The Government of Canada is committed to making history, culture and Canadian voices accessible to all Canadians and to encouraging research, discovery and the sharing of knowledge. The creation of this modern, dynamic, world-class organization addresses an increased public appetite for knowledge about Canada," said Minister Copps.

"The new institution," said the National Archivist Ian E. Wilson, "building on the proud traditions of the National Library and National Archives, will be a vital resource for all Canadians. Its collections will be comprehensive, documenting the full complexity and diversity of the Canadian experience. They will be available to all who may want to draw on them for the protection of their rights, for education, for cultural expression and for leisure."

"With this decision," said Roch Carrier, National Librarian of Canada, "the Government of Canada brings together two great institutions into one powerful beacon to serve Canadians in the knowledge society of the 21st Century."

The Minister is pleased that Mr. Wilson and Mr. Carrier will facilitate the transition to the new Agency, while maintaining their substantive positions of National Archivist and National Librarian, respectively.

* * *

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AABC Newsletter

Volume 12 No. 4 Fall 2002

President's Report

Greetings,

The leaves turn from green to gold, there's a nip in the air . . . and so the time comes for me to write the Fall 2002 President's report. Apropos of the season, there is much to report from the archives world. I hope AABC members had an excellent Summer. Perhaps you started new projects, finished old ones, or took time out for sunny holidays - may it have been a fruitful and happy time.

Education and Advisory Archivist

This summer Jan Turner, AABC's Education and Advisory Archivist, was offered a teaching position at the School of Library Archival and Information Studies, at UBC. The AABC accepted her resignation with some sadness, as Jan provided outstanding advice and training to archivists and archives across the province, through our Education and Advisory Service. This teaching position is an excellent opportunity for Jan, and on behalf of the AABC, I wish her all the best. Jan will continue to advise the AABC on education issues as a member of the Education Committee, joining Jane Turner, Linda Wills, and Francis Mansbridge

At the moment the Education and Advisory Service is on hiatus. The Education Committee's recent job posting did not result in the hiring of a new EAS archivist. This contract archivist position will not be re-posted immediately, and the Committee will strategize this Fall on the future delivery of the Service. In the meantime, questions can be directed to Jane Turner, Chair of the AABC Education Committee (contact information at the back of this Newsletter).

CAIN Cuts

Early September brought news from the Canadian Council of Archives that Heritage Canada had imposed a 26% cut (\$600,000.00) to CCA's 2002-2003 CAIN funding. Provincial and territorial councils faced a 20% reduction to their approved grants, as CCA reduced the blow by absorbing \$178,241 of the \$600,000 cut. BC was asked to trim \$45,000 from its grants. This news was disheartening, particularly as it comes mid-way through the fiscal year, and some archives had already completed their CAIN projects.

Over the last few weeks, the AABC has worked on different strategies to implement the cut. As Ann reports, they came up with the most equitable solution possible: second grants were cut, one institution dropped its only grant, the AABC took cuts to Network Services, and the remaining institutions had a 15% cut applied to their CAIN grants. The Digitisation Equipment Purchase Program funds will be allocated as approved. These were not easy decisions to make, particularly as the cuts come in the middle of the fiscal year.

In light of these cuts, AABC is especially eager to participate in discussions regarding year 4 CAIN funding and grant structuring at the upcoming CCA General Assembly. The Assembly is being held October 26th and 27th, 2002, in Ottawa. The AABC will keep you posted on the outcomes from the Assembly.

It would like to thank our CAIN Coordinator, Ann Carroll, and the Internet Committee for their assistance in making these decisions. I would also like to thank archival institutions for their understanding and support.

Private Sector Privacy

On August 23, Richard Dancy (of the AABC's Public Awareness and Archives Legislation Committee) and I met with Chris Norman, Director, and Sharon Plater, Senior Advisor, of Corporate Privacy and Information Access Branch (CPIAB), Ministry of Management Services. This informal meeting was in response to an invitation to the AABC from Chris Norman, who was holding consultation meetings across the province regarding the proposed Private Sector Privacy Legislation.

Among the issues discussed at the meeting were the scope of the legislation, and record retention and disclosure, as pertaining to private records held by archives. AABC's position is that private sector legislation must allow for "disclosure for research or statistical purposes" and "disclosure for archival or historical purposes", in the manner of equivalent provisions in provincial public sector legislation (Sections 35 and 36 of the Freedom of Information and Protection of Privacy Act, at www.qp.gov.bc.ca/statreg/stat/F/96165_01.htm). We would like the Act to recognize that some secondary uses of records containing personal information are legitimate.

It was a successful meeting, and the AABC will continue to provide CPIAB with feedback during the drafting process. AABC will also continue to update the membership on the legislation's progress, and we welcome your comments.

For further information on Private Sector Privacy, please visit the following provincial government website: www.msar.gov.bc.ca/foi_pop/psp/pspcon2002.htm

Archives Week November 17-23, 2002 *Celebrating 150 years of Public Education in British Columbia*

Peter Johnson and members of the PAAL Committee have been busily preparing for AABC 3rd Annual Archives Week celebrations. At the City of Surrey Archives, Peter has produced a striking (and economical) 11" x 17" poster (included with your Newsletter and Membership Directory). This poster was created with the assistance of Surrey Heritage Services' publicist, Dani Brown - thank you Dani!

As a part of the Archives Week Celebrations, PAAL Committee members including Barb Towell and Carrie Stevenson have created a special event "Archives in Your Attic," in partnership with the friends of the BC Archives. I'll be dropping by Belleville Street, here in Victoria, Saturday, November 23rd - if you're in Victoria or vicinity come participate, tell your friends - help celebrate archives' role in preserving our province's documentary heritage.

Thank you to Peter, Dani Brown, and Bill Purver for designing and mounting the Archives Week web page. AABC encourages members to plan their own Archives Week celebrations - look to the web resources for ideas. Send us a report of your activities for inclusion in the next Newsletter.

AABC Conference 2003

Our able Conference chairs Christine Meutzner and Lisa Beitel are busy planning the 2003 Nanaimo Conference. Reception, banquet and session rooms have already been booked.

The date for the opening reception is set: it will be held in the Opera Room of the Dorchester Hotel (70 Church St., Nanaimo) on Thursday April 24, 2003, from 6pm to 8pm.

Coming soon - be on the lookout for announcement from the Programme Committee, outlining the theme, with an accompanying call for papers.

Vancouver Regional Rep

Finally, I'd like to thank Lynne Waller, of the City of Richmond Archives, for volunteering to join our team of regional

representatives, as rep for Vancouver. This is great news, as there has never been a rep for this important region. Lynne can be contacted at (604) 231-6430, or lwaller@city.richmond.bc.ca.

Well, that's it for now, the next few months will be a busy time for the AABC and its members. The AABC will keep you informed, and we hope you'll keep us updated on your archival activities.

On behalf of the AABC, best wishes for the season,
Lara

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AABC Newsletter

Volume 12 No. 3 Summer 2002

AABC Executive Minutes

Meeting Minutes: 28 June 2002

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society - Board Room

Present:

Lara Wilson, President
Erwin Wodarczak, Vice President
Kathy Bossort, Institutional Member-at-large
Carrie Eirene Stevenson, Treasurer
Erica Hernández, Secretary
Karen Blimkie, Financial Manager

Regrets:

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 1:15 pm.

Agenda amendments: Erwin Wodarczak moved to add the topic of Local Arrangements under the Conference Program Report (6.4). Lara Wilson moved to add a note of thank you to the Institutional Standards Ad Hoc Cmt for the conclusion of their work (6.7).

2. Approval of Minutes of 20 April 2002 Executive Meeting

The Minutes of the 20 April 2002 Executive Committee meeting were approved by the previous AABC Executive.

3. Business Arising

3.1 Secretary's Report

Award Distribution: Erica Hernández informed the Executive that the AABC has received three *Notice of Award Assignments* from the University of British Columbia. Two *Willard Ireland Prizes* (each in the amount of \$200) were awarded to Sharon Leigh Walz and Kathleen Theresa Burns and one *Archives Association of British Columbia Mary Ann Poylypchuk Memorial Prize* (in the amount of \$150) was awarded to Yau Min Chong. The

Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year.

Action: Lara Wilson will contact the UBC Awards Office regarding awarding procedure.

Santori Letter: Erica Hernández informed the Executive that a letter was received from Sandy Santori, Minister of Management Services, thanking past President Heather Gordon for her correspondence of April 22, 2002, regarding the final reports for the Community Archives Advisory Training programme. He also extended his appreciation to the AABC and its' members for their commitment to the provincial community archives network. Lara Wilson informed the Executive that she had written S. Santori a letter of thanks for attending the opening of the ACA conference in May and will continue to keep him up to date on the Association's activities.

SLAIS Thank-You Letter: Erica Hernández informed the Executive that a letter was received from Terry Eastwood, Associate Professor and Acting Director for the School of Library, Archival and Information Studies (SLAIS). This letter thanked the AABC for its recent donation to SLAIS programmes.

CCA Directory: Erica Hernández reported to the Executive that she has updated the AABC's current entry in the Canadian Council of Archives *Directory of Archives*. All information for this entry was taken from the AABC's website on June 27, 2002.

AABC Info: Erica Hernández reported to the Executive that the *Canadian Almanac & Directory* sent a copy of the AABC's listing information to be reviewed, updated and re-submitted. The Executive was asked for assistance in determining just how much information should be submitted.

Action: Erica Hernández is to update only the basic entry information and to leave the financial background information blank.

New Membership: Erica Hernández updated the Executive that Dovelie Buie, past Secretary, has informed the Cortes Island Museum and Archives Society that upon review, their institutional application was accepted. This Society is thrilled with their renewed membership status.

New Appointments: Lara Wilson informed the Executive of the following new Ad Hoc Standing Cmt appointments: Lisa Beitel to Conference Program Chair and Robert (Bob) Edwards to Newsletter Editor.

2003 Conference Location: Lara Wilson informed the Executive that the location for the 2003 AABC Conference (April 24th -26th) has been moved from Kamloops to Nanaimo, B.C.

4. Treasurer's Report

Financial Update from AABC Financial Manager, Karen Blimkie

Karen Blimkie provided the incoming Executive with a brief overview of the financial standing of the AABC for the years 2001-2003, including the action required to compensate for cutbacks made to the AABC's provincial funding:

Due to funding cutbacks, AABC monies were required to maintain programs throughout 2002-2003:

- *Network Services Program* - funding has not been affected, and this program continued to receive full support from the CCA (100% CAIN funded).
- *Preservation Program* - funding for this program was affected by provincial cutbacks and required \$5,700 of AABC funds to supplement its CCA funding.
- *Education Program* - funding for this program was greatly affected by provincial cutbacks and the AABC was required to contribute \$23,000 to the program to maintain its services and to secure matching funds.
- Total AABC monies required to maintain its programs throughout the 2002-2003 year was approximately \$28,700.

Karen points out that such financial support cannot be indefinitely continued and so the AABC Executive was asked to consider the following financial plan for the 2003/2004 year:

- To refrain from granting the Preservation programme any hard dollar contributions from the AABC general fund for 2003/04.
- To cap the hard dollar contribution to the Education programme in 2003/04 at approximately \$20,000, in order to maintain the General fund reserves for as long as possible.

AABC Financial Position: Carrie Stevenson reiterated Karen Blimkie's financial projection for AABC's programs. The finance committee has recommended a cap of \$20,000 be put on the contribution of AABC direct monies to fund current programs. Lara Wilson moved to approve this recommendation of the Finance Committee. Erwin Wodarczak seconded this motion. All were in favour; motion was carried.

Action: Lara Wilson to speak to Chairs of AABC Contractors to ask them to produce budgets for the 2003-2004 year based upon the above recommendations for budgetary cutbacks.

Gaming Commission Update: Carrie Stevenson provided incoming members of the Executive with a brief introduction to the purpose of the AABC's gaming application. Direct access to gaming money can be requested for training, transportation and travel purposes, which would help alleviate the current drain on AABC funds. Kathy Bossort suggested that a strategic planning/training session for regional representatives could be organized for 2003-2004 for which gaming funds could be applied. She also suggested the application for award money, which could be forwarded on to UBC-SLAIS. Erwin Wodarczak suggested an additional application be made for funds towards the publication and distribution of Archives Week (November) material.

Action: Lara Wilson to approach the Education Cmt regarding the creation of a gaming application for funds for a strategic planning/training session for regional representatives to be held over two days in February 2003.

Audit Update (Handout Provided): Carrie Stevenson also passed along a suggestion made by the auditors who recommended that the purpose and goals of the AABC and its programs be included in any application made to either a funding or audit agency. This would allow an informed user to better understand what the mandate and functions of the AABC. Such information could be taken from the AABC website (see handout). With Executive approval, Karen Blimkie will include present this information (see handout) in the auditor's report. Executive approval granted. Carrie informed the Executive that the audit is now in progress, after approval at the AABC General Meeting. We can expect the results by the next meeting.

5. President's Report

Recent Meetings: Lara Wilson met with Provincial Archivist, Gary Mitchell on June 20, 2002. She also attended a recent South Vancouver Island Regional Meeting in Oak Bay at which Jan Turner made a presentation. On June 14th, 2002 Lara attended a Finance Cmt meeting. All meetings were informative and very enjoyable.

6. Committee and Program Reports

6.1 Education

Lara Wilson presented Jane Turner's Cmt report. Jane is incoming Education Chair, taking over from Linda Wills. As mentioned, Jan Turner made a presentation at the South Vancouver Island Regional Meeting, and to a small group of archival enthusiasts in Uclulet.

Recent Developments: Jan Turner is currently working on developing distance education and database courses for archivists. As well, she is setting up an introductory course to archival practice for interested members of the Spallumcheen Band. It is believed that the provision of such introductory courses will allow the AABC to generate some much needed revenue. Jan is also in the process of developing a professional development course for the 2003 AABC Conference in Nanaimo, and is looking to increase the active membership for the Education Committee.

6.2 Grants

Kathy Bossort, incoming Chair of the Grants Cmt, reported that her predecessor, Laura Cheadle, had nothing to report.

CAIN Funding: Carrie Stevenson mentioned that CAIN funding for the Itinerant Archivists positions have been delayed, and the AABC will likely not receive any monies until August.

6.3 Membership

Membership Stats Update: Erica Hernández, the liaison to the Membership Committee, reported that as of June 27, 2002, 178 AABC members have renewed their membership: this figure is slightly over the estimated halfway point in total membership renewals.

Erica Hernández presented the most recent membership statistics (June 27, 2002) as taken from the Membership database.

7 Honorary Life (same from May 2002 AGM)
1 Honorary Patron (same from May 2002 AGM)
72 Institutional (down 29 from May 2002 AGM)
28 Associate Institutional (down 13 from May 2002 AGM)
5 Sustaining (down 6 from May 2002 AGM)
40 Individual (down 47 from May 2002 AGM)
24 Student/Volunteer (down 29 from May 2002 AGM)
177 *Members in total*
(plus one "unofficial category" for our Newsletter - makes 178 members in good standing in the dbase)

The membership numbers reported at the AGM in May were as follows:

7 Honorary Life
1 Honorary Patron
101 Institutional
41 Associate Institutional
11 Sustaining
87 Individual
53 Student/Volunteer
301 *TOTAL*

Membership Renewals and Mail-Out Update: During the first week in July, Dovel Buie, Chair of the Membership Committee, and Chris Hives will be co-ordinating the mail out of membership Renewal Reminder Notices and Receipts and hard-copy newsletters. She will then separately send Renewal Reminder Notices and Receipts to those members who receive e-newsletters. Dovel Buie expects to receive an additional 124 renewals after the reminder notices go out in the next few weeks, and is not worried about current renewals figures.

Survey Update: Erica Hernández presented the Executive with a hand-out listing the institutional members who have renewed so far and said "no" to the receipt of grant information via e-mail (a total of 26); as well as those renewed members who have said "yes" (a total of 46).

Bequests: Carrie Stevenson suggested that information on bequests be made available on the AABC website. It was felt more effort was needed to stress that this organization is a non-profit association and that tax receipts can be issued for all monetary donations over \$20. Lara Wilson moved and Carrie Stevenson seconded the inclusion of this information on the website.

Action: Erica Hernández to take this suggestion to the Membership Cmt and to suggest the inclusion of a

donation form in the next newsletter.

6.4 Conference Program

Erwin Wodarczak had nothing to report from Lisa Beitel, incoming Conference Program Chair, who is currently establishing this Cmt.

Local Arrangements: Erwin Wodarczak informed the Executive that Christine Meutzner, Chair Local Arrangements, has booked a banquet room for the AABC's 2003 Nanaimo conference. Her next step is to contact the Program Cmt to determine how many rooms are needed.

6.5 Internet

Erwin Wodarczak presented Heather Gordon's Cmt report.

Archives Marketplace: The Archives Marketplace, the new AABC website advertising initiative, was launched earlier this month with our first advertiser Archivia Enterprises. The Marketplace is located at <http://aabc.bc.ca/aabc/marketplace.html>. A second advertiser has been lined up and will be included upon payment.

Network Co-ordinator Report: Erwin Wodarczak informed the Executive that Bill Purver's quarterly report will be available in a few weeks as he has been kept very busy putting up new RAD descriptions on BCAUL. To date there are approximately 10,000 descriptions available on this site. Bill is also working on including series level descriptions on BCAUL and putting the BC Thesaurus on-line. The test version of the thesaurus is available at <http://pender.aabc.bc.ca/aabc/bcthesaurus.pdf>.

CAIN Co-ordinator Report: Erwin Wodarczak informed the Executive that Ann Carroll has sent a letter regarding the digitization equipment purchase program submission guidelines and timelines to all institutional members. The deadline for submissions is July 31, 2002. Ann also reported that once CAIN funds are received (most likely in August), Bill Purver and Heather Gordon will contact the two candidates for the Itinerant Archivist positions and send their contracts to the Executive for approval.

6.6 Preservation

Christine O'Donnell had nothing to report from the BC Archival Preservation Service.

6.7 Institutional Standards

Congratulations: Lara Wilson reported that this Cmt has completed its mandated publication and has since been dissolved. Lara thanked this Cmt for their hard work and for a job well done.

6.8 PAAL

Poster Development: Lara Wilson presented Peter Johnson's report. The PAAL Cmt has received a modest quote for Archives Week poster production by the City of Surrey and requires Executive approval to proceed. Erwin Wodarczak moved and Kathy Bossort seconded the motion to proceed with poster production.

Archives Week: On a June visit to Victoria, Carrie Stevenson and Barbara Towell met with BC Archives representatives and the Friends of the BC Archives. From this meeting it was determined that the BC Archives "Archives in Your Attic" event (Saturday November 23, 2002) will run in conjunction with the AABC's Archives Week. Assistance will be provided by the Friends of the BC Archives, and the event will be noted as an AABC initiative.

6.9 Newsletter Editorial Board

Erwin Wodarczak informed the Executive that due to time constraints, Bob Edwards has not yet been able to

assume his duties as Newsletter Editor, so Chris Hives is continuing as Editor for the Summer Issue. Bob will take over in time for the next issue. The Summer Newsletter is being compiled and will be published in early July.

Lara Wilson presented a question for the Newsletter Editorial Board: Would it be possible to create the newsletter in a PDF file? Lara Wilson suggested that such a file may encourage members to print off the entire file at one time as currently a member must print off every article separately. The AABC would still need to produce hard copies for those members who did not have internet access; however, it was suggested that the Association may save on postage fees if such a format could be applied.

Action: Erwin Wodarczak to approach Bob Edwards with a request for information comparing the time and costs of making the AABC newsletter a PDF file vs. the time and costs of maintaining large-scale hard copy production and mail-out fees.

7. Other Business

"Archives Camp": Erwin Wodarczak presented the Executive with a flyer received in the AABC mailbox from the Monson Free Library Museum and Archives Institute in Massachusetts. Billed as an "Archives Camp" hosted at a rural boarding school. Erwin suggested that the AABC could use a similar thematic approach to its own future conferences.

8. Adjournment

Lara Wilson moved to adjourn the meeting, Erica Hernández seconded. Motion carried. Meeting was adjourned at 4:20 pm.

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British Columbia Archival Network News

British Columbia Thesaurus and Supplement Now Available Online

The AABC's "British Columbia Thesaurus" and its "Supplement for Municipal and Local Terms" are now available online.

These volumes, first produced in 1990 and 1993 respectively, have been used by a wide variety of archives in the province as a source of controlled vocabulary for indexing.

The content of the web-accessible versions has not changed since their original publication. These are available online in .pdf format and can be viewed and searched on the web using Adobe Acrobat Reader (a free, downloadable application).

To access these resources, people should go to the Publications page on the AABC web site at aabc.bc.ca/aabc/publicat.html or to the "Arrangement and Description" section of the AABC's Archivist's Toolkit at aabc.bc.ca/aabc/toolkit.html.

New and Notable on the Web

1. City of Richmond Archives Online Map Database

The **City of Richmond Archives** has recently launched an addition to its comprehensive online access system, providing access to digitized versions of a variety of maps and plans in its holdings.

Searches of the map database result in descriptions and thumbnail versions of cartographic material, from which .pdf formatted files can be accessed. Using Adobe Acrobat Reader, users can then magnify various areas of the digitized maps and plans for research purposes.

The City of Richmond Archives maps and plans database can be accessed directly at www.city.richmond.bc.ca/archivesmapsearch/MapSearch.asp.

2. Campbell River Museum and Archives -- Historical Photographs of Henry Twidle

The Archives of the Museum at Campbell River has recently launched online an impressive and comprehensive exhibition entitled "'A Moment in Time', A Collection of Henry Twidle's Photographs", a virtual exhibit incorporating historical photographs from the archives' holdings. The photographs were taken by Henry Twidle at the beginning of the 20th century and depict logging camps, commercial fishing boats and canneries, and pioneer settlements and settlers in the Campbell River and Northern Vancouver Island area.

This exhibit can be accessed directly at collections.ic.gc.ca/momentintime/.

3. Simon Fraser University Archives Online Finding Aid Project

Simon Fraser University Archives has now begun a project to make all of its multi-level finding aids accessible online. The first of these finding aids, which incorporate clear and user-friendly links for navigation, are now available for viewing and use at www.sfu.ca/archives/onlinefindaids/fa.html

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

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

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

Anglican Diocese of New Westminster Archives:

Synod of the Diocese of New Westminster fonds
Registrar sous-fonds
Episcopal sous-fonds
Treasurer sous-fonds
Diocesan Board of Religious Education sous-fonds
Diocesan Social Service Committee sous-fonds
Diocesan Expansion Planning Committee sous-fonds
Diocesan Extension Campaign Committee sous-fonds
Bishop's Advisory Committee sous-fonds
Every Member Visitation and Canvass Committee sous-fonds
Netten Report Committee sous-fonds
Committee on Seventy-fifth Anniversary of the Diocese of New Westminster sous-fonds
Committee on Arrangements for General Synod sous-fonds
Diocesan Centennial Committee sous-fonds
Task Force on Diocesan Standards for Baptisms, Weddings and Funerals sous-fonds
Diocesan Centre Task Force sous-fonds
Strategy Committee sous-fonds
Programme Committee sous-fonds
St. Gabriel's Orphanage Committee sous-fonds
Retreat Committee sous-fonds
Financial Development Committee sous-fonds
Communications Task Force sous-fonds
Legal Assessor sous-fonds
Communications Officer sous-fonds
Youth Ministry Coordinator sous-fonds
Christian Education Coordinator sous-fonds
Administration and Finance Committee sous-fonds
Diocesan Council sous-fonds
Architectural and Plans Committee sous-fonds
Diocesan Board of Missions sous-fonds
Diocesan Programme Co-ordinator sous-fonds
Ministry and Congregational Development Committee sous-fonds
Bishop's Advisory Committee on Appointments sous-fonds
Missions to Seamen fonds

Anglican Church Foundation of the Diocese of New Westminster fonds
Camp Artaban Society fonds
Pacific Coast Theological Conference fonds
St. Paul's Church Building Company (Vancouver, B.C.) fonds
Bishop's Men fonds
All Hallows' School (Yale, B.C.) fonds
New Westminster Diocesan Board of Anglican Church Women fonds
Anglican Homes, Diocese of New Westminster fonds
Save Christ Church Cathedral (Vancouver, B.C.) fonds
St. Jude's Anglican Home (Vancouver, B.C.) fonds
St. Luke's Home (Vancouver, B.C.) fonds
John Leigh fonds
Thomas David Somerville fonds
James Thompson fonds
Barbara Stopford fonds
Maud Murphy fonds
Frederick Ernest Done fonds
Hu Wallis fonds
Dingle family fonds
Mary E. Patrick fonds
Douglas Percy Watney fonds
Herbert Addington fonds
Hanbury family fonds
Acton Windeyer Sillitoe fonds
George Egerton fonds
New Westminster Diocesan Clericus fonds
Fraser Deanery fonds
Burnaby Deanery fonds
New Westminster Deanery fonds
Vancouver Deanery fonds
Archdeaconry Coordinating Committee fonds
Fort Langley Deanery fonds
All Saints' Parish (Ladner, Delta, B.C.) fonds
St. George's Parish (Kingcome Inlet, B.C.) fonds
St. Peter's Parish (Rosedale, Chilliwack, B.C.) fonds
John Leigh fonds
St. Margaret of Scotland Parish (Burnaby, B.C.) fonds
St. Alban the Martyr Parish (Burnaby, B.C.) fonds
All Saints' Parish (Burnaby, B.C.) fonds
St. John the Evangelist Parish (North Vancouver, B.C.) fonds
St. Anges' Parish (North Vancouver, B.C.) fonds
St. Martin's Parish (North Vancouver, B.C.) fonds
Holy Trinity Cathedral Parish (New Westminster, B.C.) fonds
St. Barnabas' Parish (New Westminster, B.C.) fonds
St. Mary the Virgin Parish (Sapperton, New Westminster, B.C.) fonds
St. Stephen's Parish (Burnaby, B.C.) fonds
Four Saints Parish (Langley, B.C.) fonds
Fraser-Cheam Parish (Chilliwack, B.C.) fonds
Skookum Chuck Mission (Egmont, B.C.) fonds
St. Columba's Parish (Burnaby, B.C.) fonds
St. James the Less Parish (New Westminster, B.C.) fonds
St. John the Baptist Parish (Sardis, Chilliwack, B.C.) fonds
St. Thomas' Parish (Chilliwack, B.C.) fonds
Christ Church Parish (Hope, B.C.) fonds
All Saints' Parish (Agassiz, B.C.) fonds
St. George's Parish (Fort Langley, Langley, B.C.) fonds
St. John the Divine Parish (Maple Ridge, B.C.) fonds
St. Nicolas' Parish (Burnaby, B.C.) fonds
St. Clement's Parish (North Vancouver, B.C.) fonds
St. Peter's Parish (Hatzic, B.C.) fonds

St. George's Parish (Haney, Maple Ridge, B.C.) fonds
St. Catherine's Parish (North Vancouver, B.C.) fonds
St. Simon's Parish (Deep Cove, North Vancouver, B.C.) fonds
St. John the Divine Parish (Central Park, Burnaby, B.C.) fonds
St. Aidan and St. Bartholomew Parish (Gibsons, B.C.) fonds
St. Dunstan's Parish (Aldergrove, Langley, B.C.) fonds
St. Andrew's Parish (Langley, B.C.) fonds

British Columbia Medical Association Archives:

Dr. John Dick fonds
Dr. J.H. MacDermot fonds

City of Richmond Archives:

Richmond Child Care Advisory Committee fonds
Richmond Swim Club fonds
Val Patenaude fonds
City of Richmond fonds

Delta Museum and Archives:

Ladner May Day Committee fonds
Dennison family fonds
Ladner District Girl Guides fonds
Bell family fonds
Capadouca family fonds
Delta Ladner Saddler collection
West Delta Scout Council fonds
Nelson family fonds
British Columbia Waterfowl Society fonds
Gladys Davis fonds
Simeon Fisher fonds
Delta Junior-Senior High School Parents and Teachers Association fonds
Thomas Ladner fonds
Dugout Committee fonds
Tamboline, Frew family fonds
George Wallace collection
Davie family fonds
Ethel Mowat fonds
J.M. Allen fonds
Berney family fonds
Boy Scouts of Canada, First Ladner Pack fonds
John Dixon and Ruth Honeyman fonds
South Delta Community Parks Association fonds
Vancouver Wireless Station Elementary School Parent Teachers Association fonds
Philip S. Quelch fonds
Board of School Trustees, School District No. 37 (Delta) fonds
Terry Brennan collection
Dallas Kamlah fonds
Margaret Wayte collection
Robin Hooper collection
Richmond-Delta Holstein 4-H Calf Club fonds
Martha Taylor collection
Leary family fonds
Curtis family fonds
Delta Chamber of Commerce fonds
Garvey, Dodd family fonds

Ladner Lawn Bowling Club fonds
Beatrice Cain biographies collection
Bertha Reynolds fonds
Lord family fonds
Brunswick Cannery Company (Canoe Pass) fonds
Christine Taylor fonds
Currie, McWilliams and Company fonds
Delta Chapter, I.O.D.E. fonds
Stokes and Cullis Meat Market fonds
Ernie Taylor fonds
Muir family fonds
Trevitt family fonds
Gay Trevitt collection
Westham Island Gun Club fonds
J.K. McConnell fonds
Morley family fonds
Lower Fraser River Crossing Improvement Association fonds
Lanning family fonds
Esther Paulson collection
George William London family fonds
Doug Massey collection
Delta Manor Exhibition Association fonds

New Westminster Museum and Archives:

J.J. Johnston fonds
Pacific Coast Terminals Co. Ltd. fonds

Simon Fraser University Archives:

Archives and Records Management Department fonds
British Columbia Honey Producers' Association fonds

Trinity Western University Archives:

University Communications fonds

University of British Columbia Archives:

Frances Marr Adaskin fonds
Gordon Adaskin fonds
Harry Adaskin fonds
Pat Carney fonds
Donald B. Fields fonds
Sydney M. Friedman fonds
MacDonald Report on Higher Education in British Columbia collection
Department of Poultry Science fonds
Doreen Walker fonds
Michael M. Ames fonds
Faculty of Arts fonds
V.C. Brink fonds
Faculty Women's Club fonds
Alex Harshenin fonds
William Herbert New fonds
Phrateres, Theta Chapter fonds
George J. Spencer fonds
William C. Gibson fonds

Michael Bullock fonds

University of British Columbia Library Rare Books and Special Collections:

Richard Butler fonds
Arsenal Pulp Press fonds
Harley Hatfield fonds
Ann Blades fonds
Chock On fonds
Belcher family fonds
British Columbia Lawn Bowling Association fonds
Toni Onley fonds
Vancouver, New Westminster and District Union Label Trades Council fonds
United States Civil War collection
Fort Langley and District Board of Trade fonds
Valerie Haig-Brown collection
Roderick Haig-Brown fonds
Fisheries Council of British Columbia fonds
Tom Wayman fonds
S.H. Dean fonds

University of Victoria Archives:

Carnation Creek Community History Project fonds
John Dell fonds
Derrick and Gwen Mallard fonds
Austin Smith fonds
Gordon Head Special W/T Station collection
Victoria Ladies Musical Club fonds
Aqua-Tex Scientific Consulting fonds
Frank and Cecelia Sylvester family fonds
University of Victoria Academic Librarians' Association fonds
Senate Committee on Campus Planning fonds
University of Victoria Foundation fonds

White Rock Museum and Archives:

Margie Wyborn Oswald fonds
St. Andrews and Caledonian Society of the Lower Fraser Valley fonds
White Rock Museum and Archives Society fonds
William and Stella Hodgson fonds
IODE, White Rock Chapter fonds
White Rock Branch of the Canadian Red Cross Society fonds
Canadian Federation of University Women, White Rock/Surrey fonds
White Rock Chess Club 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):

1) British Columbia Archives

New days and hours of operation:

Full Service Hours: Monday / Tuesday / Thursday / Friday, 09:30-16:30.

Partial Service Hours: Monday / Tuesday / Thursday, 16:30-21:00; Wednesday, 09:30-21:00; Friday, 16:30-19:00; Saturday, 13:00-17:00

2) Sunshine Coast Museum and Archives

New name: amalgamation of the former Elphinstone Pioneer Museum and the Sunshine Coast Maritime Museum.

New email address: epm@dccnet.com

3) University of British Columbia Library Rare Books and Special Collections

New name: (formerly University of British Columbia Library Special Collections)

4) Saanich Pioneers' Society Museum and Archives

New email address: laurjimag@shaw.ca

British Columbia Archival Network Service - Contact Information

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

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

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AABC Newsletter

Volume 12 No. 4 Fall 2002

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AABC Newsletter

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

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aabc.bc.ca/aabc/newsletter

How to join the AABC

aabc.bc.ca/aabc/meminfo.html

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

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Spring - March 15, 2003

Summer - June 15, 2003

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

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AABC Newsletter

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Brief to Ministry of Management Services November 29, 2002

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

On November 13, 2002, here in Victoria, Richard Dancy (of AABC's PAAL Committee) and I met with Chris Norman, Director of Corporate Privacy and Information Access Branch, Ministry of Management Services. We discussed further some of the issues brought up during our previous meeting in August. We were invited to submit a short brief with our recommendations by the end of November (see below). Following our submission, Chris Norman informed me that CPIAB will keep the AABC up-to-date on the drafting process. Provincial legislation must be in place by 2004 (for more information, please visit the CPIAB web page - www.mser.gov.bc.ca/FOI_POP/psp/pspinbc.htm)

My thanks to Richard Dancy and Ian Forsyth for their expert assistance.

- Lara Wilson, President

* * *

Re: Private Sector Privacy Legislation

This brief contains the recommendations of the Archives Association of British Columbia (AABC) respecting the proposed legislation on protecting private sector privacy. There are two parts; we give our suggestions on archives-specific language in section (i), and the more detailed rationale is given separately in section (ii).

(i) Language

Purpose of the Act

The Act should recognize the preservation of British Columbia's private-sector documentary heritage as a public good that promotes knowledge and public accountability, and safeguards citizens' rights; and that in preserving and providing access to the historical record, there needs to be a balance between the individual's right to privacy and the public interest.

Scope of the Act

There are two considerations with respect to the Act's scope.

First, the AABC recommends that the Act not apply retroactively to private records donated to public or private sector archives before the Act's proclamation date. Private records are usually donated, by a private citizen or organisation to an archives, by means of a written donation agreement. The agreement is a legally binding contract transferring ownership and control of property according to specific terms and conditions negotiated between the parties. This includes access to the records. Retroactive application of the Act might serve to render null and void any access to information provisions inserted by the parties to the contract, and thereby frustrate their intent. Furthermore, it might restrict public access to previously accessible private records. Donors, the research community, and the public may be

angered, and may even undertake litigation against the provincial government.

The second consideration is that the Act should specify its application to the private-sector records donated to public or private sector archives after the law is proclaimed. The AABC recommends an application to the records of private corporate bodies only, and not to family papers or personal papers, though we acknowledge that this is an ambiguous area.

We think that privacy rights of individuals in relation to family and personal papers can be protected with a clause like the following:

The Act applies to personal information contained in records deposited in an archives which were made or received by a corporate body or by officer of a corporate body in the conduct of his or her official duties; it applies to these records even where the officer has retained the records among his or her personal or family papers.

The Act does not apply to family and personal papers deposited in an archives except where these include corporate records as defined above.

This would cover cases where organisational business records have found their way into personal papers (e.g. constituency correspondence in an MLA's papers, patient information in a doctor's papers, university or student records in faculty papers, member information in a trade unionist's papers).

Definitions should address the criteria by which a group will be considered an organisation for the purposes of the Act (e.g. must it be registered under an Act, e.g. the Societies Act?).

Retention of personal information

The Act should specify a minimum retention period of 1 year for personal information used to make a decision that affected an individual (this would parallel the FOI Act, section 31). We recommend that the Act also state that organisations should develop written policies governing their retention of all records containing personal information with respect to minimum and maximum retention periods.

Individuals' right of access to their own personal information

In the section giving individuals a right of access to their personal information that is held by private-sector organisations, state that this applies even where organisations have deposited the records in an archives, and have transferred legal custody, control, and property rights over the records to another institution.

Disclosure for archival, historical and research purposes

A separate section of the Act should address the issues arising from its application to archival holdings. Language in this section should be harmonized with the public-sector *Freedom of Information and Protection of Privacy Act*, sections 22 (disclosure harmful to personal privacy), 33(m) (disclosure to an archives for archival purposes), 35 (disclosure for research or statistical purposes) and 36 (disclosure for archival or historical purposes).

This section would establish:

- (i) the right of an organisation to disclose without consent third-party personal information contained in its records for archival purposes (i.e. permit it to provide access to archivists so they can undertake their work of appraising records, selecting records for acquisition, arranging and describing records and undertaking conservation activities on records).
- (ii) the right of an organisation to donate records containing third-party personal information to archives without the consent of the individuals to whom the personal information belongs; and the right of archives to acquire such donations.
- (iii) the right of access of individuals to third-party personal information contained in private sector records deposited in the archives, if such access would not constitute an unreasonable invasion of an individual's privacy.

This implies a harm test. The terms of this could be taken from section 22 of the FOI Act. The main considerations for archives fall under the following criteria:

- public availability of information (is the personal information already available in the public domain?);
- sensitivity of the personal information (what type is it, is it current or has its sensitivity diminished with the passage of time?);
- probability of injury (could the release of the information reasonably be expected to cause specific harm or injury that is current and probable, what detailed evidence of facts exist to prove this conclusion?);
- context of the record (can information in a record be linked to other records in order to reveal more personal information about an individual than is contained in the record?).

(iv) the right of an archives to disclose without consent personal information for research, statistical, archival, or historical purposes. The language could be taken directly from sections 35 and 36 of the FOI Act. These sections provide for disclosure without research agreements in limited circumstances (not an unreasonable invasion of privacy under terms of section 22; or person has been dead for 20 years or more; or record has been in existence for 100 years or more); and for disclosure only under a research agreement in other circumstances.

We would point out that the Legislative Assembly's Special Committee to Review the Freedom of Information and Protection of Privacy Act recommended in its 1999 Report (Recommendation #8) "That section 36(d) of the *FIPPA* be amended to reduce the general restriction on archived personal information from 100 to 70 years." This is a recommendation the AABC has made on several occasions and we reiterate it now with respect to a time-threshold clause in a parallel private-sector Act. A 100-year restriction is excessive and unnecessary, because the person who is the subject of the record(s) will be a minimum of 70 years old if it is assumed that the information is about a newborn on the date the record is created.

(ii) Rationale for AABC recommendations

Purpose of the Act

One of the core privacy principles is a limitation on use, disclosure and retention. The CSA Model Code states (principle 5) that "Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes." Taken without qualification, this would destroy the legitimacy of archives, since archival research is founded upon the secondary use of primary sources. This is true of scholarly research, genealogical inquiries, and the use of archives for legal redress of past inequities. The internment of Japanese-Canadians during World War II, aboriginal land claims, immigration of Nazi war criminals, tainted blood scandal, and the exposure of abuse at residential schools furnish prominent examples of citizens using personal information for purposes other than those for which it was collected in order to protect legal rights. Private-sector archival records (especially church archives) have been vital sources of evidence in this context.

This is not to deny the legitimacy of the privacy principle, but to recognize the legitimacy of archival preservation as a public good, acknowledge that these goods may conflict, and that the legislation should enable society to strike a balance.

Scope of the Act

We acknowledge that for purposes of privacy protection, the drawing of a principled distinction between corporate records and personal or family papers in a piece of legislation may be difficult; and that if the language in a section on disclosure for archival and historical purposes is well-drafted, application of the act to family and personal papers becomes less problematic. Nevertheless, with the aim of trying to make a distinction, we offer the following examples and analysis.

Example: the papers of an MLA include constituency correspondence containing sensitive personal information. The records are then donated to an archives as private, personal papers. The privacy rights of constituents need to be protected.

In this case, it could be argued that the MLA acquired third-party personal information not as a private individual but as an elected official of the Legislative Assembly in the course of carrying out his or her official duties. The constituent supplies personal information in the expectation that it is required if the MLA is to be able to perform his or her job of acting on behalf of the constituent. A similar situation can arise in other private papers. For example, faculty papers in university archives often include records a professor made or received while carrying out university duties (e.g. sitting on a tenure review committee, marking student assignments). One could argue that, strictly speaking, these are not "private records" but rather university records that happen to be intermixed with private papers. The practice at Simon Fraser University, for example, is to handle access to these types of records in accordance with the provisions of the FOI Act, even though the records are found in a donation of private papers.

In these kind of cases, the privacy rights of individuals could be protected by applying the act to records made or received by a corporate body, or by an individual officer of a corporate body in the course of carrying out his or her duties as an officer – regardless of who had custody of the record or where they were filed. In this way the act would not apply to personal or family papers as such, but would apply to organisational business records which the officer retained among his or her own papers.

Another example illustrates the negative consequences of not making this distinction. Author A donates his papers to an archives, and these include correspondence between A and B containing their opinions about C. This is not personal information supplied or received in an organisational context for the purpose of conducting a transaction. It is information freely circulated between private individuals. If the act applies to these records, A and B's opinions about C become the personal information of C and C has certain rights in relation to them. Donor A may wish his papers to be open, but C demands restrictions on access to the correspondence on the grounds that it is his personal information. Conversely, A may wish to restrict access to the correspondence for a certain number of years but C has the right of access to them because it is his personal information. In these scenarios, the application of the act would seem to be an illegitimate intrusion of public power into private matters: the free expression of opinion by private citizens on the one hand and the free disposition of personal and private property on the other.

We urge therefore that the act distinguish between personal information created (made or received) by officers in the context of organisational business (which should be covered by the act) from personal information freely circulated between individuals as private individuals (which should be excluded from the act). The act should apply to corporate records that have found their way into personal or family papers, but not to personal or family papers as such.

Retention of personal information

Except for the 1-year minimum retention of personal information used in decision-making, we do not recommend that the Act prescribe specific retention periods. However, by stating that organisations "should" develop written retention policies tailored to their own business requirements (as the PIPED Act does in Schedule 1, clause 4.5.2), the Act would provide a principle that could be elaborated in sectoral codes and guidelines: the idea that personal information has a "shelf life", that sound information and records management supports effective administration of access and privacy rights and minimizes the risk of unauthorized access.

Individuals' right of access to their own personal information

Donors and archives negotiate access restrictions and incorporate these into Donor Agreements. These agreements typically do not distinguish between third-party access rights and an individual's own access rights to his or her own personal information. Donors and archives will need to adjust this practice in future, since these agreements will be subordinate to the Act. Having an explicit statement in the Act to this effect will likely help smooth the adjustment, or at least make clear the need for it.

Disclosure for archival, historical and research purposes

This section would enable archival repositories to undertake their work with private sector records: appraising records containing personal information (which may or may not be acquired); acquiring the records; providing access to the records.

It would establish rights for 4 groups: organisations considering donating records (permitting them to disclose the records to archivists for purposes of appraisal); donors (permitting them to make donations); archives (permitting them to appraise, acquire and provide access); and researchers (permitting them the right of access subject to specific and limited exceptions).

Respectfully submitted on behalf of the AABC,

Lara Wilson - President

Richard Dancy - Public Awareness, Advocacy, and Archives Legislation Committee

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AABC Newsletter

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A Conference Coming Your Way!

Planning for the upcoming AABC conference -- to be held April 24-26, 2003 -- is keeping members of both the Program and Local Arrangements Committees quite busy! The theme of the conference, "*From Paper to PDF: Preserving the History Around Us*", is perfectly matched with its location, that of Nanaimo, B.C. -- a city working hard to preserve its rich and diversified history.

The action starts at the CIBC Arts Centre on Thursday, April 24, with a pre-conference workshop on Managing Archival Photographs. From 6:00 to 9:00 that evening a wine and cheese reception will formally kick-off the conference, and allow you to mingle with colleagues and meet up with old friends.

Conference sessions begin on Friday morning and will be held at the Best Western Dorchester Hotel, located along the waterfront in downtown Nanaimo. A number of sessions are planned, and we invite you to sit back, listen, and learn from speakers who bring their experience and insight into timely issues that affect the archives profession. After the morning sessions, you are welcome to explore one of the neighbouring restaurants, cafes, or pubs for lunch.

On Friday afternoon, the AABC Education Committee will present two workshops. The first will be presented by Jan Turner, SLAIS Instructor, and is focussed on creating an archivally sound finding aid system. The second workshop is currently being finalized -- we'll keep you posted! For those who decide not to attend an afternoon workshop, Christine Meutzner, an Archivist with the Nanaimo Community Archives, will be hosting an historic walking tour of Nanaimo.

The annual Banquet will be held on Friday night from 6:00-10:00, at the Coast Bastion Hotel. The Local Arrangements Committee has worked long and hard at diligently taste- testing menu items, and can assure you of a fabulous buffet-dinner, with entertainment to follow.

Saturday's conference program will feature more lively presentations, and a final session dedicated to a round-table discussion, where all conference participants are invited to share strategies and ideas for the direction of the archival community in British Columbia. Saturday's lunch break is unscheduled, so you can return to a favourite restaurant from the day before, or perhaps discover a new one. After lunch, the AABC Annual General Meeting will take place. We urge you to attend, as your vote counts in the election of a new Vice President, Treasurer, and Individual Member-at Large. Immediately following the AGM, the closing plenary will wind up the conference.

As final details are confirmed, conference program information will be posted on the AABC website. Conference information packages, including registration forms, will be mailed in late February. For those who would like to find out more information about Nanaimo, a great site with lots of links is www.tourism.nanaimo.bc.ca.

We hope to see you in Nanaimo!

Lisa Beitel, Program Chair
2003 AABC Conference Committee
lisabeitel@hotmail.com

* * *

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British Columbia Archives Launches On-Line Moving Images Index

On Monday, December 2, the British Columbia Archives launched its new on-line Moving Images Index. Researchers can now search and view descriptive entries for 3,200 moving image titles (comprising approximately 7,000 film and videotape items) within the Archives' holdings. The Index is the latest addition to the integrated search system available on the Archives' web site at search.bcarchives.gov.bc.ca.

The Moving Images Index has been compiled over the past two years from paper-based accession records, finding aids, and other documentation. This material was previously only accessible on-site, in the Archives' reference room. Descriptive information was also drawn from two published filmographies -- Colin Browne's *Motion Picture Production in British Columbia, 1898-1940* (1979), and Dennis J. Duffy's *Camera West: British Columbia on Film, 1941-1965* (1986).

The moving images project was undertaken by the BC Archives' Emerging and Applied Information Technology Group as part of a general plan to convert existing finding aids and descriptive data for on-line access. As such, it is part of an overall strategic move towards more structured information formats. It provides users with enhanced search capabilities, and offers more flexibility in data presentation, providing both compact and expanded display options. It also highlights the usefulness of Encoded Archival Description (EAD) as a common "container" for integrating information created using a variety of standards over time.

While linkages exist from these descriptions to fonds, series, or collection titles, they have been temporarily masked. However, these linkages will be made available in the near future, after the content is synchronized with other descriptive initiatives at the Archives.

The Moving Images page on the web site provides an overview of the Archives' holdings and its access procedures, as well as links for different ways of searching and browsing the Index. (www.bcarchives.gov.bc.ca/movingim/general/movingim.htm)

It is anticipated that a further 600 to 1,000 titles will be added to the on-line Index during the coming year.

Submitted by
Dennis J. Duffy
Archivist, Emerging & Applied Information Technologies,
British Columbia Archives

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Archives in Your Attic



[Betty Walsh and Rosaleen Hill](#)

On Saturday, November 23, Archives Week 2002 was concluded with the first *Archives in Your Attic* event, held at BC Archives in Victoria. 118 people brought along their treasures for appraisal by our panel of experts; many thanks to all who attended, to all who kindly volunteered their time, effort, and expertise,¹ and to BC Archives for the use of its reference room (along with two security guards!). Our thanks also go to the Historical Federation of BC and the Friends of the BC Archives for their kind donation, and to the organizers: Anne ten Cate, Carrie Stevenson, and Barb Towell.



[Robert Davison and Dorothy Lutens, Poor Richard's Books](#)

It is hard to pinpoint what the most exciting items were, as everyone had their favourite items, from the comic book collection to the book of historical maps with an inscription to a Stewart (could this be royalty?) inside. At the end of the day, *Archives In Your Attic* proved to be a great opportunity for the public to become more aware of archives and the importance of preserving our documentary heritage.

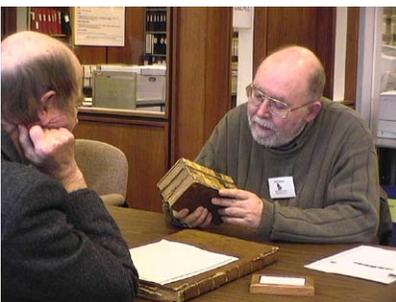
The AABC would love to make this an annual event. Anyone interested in organizing the event for 2003 should contact the advocacy committee.

¹ The participation of the following people made this event possible:

- **Robert Davison**, Photograph Expert
- Dennis Duffy, Sound and Moving Image Expert
- Bob Gaba, Rare Book Specialist and Manuscript appraisal
- Neil Williams, Rare book specialist
- Joanna Hagar, Rare book specialist
- Odean Long, Rare book specialist
- David Mattison, Private (non-government) records archivist
- Rosaleen Hill, Conservator, AABC
- Betty Walsh, Conservator



[Bob Gaba, Bjarne Tokerud Books](#)



[Neil Williams, Williams Books](#)



[Dennis Duffy](#)

- Frances Woodward, Maps
- Nicholas Tuele, Art consultant
- Ann ten Cate, Reference Archivist
- Sandra Gill, Genealogy
- Carron Nixon, BC Archives, display
- Barb Towell, AABC Greeter and exit monitor, front lobby
- Carrie Stevenson, AABC, traffic director, handing out info sheets to public just inside doors to Ref. Room
- Ron Greene, Friends of the BC Archives promotion
- Marie Elliott, Friends, Greeter, front lobby and upper plaza
- Terri Hunter, Friends, Greeter, security back up
- Anne Yandle, Friends, Traffic director, handing out info sheets inside Ref Rm.
- Leona Taylor, Friends, Greeter, front lobby and upper plaza
- Dorothy Sweet, Friends, Greeter, front lobby and upper plaza
- Sister Elizabeth Janell, Catering, lunchroom
- Nick Bury and Bob **Cousineau**, Bury Media archival supplies

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AABC Newsletter

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Education Archivist Appointed

On behalf of the Education Committee, I am pleased to announce that Patti O'Byrne has been appointed as the AABC Education Archivist from January 13 to March 31, 2003. Patti will work a total of 70 hours per month, Mon. to Wed. Patti is known to many of our members for the excellent service she has provided since 1996, both in an official AABC capacity and as a private archival contractor. Patti brings a friendly and accessible approach to her work, and loads of concrete, hands-on and practical advice on a wide range of archival issues, based on her solid experience and knowledge of archival principles. We are fortunate to have her assistance, and look forward to working with her.

For those members who may be unfamiliar with her, Patti was kind enough to compose the following words of introduction.

Jane Turner
Chair, AABC Education Committee

Like many people who do it (but won't admit to it), I read my yearly horoscope on January 1st. It said "between January 1st and 21st your personal focus accomplishes great things. Your chosen profession feels like the perfect way of life." Considering I was just about to start another contract with the AABC, it seemed very prophetic! I'm certain the next 3 months are going to fly by very quickly, but I hope to accomplish a number of things as the AABC Education Archivist in the first quarter of the year 2003.

For those of you who may not know me, I hope this article will give you a brief idea of who I am, my experience working with community archives, and how I may be of assistance to the BC archival community at large.

I originally started my university career with the hopes of becoming a history teacher. However, Fate stepped in during my last year. While writing my thesis paper, I was obliged to spend time in our local museum/archives. The time I spent researching through hundreds of original newspapers, journals, diaries, maps, and photographs was one of the major highlights of my final year. A chat with my thesis advisor eventually had me signing up for a two-year archival technician course at Algonquin College in Ottawa. During my two years at Algonquin I worked at a local church archives, and at the city archives, and eventually I obtained a summer contract at the Manuscript Division of the National Archives on Wellington St. During my last semester, I was fortunate to be accepted at the Vernon Museum and Archives for my practicum. It was here in BC that my appreciation for community archives was forever instilled.

Since graduation in 1996, I have managed to work on a number of archival contracts throughout the province of BC. In addition to numerous contracts with both the Vernon and Kelowna Archives, I have been to Williams Lake, Kitimat, Lytton, Enderby, Oliver, Cortes Island (Whaletown), and Kamloops. I have also been fortunate to visit places such as Nanaimo, Dawson Creek, Prince George, Victoria, Delta, and Tsawwassen while working as a contract archivist for the AABC, teaching many of their introductory archival and photographic courses. In most cases, my contracts have focussed on the arrangement and description of an individual or business's records and photographs, but I have also assisted in the establishment of archival administrative policies and procedures. As I begin this new chapter in my career with the AABC, I am certain that the position of Education Archivist is going to be both challenging and rewarding. I am looking forward to reconnecting with those archives I have worked with in the past, and to making new friends and contacts with more of BC's archives.

As many of you know, there have been a number of federal and provincial funding cutbacks to the AABC Education services. We are in the process of developing plans for the 2003 courses, and we will post these on the AABC web site as soon as they have been finalized. Those of you who have questions, concerns, inquiries, or ideas for future courses are free to contact me via phone or email. I will be keeping office hours of 9:00-4:30 pm Monday-Wednesday. You can contact me by email through the link on the AABC web site, at pobyrne@abc.bc.ca , by phone at 250-868-1087, or via snail mail at:

P. O'Byrne
288 Knightsbridge Way
Kelowna BC V1V 2A9

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AABC Newsletter

Volume 13 No. 1 Winter 2003

AABC Executive's Letter to the Government of BC Concerning Recent Changes at BC Archives

Dear Colleagues,

Please find below the text of the AABC's letter to the Provincial Government regarding the integration of the BC Archives with the new Royal BC Museum Crown Trust.

My thanks to those of you who contacted me to state your concern regarding this sudden merger. I'd also like to take this opportunity to express the AABC's support for our colleagues at the BC Archives. The AABC encourages members of archival community to write the government with their concerns, and to forward this message to anyone who may be interested.

For more information on the integration, please see the following government links:

The press release, with backgrounder: www2.news.gov.bc.ca/nrm_news_releases/2002MCAWS0064-001004.htm

The presentation to Cabinet: www.gov.bc.ca/prem/down/slid/rbcm_bw_nov_22.pdf

Please write to:

The Honourable George Abbott
Minister of Community, Aboriginal and Women's Services
PO Box 9042
STN PROV GOVT
Victoria BC V8W 9E2

FAX 250 356-8508

Please cc. any correspondence to the Minister to:

Pauline Rafferty
CEO - Royal British Columbia Museum
675 Belleville Street
Victoria BC V8W 9W2

The Honourable Sandy Santori
Minister of Management Services
PO Box 9063
STN PROV GOVT

Victoria BC V8W 9E2

Gary Mitchell
Provincial Archivist and Director BC Archives
PO Box 9419
STN PROV GOVT
Victoria BC V8W 9V1

AABC

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December 25, 2002

The Honourable George Abbott  
Minister of Community, Aboriginal, and Women's Services  
PO Box 9042, STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Abbott,

On behalf of the members of the Archives Association of British Columbia (AABC), I am writing regarding the recent amalgamation of the BC Archives and the Royal British Columbia Museum. The AABC represents 300 archivists and archival institutions in the province, and is committed to preserving British Columbia's documentary heritage.

The archival community in British Columbia has reacted to the news of the amalgamation with dismay. The media releases announcing it did not outline any benefit to the BC Archives and its community from inclusion in the new Crown Trust.

The AABC wants your assurance that the following concerns will be addressed:

- The maintenance of the BC Archives' name and web-site address, which are known and cited by researchers around the world.
- The recognition of archival principles, practices and standards, as separate from those of museology. Archivists are neutral caretakers of private and public records, who leave interpretation of these records to members of society. Records are not artifacts; they are retained for their important legal and operational value, as well as their cultural and monetary value.
- The continuing support of the BC Archives' integrated approach to the management of records, in all media, through their life cycle. BC Archives has achieved international recognition from its peers for this professional programme.
- The continuing transfer of public records from the Ministries to the BC Archives. Archivists and records managers work cooperatively to manage records from creation to final disposition. In a democracy, the preservation of public records is crucial because they reflect individual rights and the actions of government officials.
- The continuance of equitable access to records in the custody and control of the BC Archives. Public records serve to support the rights of citizens, and charging citizens for access to archives impedes the exercise of those rights.
- The renewed support of BC Archives' key role in the development of archives in the province. The archival community benefited from the leadership, expertise, and advocacy provided by the BC Archives, and the financial programmes it administered: the Community Archives Assistance Programme (CAAP) and the Community Archives Advisory and Training Programme (CAAT). The AABC supports an effective role for the BC Archives in the network of provincial archives.

We hope that policies and procedures can be implemented to allow continued cooperation between records

managers and archivists, and we request that our concerns be taken into account during the transition process.

I look forward to hearing from you on these matters.

Sincerely,

Lara J. Wilson  
AABC President

cc: Pauline Rafferty - CEO, Royal British Columbia Museum  
cc: Hon. Sandy Santori - Minister of Management Services  
cc: Gary Mitchell - Provincial Archivist and Director BC Archives

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## PROVINCIAL ARCHIVIST REPORT — Archives Association of BC

It has been an exciting fall for the heritage communities in British Columbia with the announcement on November 22, 2002 that a "cultural precinct" and new Crown Trust were to be established. The Cultural Precinct will be a showcase area for displaying, exhibiting and advancing the culture(s) and history of our province. The new Crown Trust will see the merger of the BC Archives and Royal BC Museum. As one of the major information sources for BC's human history, the BC Archives is a vital element to the success of the cultural precinct concept.

Opportunities exist for the BC Archives in this new Crown Trust as revenues earned from copying charges and permission fees will be retained. The Crown Trust will have stable funding for five years while it gets its programs and services, including fund-raising aligned. The Archives, allied with the historians and scientists from the museum, can improve access through the museum's Living Landscapes program, outreach programs, and the existing archives web site.

Over the past twenty years, the Archives has moved strongly into its role as the "government archives" while down-sizing its acquisition of manuscript collections to a passive program. I think a re-alignment of these two roles will occur within the Crown Trust. The Archives will continue to support the repatriation of archival holdings back to creating agencies. I firmly believe that our communities are best served by having their archives close at hand and we will continue to return archival materials back to creator institutions. [With the Crown Trust announcement, several "repat" projects have been put on hold.]

There is a strong feeling that both the museum and archives collections are not representative of society. Often our professional literature speaks of archives being too mainstream [or conservative] in its acquisition policies. I think the Crown Trust will break new ground in the collection and accessibility to records of currently under represented groups.

As with any change, there are disappointments. Government will be keeping its records management component within its direct control thus ending 15 years of an integrated records and archives program. The Crown Trust and the government ministries will be working out memoranda to ensure that government's archival records are protected and transferred to the government archives. To support the smooth and continued transfer of archival records, the archival appraisal of government records will continue to exist within the re-created records management branch.

Although the official names may change, be assured the important work of the Archives will continue, as will I as director of the Archives within the Crown Trust.

Legislation is being drafted to create the Crown Trust and its mandate to preserve, maintain and make accessible the museum and archives collections of the province. As many of you know, there is no archival legislation within British Columbia.

As one might imagine the combining of two old institutions and cultures will take time and effort. Working groups are being assembled to effect the transition of the museum and archives into the new Crown Trust. As each group begins its work of review and studying processes and programs, changes may occur. If and when such change occurs,

information will be available through the website and our professional and heritage newsletters.

At this point, I want to assure you that the Archives, with its dedicated and professional staff, continues to exist as the "provincial archives"; and that the Crown Trust offers the Archives stability and new opportunities to expand our message and services to a greater audience.

My best wishes for a prosperous and exciting 2003!

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## Tracking Canada's Past

Tracking Canada's Past is growing and we are looking for more volunteers.

Tracking Canada's Past is an innovative history-teaching project at Simon Fraser University. We are building a geographically distributed learning community in which teachers, students, and volunteer mentors from a limited number of selected cities and towns across Canada collaborate on research projects that join people and events in their communities to themes of national importance. The mentors will help students and teachers make historical sense of the unique resources in their local environment, including historic sites and community archives. They are asked to help, guide, and challenge the students with whom they work.

We are starting our second year in January and are inviting volunteers who have a special interest in history methodology or in teaching Canadian history to act as on-line mentors to high school students studying the history of the Canadian Pacific Railway. Many more schools have expressed an interest in joining our project this year; having a strong body of volunteer mentors is crucial to our being able to accommodate them all.

Tracking Canada's Past is scheduled to run for a ten-week period during the coming semester and we estimate the time involved will be not more than an hour or two per week.

Volunteers need convenient access to the Internet. The software program we use, Knowledge Forum, uses standard Internet browsers and is available to all volunteers on-line. Volunteers will also receive a 60-page resource book to guide their participation as mentors and they will have further support from the staff in our lab at Simon Fraser.

For more information please see our website:

[www.trackingcanadaspast.org](http://www.trackingcanadaspast.org) or contact [koneill@sfu.ca](mailto:koneill@sfu.ca)

Kit Lort,  
Research Assistant  
*Per* Kevin O'Neill,  
Assistant Professor  
Program Coordinator  
Master's in Education and Technology

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# AABC Newsletter

Volume 13 No. 1 Winter 2003

## President's Report

Greetings,

On behalf of the Executive, I wish you all a peaceful and happy New Year! The weeks leading up to the holidays were an eventful time for the provincial and national archival communities, with major announcements concerning BC Archives, and the Canadian Council of Archives CAIN Funding.

### *BC Archives*

During the November 22, 2002 Open Cabinet Meeting, the Executive Council of the Province of British Columbia approved a change in the governance of the Royal BC Museum (RBCM), from a special operating agency to a Crown Trust.

This decision included the amalgamation of BC Archives into the Crown Trust's operations, in a "cultural precinct" managed by the Museum. The news release announcing the RBCM Crown Trust stated that

Cabinet also approved the amalgamation of the 116-year-old museum with the British Columbia Archives, Helmcken House, and the Netherlands Carillon because of their proximity and shared mandate. The group, called a cultural precinct, will benefit from streamline processes and offerings, operational efficiencies and joint marketing.

([www2.news.gov.bc.ca/nrm\\_news\\_releases/2002MCAWS0064-001004.htm](http://www2.news.gov.bc.ca/nrm_news_releases/2002MCAWS0064-001004.htm))

In the presentation made to Cabinet, Museum CEO Pauline Rafferty focused on the benefits to the Museum, namely, that as a Crown Trust, the RBCM will be able to attract private-sector donations and partnerships, thereby improving its programmes and increasing revenue. (Cabinet presentation: [www.gov.bc.ca/prem/down/slid/rbcm\\_bw\\_nov\\_22.pdf](http://www.gov.bc.ca/prem/down/slid/rbcm_bw_nov_22.pdf); Cabinet meeting transcript: [www.gov.bc.ca/prem/down/tran/open\\_cabinet\\_meeting\\_nov\\_22\\_2002.htm](http://www.gov.bc.ca/prem/down/tran/open_cabinet_meeting_nov_22_2002.htm))

The integrated (and effective) Records Management Programme will be separated from BC Archives, remaining with the Ministry of Management Services, while the Archives will become a part of the Museum's operations. The Trust's Board will be responsible to the Minister of Community, Aboriginal, and Women's Services (CAWS). The BC archival community is surprised and disturbed by this news.

The AABC is very concerned about the impact of the decision on the provincial records management /archives continuum (Please see the [Executive's letter to the Hon. George Abbott](#), included in this Newsletter link). We hope the Minister will reply to our letter, providing evidence and assurances that this amalgamation will not be detrimental to the mandate and functions of BC Archives.

We encourage members to write the Hon. George Abbott with their concerns and questions (please see the Executive letter for addresses). The AABC would appreciate receiving copies of any letters written regarding this issue.

### *CCA funding*

As reported by Ann Carroll in the Fall Newsletter, the CCA received a 26% budget cut to CAIN funding from the Department of Canadian Heritage. To soften the blow to the provinces and territories, the CCA reduced the budgets of some of its programmes.

It was late fall when AABC received information on BC's allocation of CCA funds for 2003/04. Unfortunately, because CCA has experienced increased expenses, including having taken on 6% of the 2002/03 CAIN cut, all 2003/04 provincial and territorial allocations were reduced by 5%.

There were also changes to the CAIN guidelines and a profound shift in direction for possible Year 4 projects, with a new and strong emphasis on virtual exhibits related to K-12 curricula. This shift was deemed necessary by CCA, so that the CAIN programme can continue to be eligible for funding under the Memory Fund of the Canadian Culture Online Program of the Department of Canadian Heritage. Provincial and territorial councils had to submit statements of intent to CCA by November 14. Final applications had to be submitted by December 13. Institutional Members were notified that AABC would apply for a province-wide virtual exhibit project. If our application is successful, the project will be administered in a similar manner to the CAIN Digitization Equipment Purchase Program.

As I'm writing this report, the Grants Committee is adjudicating CCA Grants for 2003/04. I'd like to take this opportunity to thank all applicants, as well as the Committee for their work on behalf of the Association.

### *Archives Week*

On November 23, I had the pleasure of attending the AABC/Friends of the BC Archives event "Archives in Your Attic," held in the BC Archives reading room. Attendance was terrific (it was in competition with the Victoria Beer Festival across the street!). Over 100 Victorians brought in their treasures for archival appraisal and preservation advice. Well done - there was no budget for advertising!

Thank you to the appraisers, volunteers and vendors, and to the Friends, the BC Historical Federation, and Bury Media for their donations. Special thanks to Gary Mitchell for letting us set up shop at Belleville on a Saturday.

### *Strategic planning workshop*

The Executive is planning a one-day strategic planning workshop for March 29, 2003 at the Delta Museum and Archives. In light of our changing financial situation, it is the right time for the Executive to gather with regional reps and committee chairs to discuss directions for 2003/04 and beyond.

So stay tuned for details!

### *Terry Reksten Fund Award recipient*

As was announced in late August, the Friends of the BC Archives are administering the Terry Reksten Fund award (see [www.bcarchives.gov.bc.ca/friends/memorial.htm](http://www.bcarchives.gov.bc.ca/friends/memorial.htm)), which was established by the family of the late BC historian. The Fund's purpose is to provide financial help to the community archives of BC, many of which were of great help to her when she was writing her books on the history of this province.

I assisted the Friends in the review of the award applications, and I am pleased to announce that the first recipient is The Aldergrove Heritage Society.

Congratulations to Aldergrove!

A reminder to community archives that this is an annual award, so keep an eye out later in the year for details on the application process for 2003.

### *AABC Conference - "From Paper to PDF: Preserving the History Around Us"*

We're all looking forward to the AABC's Annual Conference in historic Nanaimo - see Lisa Beitel's write-up on the

conference in this issue. Don't forget to stay for the AGM . . . after the food, the festivities and lively archival discussions!

Speaking of the AGM . . . this year the Executive will be seeking a VP, a treasurer, and an individual-member-at-large for 2-year terms. Please consider stepping up to the plate and volunteering for the AABC.

That's it for now - we've much to do in these remaining months, so I'll close with these hopeful words from Percy Bysshe Shelley's *Ode to the West Wind*:

*"If winter comes, can spring be far behind?"*

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## Executive Minutes - 21 September 2002

### **AABC Executive Committee Meeting Minutes: 21 September 2002**

Executive of the Archives Association of British Columbia  
Location: Delta Museum and Archives - Delta, B.C.

#### **Present:**

**Lara Wilson**, President  
**Erwin Wodarczak**, Vice President  
**Kathy Bossort**, Institutional Member-at-large  
**Christine O'Donnell**, Individual Member-At-Large  
**Erica Hernández**, Secretary

#### **Guest:**

**Karen Blimkie**, Financial Manager

#### **Regrets:**

**Carrie Eirene Stevenson**, Treasurer

### **1. Approval of Agenda:** Approved

Meeting was called to order at 1:47 pm.

### **2. Approval of Minutes of 28 June 2002 Executive Meeting:**

Lara Wilson moved to approve the minutes. Kathy Bossort seconded the motion. Motion carried.

### **3. Business Arising**

#### **3.1 Secretary's Report**

##### *Award Distribution:*

The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year. Lara Wilson contacted the UBC Awards Office regarding awarding procedure and this error has been corrected - only one prize was awarded.

##### *Canadian Almanac & Directory:*

Erica Hernández reported to the Executive that the AABC's basic entry information has been submitted.

*Kudos from Fort Steele:*

The following note of praise was included in the membership renewal form from Fort Steele:

"Dear Membership Committee...We do appreciate the advocacy and grant dispersal work that you do for us. These are very hard times so please keep up your efforts to advance the value of archives." - Derryll White, Curator/Archivist, Southern Interior Region

#### **4. President's Report**

*Strategic Planning Session -- February 2003:*

The Executive determined that a Strategic Planning Session is needed regardless of whether gaming funding is received. Future directions for AABC programmes and services will be a topic at this meeting. Lara Wilson requested volunteers to co-ordinate this meeting.

**Action:** Kathy Bossort volunteered to co-ordinate the billeting arrangements and meeting site co-ordination. Erica Hernández offered to co-ordinate the agenda of this meeting.

*Terry Reksten Memorial Fund -- distribution request from Evert Moes:*

Notification of this fund was made available to AABC members. Lara Wilson will participate in the adjudication process.

**Action:** Lara Wilson will send Minister Santori a copy of the Fall AABC newsletter in order to keep him up to date on AABC activities.

*ARMA Collaboration:*

Lara Wilson was approached by ARMA regarding the potential joint facilitation of activities. Such activities could include the inclusion of Nanaimo-based ARMA members into our 2003 conference.

**Action:** Lara Wilson will inform the Conference Chairs about this offer of joint-based activities.

#### **5. Treasurer's Report**

*Financial Update from AABC Financial Manager, Karen Blimkie*

The AABC financial outlook was on- track until the CAIN cuts came into effect. Karen Blimkie presented financial statements for the month of August.

**Motion:** Lara Wilson moved to approve the financial statement presented by Karen Blimkie. Erwin Wodarczak seconded. Motion carried.

*Charitable Returns*

Karen Blimkie reported that the AABC's T30-10 - charitable return has recently been sent off via registered mail.

*Grant Applications and Timing of Executive Involvement:*

Kathy Bossort is meeting with the CCA during the last week of October. In light of recent cuts to CAIN funding, there is no benefit to requesting the compilation of draft grant applications from the various committees. If money is not available, the Education Committee will be hit hardest due to lack of matching funds. Therefore instead of preliminary planning, Karen suggests a meeting of the Education Committee to make some difficult decisions on how to handle up to a 50% reduction in funding (worst case scenario planning). If funding is available grant-writing Sub-Committees should be prepared to meet mid -Nov. to the beginning of Dec.; the Executive should meet after planning has been complete.

*Conference Database Work:*

Karen Blimkie reported that for the 2001 Victoria conference she did cheque entry and registrations and then sent these figures on to the conference co-ordinator. As money for this service may not be available this year due to CAIN cutbacks, the Executive must determine how to manage database work. This decision needs to be made in

New Year.

*Gaming Commission Update:*

Lara Wilson completed and sent off a gaming application. Funds requested: \$500 for Archives Week, \$2,000 for publication and expenses, \$3,500 for strategic planning of regional reps meeting in New Year (Feb. 2003). A total of \$6,000 was requested; it was decided that a modest amount had a better chance of being approved.

## **6. Committee and Program Reports**

### **6.1 Education**

*Resignation & Congratulations:*

Lara Wilson announced the resignation of Jan Turner, AABC's Education and Advisory Archivist. Her resignation, effective August 19, 2002 was submitted upon her appointment to a teaching position within the M.A.S. programme at U.B.C. The Executive would like to congratulate Jan on her recent appointment, and thank her for all her excellent work for the AABC and its members. Jane Turner, Chair of the Education Committee, is currently looking for a new contractor.

The Education Committee asks the Executive's approval of Francis Manbridge's appointment to the Committee.

**Motion:** Lara Wilson moved to approve this membership appointment. Christine O'Donnell seconded the motion. Motion carried.

*Creation of Sub-Committee:*

Jane Turner is hoping to establish a small sub-committee to act as a sounding board for new education curriculum.

*Workshop Plans:*

Jan Turner had planned a large workshop with a First Nations Band near Enderby. Now that she has left, Patti O'Byrne has offered to facilitate this proposed 20 people/ 5 day workshop, only it will be condensed down to 3 days. If we do have Education & Advisory Archivist by this time, this workshop would be good starting point.

### **6.2 Grants**

*Membership:*

Kathy Bossort reported that all members of the Grants Committee have been contacted and most will return from last year. One member is still outstanding and will confirm or deny their membership soon.

### **6.3 Membership**

*Membership Database:*

Dovelle Buie has raised a number of concerns regarding the time demands required of the Membership Chair. The operation of this committee must be re-considered as the co-ordination of AABC membership is becoming overwhelming in terms of required time commitment. Dovelle Buie suggested asking Karen Blimkie to take on some of the financial responsibilities associated with Chair duties, such as cheque processing and issuing of receipts (tasks to be based upon a model utilized by the BCMA). Erica Hernández suggested the possibility of creating two Membership Chairs, or Co-Chairs, in order to divide up the work.

**Action:** Karen Blimkie to look into the possibility of co-ordinating these two activities into her work schedule.

*Membership Stats Update:*

7 Honourary Life

1 Honourary Patron

74 Individual

9 Sustaining

35 Student/Volunteer  
38 Associate Institutional  
94 Institutional  
258 'Paid' members in total  
[Unofficial category of Newsletter = 1]

With the inclusion of 20 students who will be granted free memberships sometime this month, AABC membership numbers will be up to 279.

*Donation/Bequest Form:*

Erica Hernández reported that the Finance Committee is still working on the format and content of a donation/bequest form. Once completed it will be forwarded on to the Membership Committee to be distributed with the next mailout.

*Publication of Membership Directory:*

The AABC Directory will be produced in October 2002 once student memberships have been received.

*Institutional Membership:*

Four Institutional Membership applications have been sent out although none have been returned.

*Institutional Membership Survey Concerning E-Correspondence for Grants:*

During the March 2002 spring mailing, pink query slips were sent out to members to ask them to consider agreeing to receive grant information electronically. Of the 89 members who received this letter, 54 said yes to receiving information electronically, while 35 said no or did not respond.

*Membership to B.C. Historical Society:*

Lara Wilson suggested that we renew our membership with the BC Historical Society. Karen Blimkie will renew this membership as soon as a renewal form is received.

## **6.4 Conference Program**

*Nanaimo Conference Planning:*

Lisa Beitel met with Christine Meutzner on Vancouver Island last month to discuss conference plans. Lisa is currently brainstorming ideas for sessions and a conference theme around the idea of the plight of small institutions and how they can make their mark. With this theme in mind, sessions on funding and grants; user education; and digitization projects may be offered. She is still working on speakers and workshops - tasks which are also dependent on the hiring of a new Education and Advisory Archivist. Christine has booked reception, banquet and session rooms. The opening reception will be held in the Opera Room of the Dorchester Hotel on Thursday April 24, 2003 from 6pm to 8pm. The hotel's address is 70 Church St. Nanaimo.

*Call for Conference Papers:*

A call for conference papers will be issued in October.

**Action:** Lara Wilson is to extend invitations to The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia and Sandy Santori, Minister of Management Services to invite them to our upcoming conference.

## **6.5 Internet**

*CAIN Funding Cuts:*

The AABC (along with every other provincial and territorial council) is being asked to cut 20% from the CCA grant funds approved for this fiscal year. The Internet Committee has already contacted the person responsible for each approved project to ascertain whether or not they have started their CAIN funded project and if so, how much money they have already spent and/or committed. The dollar figure the AABC is required to cut is \$45,000.

The CAIN Equipment purchase programme will not be cut. All 2nd grant applications have been rejected outright; including the AABC's Itinerant Archivist programme. The CCA will not be able to relinquish available grant monies until they are notified by this Committee as to how these cuts are to be implemented. A deadline of September 27, 2002 has been set for the submission of CCA grant applications.

Heather Gordon has requested the following Executive authority: In order to meet the CCA deadline of Sept. 27th, she would like the Internet Committee to be empowered to decide its course of action for the reduction of grant monies as soon as the survey information has been compiled. This Committee will forward its recommendations to Lara Wilson and Erwin Wodarczak for final approval prior to CCA submission.

**Motion:** Erwin Wodarczak moved to give authority to Heather Gordon and the Internet Committee as outlined above. Christine O'Donnell seconded. Motion carried.

**Action:** Lara Wilson to contact CCA, asking how AABC can best express its support for CAIN and CCA to Heritage Canada.

*Recommendations for Consideration:*

1) Erwin Wodarczak proposed that the AABC begin lobbying the CCA for a change to the guidelines of the Control of Holding Special Projects programme. Recommendations for change should allow for a provincial global match similar to the one permitted in the CAIN guidelines. This change would allow for more flexibility in how grant monies could be spent.

2) Erwin Wodarczak proposed that the AABC change its application procedures for the 2003/04 year and submit CAIN grant applications to meet 2 requirements. The first application to request funding for the BCA Network and BCA Network operation requirements; while the second application would allow the AABC to hold 2 CAIN adjudications. This latter change would permit institutions to submit only 1 application.

**Action:** The Executive tabled these issues for now.

*Website Content-Updating:*

Erwin Wodarczak suggested that education and preservation contractors provide input to the "Archivists Toolkit" in an effort to maintain its relevancy.

**Action:** Christine O'Donnell and Lara Wilson to contact the Preservation and Education Committees and pass along this request.

*Website Content-Design:*

Erwin Wodarczak requested that the committees who request the uploading of specifically formatted special event pages be responsible for determining this new content. The Internet Committee should not be responsible for determining this content, rather, it should only be responsible for uploading the final product.

**Action:** Lara Wilson to contact Committee Chairs and inform them of this responsibility.

## **6.6 Preservation**

*CCI Workshop:*

Rosaleen Hill recently hosted a CCI workshop at the Vancouver Public Library and all went well.

## **6.7 PAAL**

*Archives Week:*

Peter Johnson reported that his Committee members have been working independently on *Archives Week* preparations since the last report:

- Barb Towell has completed planning and arrangements for an "Archives in Your Attic" event to be held Saturday November 23rd at the B.C. Archives.

- Peter Johnson has been working with Surrey Heritage Services' Publicist, Dani Brown, to create an 'economy' 11" x 17" poster for mailing to all B.C. archives to publicize *Archives Week*.
- A total of 320 copies have just been printed by the City of Surrey printshop and will be available to AABC at a printing-only cost of 60 cents per poster.
- A new (and economic) "Archives Week" website is currently being prepared with Bill Purver's generous help.
- The *Archives Week* theme this year is "Celebrating 150 years of Public Education in B.C." *Archives Week* will run from November 17-23.

#### *Private Sector Privacy Legislation:*

On August 23, Lara Wilson and Richard Dancy (PAAL Committee) met with Chris Norman, Director, and Sharon Plater, Senior Advisor, of Corporate Privacy and Information Access Branch (CPIAB), Ministry of Management Services. This informal meeting was in response to an invitation to the AABC from Chris Norman, who is holding consultation meetings across the province regarding the proposed Private Sector Privacy Legislation. Among the issues discussed at the meeting were the scope of the legislation, retention, and disclosure as they pertained to private records held by archives. The meeting went well and Chris was receptive to our concerns. AABC will continue to update the membership on the legislation's progress, and welcome comments.

### **6.8 Newsletter Editorial Board**

#### *Newsletter .pdf file:*

Bob Edwards asked the Executive to consider the possibility of changing the electronic format of the newsletter to a .pdf file in an effort to reduce the number of hardcopies that require printing and mailing. The Executive requires more information on this change in format.

#### *AABC Minutes:*

Bob Edwards has noted the inefficiency of inputting and tagging minutes twice - once for the website, and once for the newsletter. He is to contact Leslie Field for more information on this process.

## **7. Other Business**

#### *Call for New Members:*

The Executive decided to submit a call for new members for the various AABC committees.

**Action:** Erwin Wodarczak to post this call to archival list-serves and on the AABC webpage. Erica Hernández to forward this call on to the BC-Muse list-serve.

#### *Greater Vancouver Regional Representative:*

Lynne Waller expressed an interest in becoming the AABC's Greater Vancouver Regional Representative.

**Motion:** Christine O'Donnell moved to accept Lynne Waller as a new regional representative. Erwin Wodarczak seconded the motion. Motion carried.

## **8. Adjournment**

Lara Wilson moved to adjourn the meeting, Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 3:14 pm.

#### *Next Executive Meeting:*

Date: Saturday December 7, 2002

Time: 10:00 am

Location: UBC Main Library, Room 860 (across from UBC Archives office)

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## Executive Minutes - 7 December 2002

### AABC Executive Committee Meeting Minutes: 7 December 2002

Executive of the Archives Association of British Columbia  
Location: Room 630, UBC Main Library, Vancouver, B.C.

#### **Present:**

**Lara Wilson**, President  
**Erwin Wodarczak**, Vice President  
**Carrie Eirene Stevenson**, Treasurer  
**Christine O'Donnell**, Individual Member-At-Large  
**Kathy Bossort**, Institutional Member-at-large  
**Erica Hernández**, Secretary

#### **Guest:**

**Lisa Beitel**, Conference Program Committee Chair

### **1. Approval of Agenda:** approved

Lara Wilson called the meeting to order at 10:44 am.

### **2. Approval of Minutes of 21 September 2002 Executive Meeting:** approved

### **3. Business Arising**

#### **3.1 Outstanding Issues**

##### *Gaming Application*

Lara Wilson reported that we are still awaiting the adjudication. Lara and Carrie completed an "Amendment to Application Form", as requested by the Gaming Policy and Enforcement Branch. The form indicates that upon dissolution, the AABC will transfer all unused gaming funds and assets purchased with gaming funds to the minister of Finance or another eligible charitable organization in BC.

##### *Minister Santori*

Lara Wilson sent the Minister a copy of the latest AABC newsletter.

##### *CAIN Funding:*

Lara Wilson has sent CCA the AABC's statement of intent for the BCAIN province-wide virtual exhibit project.

She has not yet received word from Fred Farrell regarding the funding advocacy letter. Once received, this letter will serve to inform AABC's penned response to the CAIN cuts.

**Action:** Lara Wilson to contact Fred Farrell about this letter.

#### *BC Historical Federation Membership*

Lara Wilson reported that AABC's membership with this organization is up-to-date.

#### *AABC Conference 2003 Invitations*

Lara Wilson sent formal Conference invitations to Minister Santori and The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia. Minister Santori would most likely be unable to attend and no answer has yet been received from the Lieutenant-Governor.

#### *CCA Control of Holdings Project*

Lara Wilson reported that AABC held off on lobbying action for changes to CCA's Control of Holdings guidelines at this year's General Assembly (2002). The Internet Committee recommended we wait to see what happens in the New Year regarding funding.

#### *Archivist's Toolkit*

Lara Wilson reported that she had spoken to the Education Committee about maintaining the relevancy of the online Archivist's Toolkit.

#### *Newsletter Production*

Lara Wilson reported that the decision to produce the newsletter in a PDF file is still being deliberated.

#### *Terry Reksten Fund Award*

Lara Wilson reported that the Aldergrove Heritage Society won this competition. Lara recommended that an AABC representative meet face to face with the Friends of the BC Archives' Executive for the adjudication process.

### **3.2 Secretary's Report**

#### *BCMA Conference Report*

Erica Hernández reported that the BCMA Conference (October) was very informative and offered many sessions that were of great use to the small institution.

#### *Strategic Planning Session - February 2003*

Erica Hernández reported that she has received only a couple of responses to her call for input into this year's session topics. She will therefore repeat a call for interest and hopes to have a session draft prepared by the end of December.

## **4. President's Report**

#### *Proposed ACA-AABC Mentorship Programme*

Lara Wilson reported that the ACA Membership Committee (Chair, Jennifer Mohan) has offered to take on the activity of organizing and facilitating a local archivists mentorship program at SLAIS.

#### *Surrey Archivis, MINISIS and the BC Thesaurus*

Lara Wilson brought the Executive up-to-date on this situation and informed them that a draft agreement has been drawn up which asserts AABC copyright over the content of the BC Thesaurus. Both Surrey Archives and MINISIS, which is adapting the Thesaurus for Surrey's new archives management system, have been informed of this necessary agreement.

#### *BC Archives Integration into the RBCM*

Lara Wilson discussed with the Executive AABC's response to this situation.

**Motion:** Lara Wilson moved that AABC write a letter outlining the Association's concerns regarding the integration, Erwin Wodarczak seconded the motion. Motion passed.

**Action:** Lara Wilson will draft letter.

## 5. Treasurer's Report

### *Financial Reports*

Carrie Stevenson reported that AABC is up-to-date in compiling its financial statements for the 2002 year.

### *Archives Week Poster*

Lara Wilson informed the Executive that she had authorized payment to Peter Johnson of the Surry Archives and PAAL Committee Chair for the production of the 2002 Archives Week poster.

### *BC Heritage Trust*

Carrie Stevenson reported that the AABC may be able to secure future funding from monies offered by BC Heritage Trust.

### *General Fund Allocation*

Carrie Stevenson proposed the separation of particular funds from the General Fund in an effort to maintain funds designated for particular programs. Her motivation for this separation was to ensure that future Executives were aware of past funding designations. The Executive would not support this proposal but suggested that more of an effort be given to maintaining good documentation of past events and future plans in order to assist future Executives.

### *Budget Approval*

Carrie Stevenson reported that as money was saved from not being able to offer the Education and Advisory Service this year, money will be available for both the ANS and EAS programs for next year. She notes however, that this budget is not sustainable. The budget proposals for the 2003/2004 fiscal year were presented to the Executive. The ANS requires \$17,900 in hard dollars. With this amount the ANS contractor will operate at almost 100% of 2002/2003 levels at 2.5 days per week - the minimum required by the Internet Committee. The EAS requests \$4,500 and its contractor will operate at approximately 45% of 2002/2003 levels. Two BCAPS budget scenarios were presented: the first with the contractor operating at 75% of the 2002/2003 budget level; the second at 65% of the 2002/2003 budget level.

**Motion:** Carrie Stevenson moved to approve the 2003/2004 ANS budget. Erwin Wodarczak seconded. Motion carried.

**Motion:** Carrie Stevenson moved to approve the 2003/2004 EAS budget. Kathy Bossort seconded. Motion carried.

**Motion:** Carrie moved to approve BCAPS budget scenario #2 on a tentative basis - provided 10% of BCAPS funds can be moved to Control of Holdings. Christine O'Donnell seconded. Motion passed.

## 6. Committee and Program Reports

### 6.1 Education

#### *2003/2004 Education Program*

Jane Turner's report, presented by Lara Wilson. In the face of current fiscal realities, the Education Committee is planning to limit their 2003/2004 program to an average of two days per week. The Education Advisor will focus primarily on the development of distance education sessions, and will promote arrangement and description, and the development of finding aid systems. The Education Advisor will also tailor portions of the core curriculum to institutions and regional group meetings, so as to focus on local needs for demonstration, discussion and learning.

Given the current fiscal realities, the Committee recommended that the Executive get broad input from AABC members before the 2003 AGM on how best to restructure the AABC's three programs (Network, Preservation and Education).

The Committee recommended the following changes to fees for core workshops:

Member Rates:

\$45 for a one day workshop

\$90 for a two day workshop

\$135 for a three day workshop

Non-member rates, including a one-year individual membership in the AABC:

\$95 for a one day workshop

\$140 for a two day workshop

\$185 for a three day workshop

**Motion:** Carrie Stevenson moved to approve this change in fees. Kathy Bossort seconded. Motion carried.

*Institutional Members' Attendance at Specialized Workshops*

The Education Committee proposed the following attendance policy for specialized workshops: "In order to ensure space for individual members at specialized workshops there will be a limit of one registrant per institution at institutional and associate member rates".

**Motion:** Lara Wilson moved to approve this change. Erwin Wodarczak seconded. Motion carried.

## **6.2 Grants**

*CCA General Assembly*

Kathy Bossort represented the AABC at the CCA General Assembly on October 26-27, 2002. She forwarded a report on the meeting's proceedings to the AABC Executive, Friday November 1, as well as attended the AABC Internet Committee meeting, November 6, to report specifically on CAIN.

*Notification to Institutional Members*

Kathy Bossort reported that all institutional members have been notified of the availability of, and changes to, the CCA guide and forms for the Control of Holdings program for 2003/2004. The deadline for receipt of applications is December 20, 2002.

*Committee Members*

The AABC Executive was asked to approve the Grants Committee membership list: Kathy Bossort, Chair; Ann Carroll; Laura Cheadle; Chris Hives; Francis Mansbridge; and Christine O'Donnell.

**Motion:** Lara Wilson moved to approve this membership. Carrie Stevenson seconded. Motion carried.

*Adjudication of Control of Holdings Applications*

The Grants Committee will adjudicate the CCA Control of Holdings program applications Monday, 6 January 2003 at the Delta Museum and Archives.

*Past CCA Control of Holdings Monies*

The AABC Executive asked the Grants Committee to report on the amount of money in Control of Holdings available for projects proposed by AABC institutional members over the past few years. Kathy Bossort provided the Executive with these past grant adjudication statistics for 2000/2001, 2001/2002, and 2002/2003.

## **6.3 Membership**

*Membership Statistics*

Dovelle Buie's report presented by Erica Hernández. The latest membership statistics are as follows:

*2002 AABC Membership Numbers*

95 Institutional  
40 Associate Institutional  
7 Honourary Life  
1 Honourary Patron  
10 Sustaining  
77 Individual  
51 Student/Volunteer  
**281 TOTAL** (282 Total = with the newsletter category)

*2001 AABC Membership Numbers*

100 Institutional  
41 Associate Institutional  
7 Honourary Life  
1 Honourary Patron  
10 Sustaining  
87 Individual  
53 Student/Volunteer  
**299 TOTAL** (300 Total = with the newsletter category)

The current numbers include the new first year MAS students. Membership is down from 2001 by 9 members.

## **6.4 Conference Program**

*Conference Planning Update*

Lisa Beitel presented the Conference Program report to the Executive. Conference plans are currently on schedule; letters of invitation have been sent off to potential plenary speakers; Jan. 15, 2003 is the next deadline for the submission of session papers. A conference write-up is to be included in the December 2002 Newsletter issue. Jane Turner has confirmed 2 of 3 workshops to be offered at the conference, including 2 proposed half-day workshops. Christine Meutzner has booked the sites for the opening reception and banquet, and has arranged for conference attendees to book rooms at the conference hotel for \$69 per night. Entertainment for the special events is still being worked on. Pre-conference workshops will be held at the CIBC Arts Centre.

*Travel Subsidy*

The Executive informed Lisa Beitel that travel subsidies will be offered to all delegates who meet the AABC's travel subsidy requirements.

*Registration Procedure*

Lisa Beitel proposed the following change in conference registration procedure: Christine Meutzner will set up an ACCESS database to input conference registrant information and delegates will be asked to send their forms straight to Nanaimo. This information will then be localized at the conference site making registration issues easier to manage, as well as saving the time and cost of having Karen Blimkie do this work -as has been the past custom. All conference cheques will be sent to Karen Blimkie once received by Christine. The Executive was in agreement that this was an efficient and necessary change in registration procedure.

*Conference Budget*

Lisa Beitel presented the Executive with a proposed budget for the 2003 AABC Conference.

**Motion:** Lara Wilson moved to accept this budget. Christine O'Donnell seconded. Motion carried.

## **6.5 Internet**

*Digital Memories Program*

Erwin Wodarczak presented the Internet Committee's CAIN application for the Digital Memories program. This proposal will essentially support the development of a province-wide exhibition initiative aimed at presenting the themes of ethnicity and culture in BC, genealogy and the family in BC, immigration and settlement in BC and Protest in BC to an audience base of kindergarten - grade 12 students. Support for this initiative will allow for the creation of a digital image database on a province-wide basis, as well, it will also assist individual archives in their own digitization process.

#### *Itinerant Archivist*

The Internet Committee has determined to resubmit their CAIN application for an itinerant archivist.

#### *West Vancouver Community Archives Project*

The West Vancouver Community Archives has recently received \$1600 in funding for a re-description project. Once revised these new fonds descriptions will be included in BCAUL.

### **6.6 Preservation**

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee is currently in-line with its planned budget and members are aware that additional budget cuts are looming.

Lara Wilson recommended the AABC publicize to its members the availability of CCA grants for preservation workshops.

**Action:** Christine O'Donnell to find out more on CCA grants and publicize this information to AABC members, if time allows.

### **6.7 PAAL**

#### *"Archives in Your Attic"*

Carrie Stevenson reported that the November "Archives in Your Attic" event at the BC Archives was a success, with lots of public interest and media coverage. This Committee's intent is to hold it again next year.

#### *Private Sector Privacy Legislation*

Lara Wilson briefly reviewed the private sector privacy legislation brief drafted by Richard Dancy and amended by Ian Forsythe, which had been previously forwarded to all Executive members. The Executive was happy with this brief, and was informed that more AABC input may be required as this draft legislation is developed. This brief will be included in the next AABC newsletter.

### **6.8 Newsletter Editorial Board**

Erwin Wodarczak presented the Board's report. Bob Edwards is currently looking to include student papers, an article by Gary Mitchell on the BC Archives / Royal BC Museum "merger", and private sector privacy legislation in the next newsletter. The Newsletter Editorial Board has plans to meet to discuss the possible revamping of the newsletter.

**Action:** Lara Wilson to send Bob Edwards samples of other institutional newsletters to contribute to this discussion on restructuring the AABC newsletter.

## **7. Other Business**

#### *Date for Strategic Planning Session*

Kathy Bossort proposed holding the strategic planning session at the Delta Museum and Archives in March as opposed to February. This change in date would allow for easier road travel for participants from the Interior, as well, the ideas generated at this meeting would remain fresher in the minds of participants for the April AABC Conference. Kathy still has to determine an exact date for the March meeting.

## 8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 2:00 pm.

*Next Executive Meeting:*

Date: Saturday January 11, 2003

Time: 10:30 am

Location: Room 630, UBC Main Library

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## British Columbia Archival Network News

### New and Notable on the Web

#### 1. Greater Vernon Museum and Archives -- On-line Photograph Database

The Greater Vernon Museum and Archives has recently launched its impressive new web site, along with a user-friendly online photograph database providing access to approximately 2500 images. The new web site is at [www.vernonmuseum.ca](http://www.vernonmuseum.ca).

#### 2. British Columbia Archives -- On-line Moving Images Index

Researchers can now search and review descriptive entries for 3,200 moving image titles (about 7,000 film and videotape items) in the holdings of the provincial archives. For an overview of the holdings and search options, go to [www.bcarecives.gov.bc.ca/movingim/general/movingim.htm](http://www.bcarecives.gov.bc.ca/movingim/general/movingim.htm).

#### 3. Archives Society of Alberta -- Alberta InSight Photograph Database

The ASA has recently provided public access to its growing, province-wide online historical photograph database. The official launch of Alberta InSight will be later in 2003 but those interested are invited to check it out with the link from [www.archivesalberta.org/general/database.htm](http://www.archivesalberta.org/general/database.htm).

#### 4. Online Photograph Galleries as Extensions of Descriptive Finding Aids

Two archives have recently mounted photograph galleries of images from specific fonds or collections in their holdings. Links to these galleries are available from online inventories and/or BCAUL descriptions.

The Delta Museum and Archives has recently launched such a gallery for images from the Ken Young collection. The gallery is accessible directly at [aabc.bc.ca/aabc/delta/gallery/](http://aabc.bc.ca/aabc/delta/gallery/).

The University of British Columbia Archives has established its first two online galleries of this kind, consisting of photographs from the Gavin Dirom fonds ([www.library.ubc.ca/archives/Dirom/index.htm](http://www.library.ubc.ca/archives/Dirom/index.htm)) and the George Van Wilby fonds ([www.library.ubc.ca/archives/vanwilby/index.htm](http://www.library.ubc.ca/archives/vanwilby/index.htm)).

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are

asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabbc.bc.ca/aabc/bcaul.html](http://aabbc.bc.ca/aabc/bcaul.html):

### **British Columbia Archives:**

Commission on the Union Club, the Elks Club, Eureka Club, Chess Club, Playgoers Club and the Railway Porters Club fonds  
Vancouver City Policy Inquiry fonds  
Inquiry into the Circumstances of Landslides at Whatshan fonds  
Commission on Claims Arising out of Riots on Vancouver Island fonds

### **British Columbia Medical Association Archives:**

Dr. A.C. Waldie fonds

### **City of Richmond Archives:**

Graham Elliston fonds

### **City of Vancouver Archives:**

Vancouver Centennial Committee fonds  
Amy Leigh fonds  
Strathcona Residents' Association fonds  
Velma Beryl Kipp fonds  
Bell-Irving family fonds  
Major Matthews collection  
Woodward's Department Stores Limited fonds  
Quine family fonds  
Community Arts Council of Vancouver fonds  
Kiwans Club of Vancouver fonds  
Vancouver (Burrard) Lions Club fonds  
Alan Lever fonds  
Kitsilano War Memorial Community Centre Association fonds  
Adrien Mansvelt collection  
Anglo-British Columbia Packing Company fonds  
University Women's Club of Vancouver fonds  
Lois Kerr fonds  
Eustace Smith Ltd. fonds  
Howard Green fonds  
Everett Crowley fonds  
McGuigan family fonds  
Lower Kitsilano Ratepayers' Association fonds  
MacMillan Bloedel Place fonds  
A. Stewart McMorran 29th (Vancouver) Battalion collection  
E.V. Young fonds  
Canadian Arthritis and Rheumatism Society B.C. Division fonds  
Yip family and Yip Sang Ltd. fonds  
West Point Grey Lawn Bowling Club fonds  
Kitsilano Yacht Club fonds  
Commonwealth Historic Resource Management Ltd. fonds  
United Way of the Lower Mainland fonds  
Strathcona Property Owners and Tenants Association fonds  
Greenpeace Foundation fonds

Urban Design Centre fonds  
American Woman's Club fonds  
Robert Henry fonds  
Ernest Le Messurier fonds  
Coalition of Progressive Electors fonds  
Stanley H. Warn fonds  
Walter A. Grecula collection  
Vancouver Museum fonds  
Carnwath, Anderson family fonds  
Sculptors' Society of British Columbia fonds  
Charles J. Christopherson fonds  
George Henry Cowan fonds

**Delta Museum and Archives:**

Ken Young photograph collection

**Fort Steele Heritage Town Archives:**

Fort Steele mining collection

**Morris and Helen Belkin Art Gallery:**

Kenneth Coutts-Smith fonds  
Eric Metcalfe fonds  
Gary Lee Nova fonds  
Artropolis fonds  
Rodney Graham fonds  
Peter White's It Pays to Play collection  
Victor Doray fonds

**Simon Fraser University Archives:**

Margaret Benston fonds  
Frances Wasserlein fonds  
Candace Parker collection  
Anne Roberts collection  
Gerald Scott fonds  
Susan Walsh fonds

**South Peace Historical Society Archives:**

Dorthea Calverley fonds  
Peace River Rural School District fonds

**Trinity Western University Archives:**

Board of Governors fonds

**University of British Columbia Library Rare Books and Special Collections:**

Thomas and Emma Crosby fonds  
Art Finley fonds  
Margaret Cowie fonds  
Canadian Western Lumber Company Limited fonds  
Crawford Kilian fonds

Ann Blades fonds

**White Rock Museum and Archives:**

White Rock Historical Society fonds  
Fraser Valley Regional Library, White Rock Branch fonds  
B Welcome Social Club fonds  
Old Age Pensioners' Organization, Branch No. 11 fonds  
Marjorie Richardson fonds  
Edward Whittaker collection

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) Chemainus Valley Museum**

New email address: [cvhs@island.net](mailto:cvhs@island.net)

### **2) Cowichan Valley Museum and Archives**

New web site: [www.cowichanvalley.museum.bc.ca](http://www.cowichanvalley.museum.bc.ca)

### **3) Simon Fraser University Library Special Collections and Rare Books**

New web site: [www.lib.sfu.ca/about/collections/specificcollections/specialcollections/spcl.htm](http://www.lib.sfu.ca/about/collections/specificcollections/specialcollections/spcl.htm)

### **4) Alberni District Historical Society Archives**

New web site: [www.city.port-alberni.bc.ca/AVMuseum/Archives.htm](http://www.city.port-alberni.bc.ca/AVMuseum/Archives.htm)

### **5) Bulkley Valley Museum**

Mailing address: P.O. Box 2615, Smithers, B.C. V0J 2N0

### **6) City of Burnaby Archives**

New web site: [www.city.burnaby.bc.ca/cityhall/departments/archvs.html](http://www.city.burnaby.bc.ca/cityhall/departments/archvs.html)

### **7) Fraser-Fort George Regional Museum**

New web address: [www.theexplorationplace.com/archives/index.html](http://www.theexplorationplace.com/archives/index.html)

New email address: [archive@theexplorationplace.com](mailto:archive@theexplorationplace.com)

### **8) Greenwood Museum**

New web site: [www.greenwoodcity.com/greenwoodheritage/archives.html](http://www.greenwoodcity.com/greenwoodheritage/archives.html)

New email address: [museum@sunshinecable.com](mailto:museum@sunshinecable.com)

### **9) Boundary Museum**

New contact: William Adams , Curator/Administrator

New email address: [boundarymuse@look.ca](mailto:boundarymuse@look.ca)

## **10) City of Coquitlam**

New web address: [www.coquitlam.ca](http://www.coquitlam.ca)

New email address: [hgordon@coquitlam.ca](mailto:hgordon@coquitlam.ca)

## **11) Alder Grove Heritage Society**

New web address: [www.telephonemuseum.ca](http://www.telephonemuseum.ca)

New email address: [info@telephonemuseum.ca](mailto:info@telephonemuseum.ca)

New fax number: (604) 857-9559

## **12) Hallmark Society**

New address: 950 Kings Road, Victoria, B.C. V8T 1W6

New web address: [www.hallmarksociety.ca](http://www.hallmarksociety.ca)

New email address: [office@hallmarksociety.ca](mailto:office@hallmarksociety.ca)

## **13) South Peace Historical Society Archives**

New phone number: (250) 782-4565

New web address: [www.calverley.ca/HiSoc.html](http://www.calverley.ca/HiSoc.html)

New email address: [hsarchives@pris.bc.ca](mailto:hsarchives@pris.bc.ca)

## **14) Anglican Diocese of Kootenay Archives**

New contact: Howard Hisdale , Archivist

New email address: [diocese\\_of\\_kootenay@telus.net](mailto:diocese_of_kootenay@telus.net)

## **15) Glenlyon-Norfolk School Archives**

New email address: [keithwalker@shaw.ca](mailto:keithwalker@shaw.ca)

## **16) Kamloops Educational Heritage Project Archives**

New email address: [rhatch@sd73.bc.ca](mailto:rhatch@sd73.bc.ca)

## **17) Kelowna Museum**

New email address: [archives@kelownamuseum.ca](mailto:archives@kelownamuseum.ca)

## **18) Naramata Heritage Museum**

New email address: [margaretholm@shaw.ca](mailto:margaretholm@shaw.ca)

## **19) Princeton and District Museum and Archives**

New web site: [www.town.princeton.bc.ca/museum/museum.htm](http://www.town.princeton.bc.ca/museum/museum.htm)

## **20) Valemount and Area Museum**

New fax number: (250) 566-4244

## **21) Kootenay Gallery of Art, History and Science**

New web address: [www.kootenaygallery.com](http://www.kootenaygallery.com)

## **22) Saanich Pioneers' Society Museum and Archives**

New website: [victoria.tc.ca/Community/Spsma/](http://victoria.tc.ca/Community/Spsma/)

### **23) Sidney Museum**

New email address: [info@sidneymuseum.ca](mailto:info@sidneymuseum.ca)

New website: [www.sidneymuseum.ca/](http://www.sidneymuseum.ca/)

### **24) Sointula Museum**

New phone number: (250) 973-6412

New email address: [soinmuse@island.net](mailto:soinmuse@island.net)

New website: [www.island.net/~soinmuse/](http://www.island.net/~soinmuse/)

### **25) Union of British Columbia Indian Chiefs Resource Centre**

New web address: [www.ubcic.bc.ca/resource.htm](http://www.ubcic.bc.ca/resource.htm)

### **26) Kamloops Museum and Archives**

New contact name: Susan Cross , Archivist

New telephone number: (250) 828-3689

New email address: [scross@city.kamloops.bc.ca](mailto:scross@city.kamloops.bc.ca)

### **27) Prince Rupert City and Regional Archives**

New web address: [www.princerupertlibrary.ca/archives/](http://www.princerupertlibrary.ca/archives/)

### **28) West Vancouver Museum and Archives**

New contact: Yau Min Chong , Community Archivist

New email address: [ymchong@westvancouver.net](mailto:ymchong@westvancouver.net)

New hours of operation: Thursdays and Fridays, 12:00-4:30.

### **29) Langley Centennial Museum and National Exhibition Centre**

New contact name: Lisa Codd , Arts and Heritage Curator

### **30) Greater Vernon Museum and Archives**

New web site: [www.vernonmuseum.ca](http://www.vernonmuseum.ca)

New email address: [mail@vernonmuseum.ca](mailto:mail@vernonmuseum.ca)

Hours of operation: Tuesday-Saturday, 10:00-5:00

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabbc.bc.ca/aabc/bcans.html](http://aabbc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 13 No. 1 Winter 2003

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#### Treasurer

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#### Secretary

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#### Individual Member at Large

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#### Institutional Member at Large

Kathy Bossort  
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Phone: (604) 946-9322  
Fax: (604) 946-5791

### Committee Chairs

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## Architectural Reproductions: Preservation Issues and Storage Options

Architectural reproductions are found in most archival collections. They can pose preservation problems in terms of their storage, and in some cases, their deterioration. As some of the materials used are known to deteriorate more rapidly than others, identification of architectural reproduction media in the descriptive record is crucial. And as archival records are made available online, identification of media type is becoming more important; just as the on-line researcher wants to know that, for example, the JPEG image of a photograph he or she is viewing has been scanned from a platinum print, researchers may find information about architectural drawing media useful.

An excellent publication to assist with the identification of architectural reproductions is *Architectural Photo Reproductions: A Manual for Identification and Care* by Eléonore Knissel and Erin Vigneau. This book is considered the primary source for architectural drawing/photo reproduction identification. It leads you through the identification process with the use of flow charts and many exceptional photographs. Published by Oak Knoll Books, it can be ordered from their website ([www.oakknoll.com](http://www.oakknoll.com)).

### Common Types of Architectural Drawings

Blueprints, which were commonplace by the 1870s, are the most common medium of architectural drawing reproduction found in archival records from the 20<sup>th</sup> century. They are produced by the heliographic printing process. This was a two-step process. In step one, a paper or cloth coated with a light-sensitive solution would be placed beneath a drawing with black ink lines, and then exposed to light. In step two, the negative image appearing on the paper or cloth would be fixed. Other common heliographic processes include:

- Pellet prints -blue lines on a white background introduced 1842 and declined in use by the 1930s
- Ferrogallic prints -black line on white background introduced 1861 and declined in use by the 1930s
- Vandyke prints -brown lines on a white background introduced 1889 and declined in use by the 1930s

The decline of the heliographic process was brought about by the improved processing of diazotypes. Diazotypes, also known as an Ozalid, were introduced in the 1880s but did not become commercially viable until the 1930s. Diazo prints may have blue, black, brown, magenta or lavender lines on a flecked off-white background. The diazo process, unlike the heliographic process, is based on the use of paper coated with

diazonium salts, which is then exposed to ultraviolet light. The ultraviolet light attacks the diazonium salts, turning the exposed areas off-white and leaving the areas protected by the black lines of the original drawing to form the image.

From a preservation perspective, one of the drawbacks to the diazotype process is that residual phenols from processing are left in the paper. These phenols oxidize on exposure to air, causing a yellowish brown discolouration of the image side of the reproduction. This type of deterioration is accelerated by exposure to ultraviolet light, and by storing the diazotypes in an alkaline environment.

### Storage

Architectural reproductions should be stored flat in map cabinets where possible. Shallow drawers (approximately 1" deep) are considered a better choice than deeper drawers, as retrieval is easier as there is less chance that the drawers will be over filled. Heavily used reproductions should be encapsulated in either Mylar or Milinex 516. An excellent discussion of storage methods is the Northeast Document Conservation Center (NEDCC) Technical Leaflet *Storage Solutions for Oversized Paper Artifacts*, which can be found on the Web at [www.nedcc.org/plam3/tleaf49.htm](http://www.nedcc.org/plam3/tleaf49.htm) This leaflet also has links to other NEDCC publications such as *Encapsulation in Polyester Film Using Double Sided Tape* and *Relaxing and Flattening Paper by Humidification*.

One inexpensive method for rolled storage is to use black plastic ABS plumbing pipe for the tube. ABS pipe/tube is available in a range of diameters and lengths from hardware/plumbing stores. It is a good idea to put a sheet of Mylar around the architectural plan so that when it is being retrieved one pulls on the Mylar to slide the plan out of the tube rather than on the plan itself. Of course, it is always preferable to store oversize records flat, as this increase ease of access and minimizes damage to the records during handling.

### Folders

Blue prints are alkaline sensitive. If they are placed in buffered folders or interleaved with buffered acid-free tissue they may fade. It is recommended that blueprints be stored in pH neutral folders. If your archives has only buffered folders available for use, then place a sheet of Mylar or Milinex 516 at the front and back of the folder to separate the blueprints from direct contact with the folder.

The U. S. National Parks Service has a useful publication by Diane Voigt-O'Conner, *Caring for Blueprints and Cyanotypes*. It is part of the NPS Conserv O Gram leaflet series and can be found online at

[www.cr.nps.gov/museum/publications/conserveogram/19-09.pdf](http://www.cr.nps.gov/museum/publications/conserveogram/19-09.pdf)

Diazotypes should be stored in a non-buffered folder as well. An alkaline folder or buffered acid-free tissue will increase the rate of phenol degradation, leading to the formation of the yellowish brown discolouration mentioned above. Diazotypes, and in particular sepia diazotypes, should either be stored separately or encapsulated, so that they do not cause discolouration on other drawings that are in contact with them.

Further information on architectural reproductions can be found at the University of Texas library website: [www.lib.utexas.edu/apl/aaa/storagecarebib.html](http://www.lib.utexas.edu/apl/aaa/storagecarebib.html)

This website has very useful annotated bibliographies on a range of topics, including:

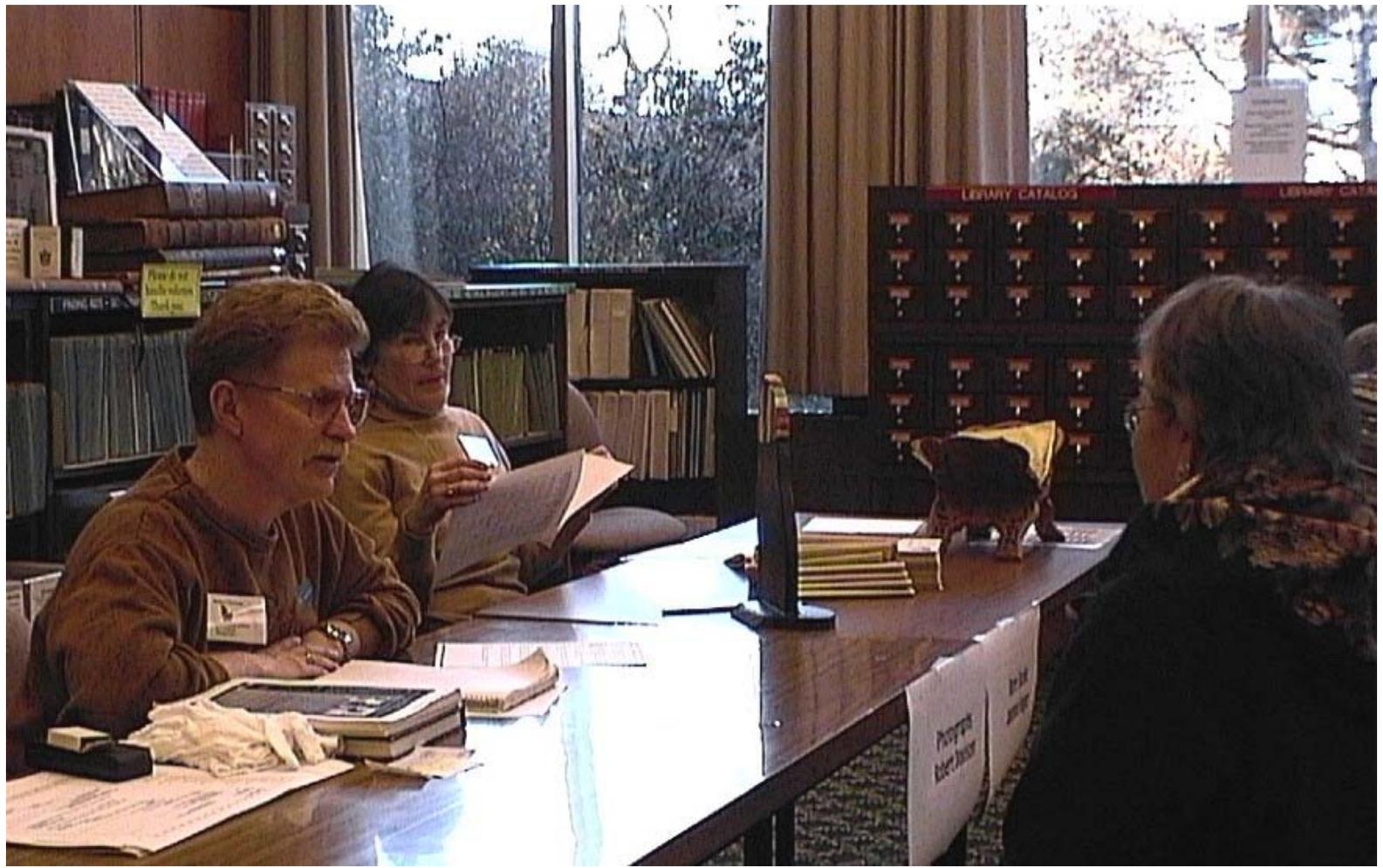
- Disaster Prevention, Preparedness, and Response

- Identifying & Processing Materials
- Monographs, proceedings & special issues
- Preservation Reference
- Reformatting & Digitizing Materials
- Storage & Care

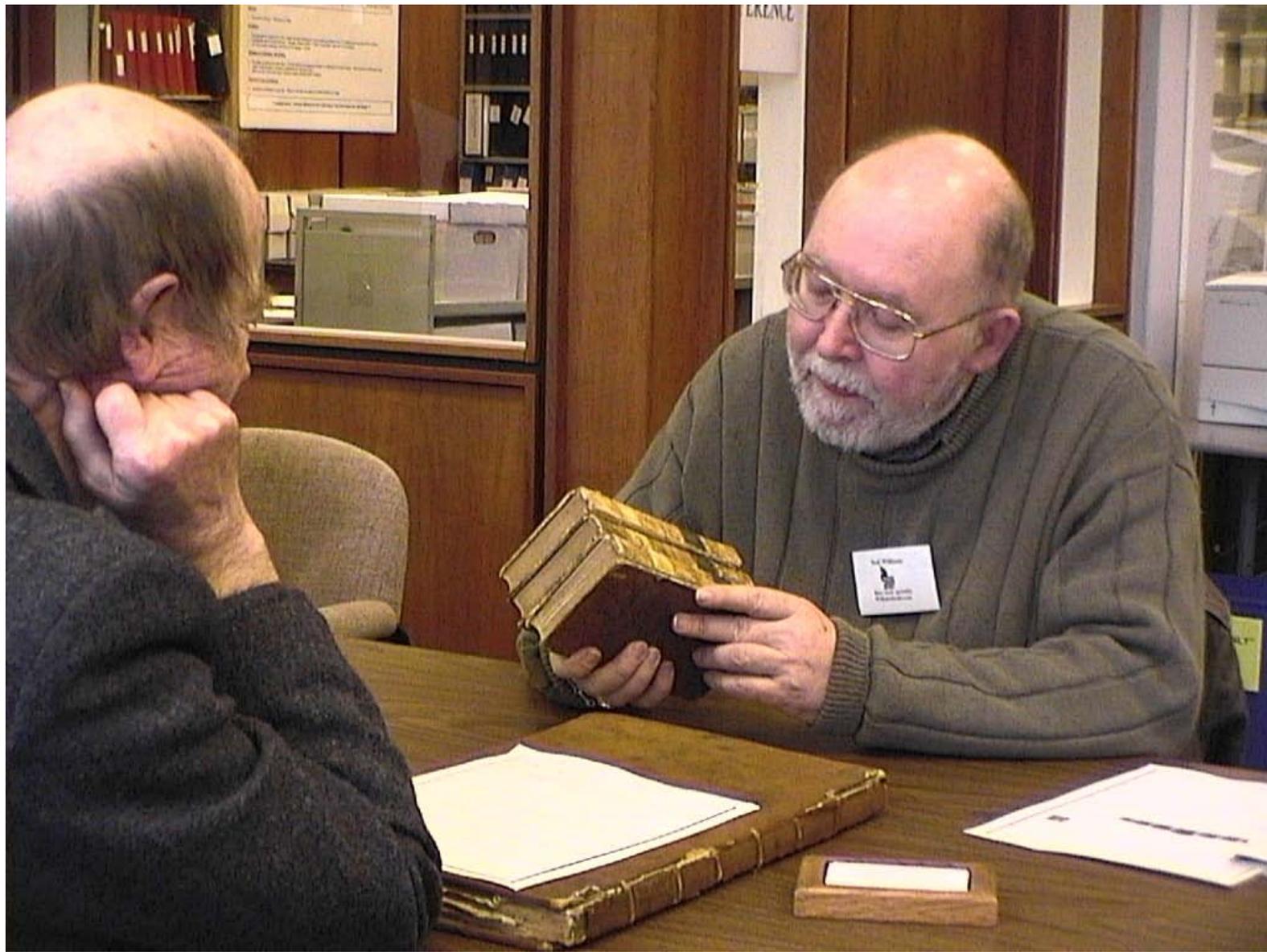
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# AABC Newsletter

Honorary Patron:

*The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia*

Volume 13 No. 2

Spring 2003

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

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Submission deadlines:

Summer - June 15, 2003  
Fall - September 15, 2003

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000 or via e-mail

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## Celebrating Ten Years of Regional Access in the Vancouver Office of the National Archives of Canada

2002 marked the tenth anniversary of on-site services in the Vancouver Office of the Government Records Branch of the National Archives of Canada. This regional arm of the National Archives is a very different place than it was in July of 1992, when the first two regional archivists were hired. That summer, Jay Gilbert and Heather MacNeil took on the ominous task of charting unknown regional archival territory, with the establishment of the Vancouver Pilot Project. Their goal was to acquire, select, control, and provide access to government records transferred from the offices of federal departments in British Columbia and the Yukon. Rather than sending records to Ottawa at the time of their disposition, the National Archives had begun (in 1984) to retain archival material on-site within Federal Records Centres in Halifax, Winnipeg, Edmonton, and Vancouver.

What has come to be known as the Regional Records Program was an inevitable extension of the National Archives' commitment to provide equitable access to regional records, which has its origins in a 1987 Senior Management Committee statement:

*Regional government archival records produced in the regions and relating to those regions will, in general, remain in the regions, under the control of the National Archives.*

Vancouver was chosen as the site of the Pilot Project because of the pivotal role that regional records originating from the Department of Indian Affairs had begun to play in the land claims process in British Columbia.

Prior to the establishment of the Vancouver Pilot Project, the National Archives managed accumulating regional archival holdings through coordinated trips to Vancouver. Small troupes of archivists would descend upon the Federal Records Centre to spend a few hectic days - sleeves rolled up - processing accessions that had been transferred to the custody of the National Archives since the previous trip. The pace of the work afforded little opportunity to pause and peer above the boxes.

When Ottawa archivists weren't visiting, Federal Records Centre staff were largely responsible for the physical control of regional archival material in Vancouver. The establishment of the Pilot Project allowed the National Archives to go beyond the provision of basic records control and facilitate on-site access. In the early days, as the research community was just beginning to discover the regional holdings in Vancouver, reference activity was intermittent. Consequently, the regional archivists were able to tour federal offices throughout the province of British Columbia and solidify relationships with various regional programs. The records of Royal Roads Military College, Shaughnessy Veterans Hospital, and New Westminster Penitentiary are just a few examples of acquisitions that have benefited from the presence of regional archivists in Vancouver. In addition, regional offices that had previously been reluctant to transfer records to Ottawa were reassured by the knowledge that their archival record would remain in British Columbia and therefore be more readily accessible.

Reference demand for the records held by the now Vancouver Office has grown considerably since 1992. While Jay and Heather only saw a small handful of researchers each month, people are now filling the reference room on a daily basis. Marnie Burnham and Jana Buhlmann, the current regional archivists in Vancouver, advise researchers to book appointments two weeks in advance. The practice of booking appointments is unique to the Regional Records Program and reflects both the limited size of regional reference rooms and the sensitive nature of the research that is conducted.

Essentially, the Vancouver Office now functions as a miniature version of the National Archives. Regional archivists wear many hats, working with federal departments to appraise regional records, and with staff in the Federal Records Centre to facilitate the transfer of records to National Archives custody. They accession and do descriptive work to improve the accessibility of records in Vancouver. They facilitate all components of the research process, responding to reference questions, conducting informal file review as required by the *Access to Information* and *Privacy Acts*, physically retrieving requested records, and assisting on-site researchers. In many ways, the activities of the Vancouver Office of the National Archives are similar to small community archives across the Province.

The land claims process that initiated the Pilot Project continues to play an active role in research conducted at the Vancouver Office. Researchers representative of all parties in the treaty negotiation process consult the archival record of the Department of Indian Affairs. In addition, the Vancouver Office holdings have become a focus for research pertaining to the resolution of the Indian Residential Schools issue. Records of departments such as Fisheries and Oceans, Transport Canada, Canadian Forestry Service, the Vancouver Port Authority, and National Defence are also used regularly, reflecting the growing diversity of the research community with access to regional holdings in Vancouver.

As the regional record in Vancouver grows - and research demand along with it - the Vancouver Office of the National Archives continues to make efforts to increase the accessibility of its holdings. Recent renovations have resulted in an expanded reference space. Future changes to the National Archives' website will afford researchers new opportunities to gain access to information regarding regional holdings, prior to visiting the Vancouver Office. It's going to be an exciting second decade!

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## Kent Haworth

On January 31 the Archival Community in Canada and around the world lost one of its leading lights when Kent Haworth passed away. It's impossible to improve on the tribute, to Kent's contribution to Archival Science and to the Association of Canadian Archivists (ACA) that Marion Beyea gave at the ACA 2002 Conference, When Kent was awarded the first ever ACA Membership Recognition Award. The text of Marion's excellent message was printed in the September 2002 ACA BULLETIN and is available on the ACA website.

For many Kent will always be associated with the development of the Canadian Rules for Archival Description (RAD) and for his work on international descriptive standards. However Kent's legacy does not end there. He was a involved with all aspects of our profession. All who shared a meal, a drink, or a simple conversation with Kent will remember him as a gracious host, a stimulating thinker and researcher, a passionate believer in the archival mission. But not only could he generate an interesting and entertaining conversation he was a fun person as well--a wonder on the dance floor at ACA closing events. Time spent with Kent was never wasted. Kent will be missed by Archivists around the world. The ACA extends its condolences to Kent's family, his friends, and to his many colleagues.

As a great professional archivist, archival manager, archival researcher, human being and supporter of the Association of Canadian Archivists (ACA) since its inception, it is only fitting that the ACA establish the Kent Haworth Memorial Fund in support of archival education, scholarship and research. Kent's friends, colleagues and acquaintances are invited to make a contribution to the Fund by sending their cheques or money order made payable to the

Canadian Council of Archives  
395 Wellington Street  
Ottawa, Ontario  
Canada K1A 0N3

For Canadians, tax-deductible Receipts will be issued.

As many of you are aware, there will be a Memorial Service to be held at York University on 20 March 2003 which will be followed by a Symposium to be held in his name at the University of Toronto on 21 March 2003. The ACA will be publishing the results of the Symposium. Proceeds from the sale of the publication will go to the Kent Haworth Memorial Fund.

[Bryan Corbett, President, Association of Canadian Archivists]

\* \* \*

Today, the flag at the British Columbia Archives is draped in the black mourning silk as we remember and celebrate the life of an extraordinary archivist, Kent Haworth. For nearly thirty years, Kent has been in the forefront of developments in Canadian archives. First in British Columbia, then Ontario and Nova Scotia, he led the introduction and development of national archival standards. In our own public service, he was one of the pioneers in developing

special media archives and was the first director for records management within the BC government.

His hyper-activity, constant drive and boundless energy in his pursuit of archival challenges are legend within our profession. For all of us, his passing is a loss; for those within his archival generation, his passing is the fading of the brightest star in a magnificent constellation.

For us, we have lost a native son. A native son who left our province in 1986 to pursue career opportunities in the east, he never forgot his archival roots here at the BC Archives.

He will be missed.

[Gary A. Mitchell, Director, British Columbia Archives]

\* \* \*

We are very sad to have to report that Kent Haworth died peacefully at home in Toronto (Canada) on Friday, January 31st 2003.

Kent's passing is a very great loss to our profession. In particular his contributions to Canadian and international descriptive standards efforts were immense. He was one of the chief architects of the Canadian Rules for Archival Description (RAD) and, as a member of the ICA Committee on Descriptive Standards a key player in the development of the International Standard for Archival Description - ISAD(G) and the International Standard Archival Authority Record (ISAAR-CPF).

Since the Seville Congress in 2000 and until last year he was Secretary of the ICA Committee on Descriptive Standards, a position that he reluctantly relinquished as a result of his illness.

He was also York University Archivist in Toronto for many years. A native of British Columbia, he was one of the pioneers in developing special media archives and was the first director for records management within the BC government.

We shall greatly miss his energy, sharp mind and humour.

[Annick Carteret, International Council of Archives]

\* \* \*

Dear Canadian colleagues The sad and untimely death of Kent Haworth is a very great loss to our profession. In particular his contributions to Canadian and international descriptive standards efforts were immense. He was one of the chief architects of the Canadian Rules for Archival Description (RAD) and, as a member of the ICA Committee on Descriptive Standards a key player in the development of the International Standard for Archival Description - ISAD(G) and the International Standard Archival Authority Record (ISAAR-CPF).

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The past and present members of the ICA Committee on Descriptive Standards would like to communicate to the Canadian archival community how much we value Kent's contributions to our work over many years and how much we will miss him as a colleague and as a friend. He was a wonderful ambassador for your country and our profession. It is our intention to dedicate the second edition of ISAAR-CPF, which is currently being revised, to Kent when it is published by the ICA next year. As Kent was a great lover of fine wine, the CDS members will set aside a particularly fine Australian vintage to toast Kent when we meet in Canberra in October. We shall greatly miss his sharp mind, enormous energy, love of life and subversive humour.

[Adrian Cunningham, Secretary, ICA Committee on Descriptive Standards]

\* \* \*

Dear Colleagues:

To honour Kent's memory, York University is establishing a fellowship that will be awarded annually to a doctoral student from any discipline and from anywhere in the world whose intent is to use the archival holdings of York University in their research. Contributions from the archival community are welcome. Our goal is to raise a minimum of \$25,000. Further details will be available at the memorial service on March 20th or you may contact Jim Allen at the York University Foundation for immediate information on how to make a donation. Jim can be reached at [jimallen@yorkfoundation.yorku.ca](mailto:jimallen@yorkfoundation.yorku.ca) or 416-650-8013.

[Suzanne Dubeau, Archivist, York University]

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## The City of Surrey Archives and Surrey Museum - Disaster Response Workshop Proposal

The City of Surrey Archives and Surrey Museum propose to offer a two-day Disaster Response workshop on either July 11-12 or July 18-19, 2003, if sufficient interest is shown to justify commitment. Fraser/Spafford Ricci Art & Archival Conservation Inc., who recently gave a very successful workshop for the AABC's Fraser Valley Regional Group, will lead the Workshop. Participation will be limited to 30. Cost per participant, including lunch, will be \$150 + GST.

The two-day format provides for an overview of disaster preparedness on the first day, including a disaster case study (The Royal Saskatchewan Museum fire), the prevention & recovery planning process, how to respond to a disaster, procedures for salvage and recovery from water and fire damage, and how to work as a disaster recovery team.

Day two will take the form of a mock disaster, allowing participants to experience the discovery of a problem, group response, the formulation of an action plan, assignment of roles, work space set-up, and the application of salvage, recovery & stabilization techniques.

The workshop is aimed primarily at those responsible for collections, and it is hoped that participants will become disaster recovery resources both for their own and neighbouring institutions.

Please notify interest to [pnjohnson@city.surrey.bc.ca](mailto:pnjohnson@city.surrey.bc.ca), with preference for dates, by April 30. If sufficient interest is shown, responding institutions will be asked to make a firm commitment in May. Lack of interest will be notified to the list as a whole.

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V3S 4E8

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## The Terry Reksten Memorial Fund

### The Terry Reksten Memorial Fund

Founded in honour of the late Terry Reksten, well known British Columbia historian, the Fund annually offers an award of \$500 to a Community Archives in British Columbia to assist in acquiring, preserving, indexing, or disseminating information on the archival documentary heritage of British Columbia in the broadest sense of the word. The award is administered by The Friends of the British Columbia Archives.

Eligibility Criteria are:

1. The Archives must be open to the public 8 hours a week or more;
2. The Archives shall have three or fewer paid employees;
3. No Archive is eligible to receive moneys from the fund in two consecutive years.

The winner for 2002 was the Aldergrove Heritage Society. Their project was to "sort, identify, and scan original photographs from the Aldergrove Star fonds, so as provide public accessibility."

Applications for the 2003 grant will be received until June 30<sup>th</sup>. Please outline your project/need in not more than half a page, and provide details of eligibility. Applications are to be submitted to

The Friends of the British Columbia Archives – Grant Committee  
c/o P.O. Box 9419 Stn. Prov. Government  
Victoria, B.C.  
V8W 9V1

or by e-mail to: [ragreene@telus.net](mailto:ragreene@telus.net)

The winner will be chosen and announced in September.

The successful applicant will be required to provide notification on completion of the project, and if possible, a short report for the Friends of the BC Archives Newsletter.

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# AABC Newsletter

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## Report on the meeting of the AABC members of the Greater Vancouver Region

Submitted by Lynne Waller, Archivist, City of Richmond Archives

March 4, 2003, a small band of Greater Vancouver area archivists met at the City of Richmond Archives to discuss a new life for the regional group, which has been dormant for some years. The small number attending was disappointing. However, there was a determination to try again, with a social event in late summer or early fall at another facility in Greater Vancouver. Details will be posted on the AABC website when they are available.

The Terms of Reference for AABC Regional Representatives assume a community of interest within regions. That may be difficult to achieve in this area, which includes institutions and individuals in Powell River, Whistler, Sechelt, Surrey, White Rock, Coquitlam, Port Moody, West and North Vancouver, and the rest of the GVRD. Thematically, we range from convents and religious archives, to universities, municipalities, and archives associated with museums.

There are also very many members in the region: 46 individual members, 32 institutional members, 29 student volunteers, and 22 in the sustaining, life, and associate categories. This is a large chunk of the entire AABC membership. Because of the numbers, more than 120, it is not practical for a Regional Representative to survey members for their thoughts on issues of interest to the Association.

We discussed ideas that included further geographical or thematic splits in the region. Part of the discussion was about the executive of the AABC acting as a regional entity for archives in this area. The majority of the executive is usually drawn from Greater Vancouver archives, as it has been this term.

Because there were few of us at the meeting, no conclusions were reached, just a number of topics introduced for possible further examination. Of course, there was the pleasure of being in the room with other archivists in a non-work situation, and having a bit of time to talk about our projects and the issues of the day. I still think that some efforts at communication are better than none. It is just a challenge for AABC members in the Greater Vancouver region to find a way to connect.

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## Regional Group Announcements

### South Vancouver Island Region

#### RED ALERT

The date for the June meeting of the South Vancouver Island Region group is:

Wednesday, June 11.

The minutes sent out after the March meeting had part of the date missing. Please check your calendars so that you have the right date. The meeting will be at

Guide House  
938 Mason St., Victoria

Rosalie Frampton has graciously looked into parking for the members. There is place at Guide House. Additional space is available in nearby St. John's Church parking lot.

Theme for the June SVIGR Meeting: As "Be Prepared" comes to mind when Scouts or Guides are mentioned, the theme for the June meeting will be Disaster Planning. The agenda is not yet firmed up, but there will be a presentation, discussion, and a sharing of ways and means YOU have contrived in order--on a limited budget--to safeguard your archives. City of Victoria Archives will be involved.

ABC Annual Meeting and AGM: As neither Mickey King nor I can be at the AABC Conference in Nanaimo, we will be "hungry" to know about any facts, ideas, discussions, decisions, challenges, opinions, information, etc. that enriched YOU while you were there. Help us "taste" it at the June meeting. We will all gain added weight!

Margaret Cantwell, S.S.A.  
Chair, South Vancouver Island Region

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# AABC Newsletter

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## News Notes

### ACT-Cinimage Group Donates Media Server Licence

By Heather Gordon, Chair, AABC Internet Committee

The ACT-Cinimage Group, the Vancouver-based supplier of the software used by the AABC for the BC Archival Union List and the Canadian North West Archival

Network, has generously donated to the Association a network licence for use of the Cinimage media server application.

The new media software will be established on the AABC's servers and integrated with the present BCAUL and BC Repository files. It is entirely web-based, and will allow institutions to load image files and add/update descriptions online through secure owner-editor accounts.

The AABC Internet Committee will soon be meeting to plan a prototype, thematic-based use of the new image software package. The Committee expects that the software will also be used in conjunction with the proposed 2003-2004 province-wide CAIN project, should federal government funding for that project be approved.

### AABC Event Calendar On the Web

By Heather Gordon, Chair, AABC Internet Committee

The AABC has recently added an Event Calendar to its web site, providing archival and other institutions with an online forum for listing upcoming events of interest to archivists in the province.

Those wishing to submit event listings can do so by sending an e-mail message to the AABC at [aabc@aabc.bc.ca](mailto:aabc@aabc.bc.ca).

The AABC Event Calendar is accessible by link from the AABC home page at [aabc.bc.ca/aabc/](http://aabc.bc.ca/aabc/) or directly at [aabc.bc.ca/aabc/eventcalendar.html](http://aabc.bc.ca/aabc/eventcalendar.html).

### Announcement of New Education Archivist

Submitted by Jane Turner, Chair, AABC Education Committee

Dear Colleagues,

I am pleased to announce that the AABC has appointed Linda Wills as the new Education Archivist from 1 April 2003 to 31 March 2004. During her appointment, Linda will be working for the AABC for 14 hours per week.

Linda brings to the position dedication and enthusiasm for the work, a sound knowledge of archival practice and the needs of B.C. communities, and years of experience on the AABC Executive, Education Committee, and as Regional Representative for the Okanagan Region. The Education Committee is honoured to welcome Linda to this position, to

which she is so well suited.

Patti O'Byrne has served the Association well as Education Archivist from January to March of this year, but has decided that she would prefer to work directly with the records in community archives. The AABC will continue to benefit from her expertise, as she has agreed to teach courses for us as needed.

As of April 1st, Linda can be contacted by phone at the Greater Vernon Museum and Archives, Monday to Friday, 9:00 a.m. to 5:00 p.m., by her AABC email address, or by post at her home address. She will respond to phone calls during office hours, and will reply to email during evenings and weekends.

Contact information:

Email: Linda Wills [lwills@aacbc.ca](mailto:lwills@aacbc.ca)

Phone: 250.542.3142 (Greater Vernon Museum and Archives)

Fax: 250.542.5358 (Greater Vernon Museum and Archives)

Address: Linda Wills, AABC Education Archivist

P.O. Box 1357 Vernon, B.C. V1T 6N7

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# AABC Newsletter

Volume 13 No. 2 Spring 2003

## President's Report

It has been yet another busy year for the AABC. While facing many challenges, the 2002/03 Executive can claim some successes, including Archives Week; provincial government consultation on Private Sector Privacy Legislation; implementation of the Study Guide for Institutional Membership; continuing provision of AABC services; and advanced workshop offerings.

### After-effects of the provincial funding cut

The provincial government's elimination of the Community Archives Assistance Program (CAAP) and the Community Archives Advisory and Training Program (CAAT) in 2001 significantly reduced the amount of funds available to support our services, and to support community archives projects. Without provincial funding, AABC is more reliant on our own reserves, and on the federal funding available from the Department of Canadian Heritage through the Canadian Council of Archives.

As well as doing as much as we can with our federal monies, the AABC will be looking for emerging opportunities for renewed grant programmes or strategic partnerships with heritage and private sector organizations.

### BC Archives and the new Royal British Columbia Museum Crown Trust

As you all know, at the Open Cabinet meeting on November 22, 2002, the Provincial Government announced that the Royal British Columbia Museum would become a crown corporation, and that BC Archives, along with the Museum, Netherlands Carillon, and Helmcken House (the "cultural precinct") would become part of the new RBCM Crown Trust. This announcement – with its implication that the government's integrated archives and records management programme would be dismantled -- took the archives community by surprise.

On February 17, 2003, the government announced the introduction of legislation creating the Crown Trust. The AABC hopes that the Ministry of Management Services will continue to fully support the provincial records management programme, and that the Museum will provide the BC Archives with the necessary resources it needs to carry out its mandate and functions.

### Public Awareness, Advocacy and Archives Legislation

AABC has continued to be involved in the consultation process on the drafting of BC private sector privacy legislation. On April 4, 2003, Richard Dancy (of PAAL) and I met with Sharon Plater of the Corporate Privacy and Information Access Branch (CPIAB). We discussed the draft Private Sector Privacy Legislation, and changes to the Document Disposal Act. We thank CPIAB for involving the AABC in this consultation, and the PAAL Committee will continue to bring your concerns to these discussions, and inform membership and the Executive regarding progress on this front.

### Planning for the future

This year, the effects of the AABC's reduced financial situation were

made evident at grant-writing and adjudication time, renewing the Executive's need to consider the services offered to members. We decided to begin a consultation, and this included a Strategic Planning Workshop attended by the Executive, Committee Chairs, and Regional Reps. The workshop was held March 29 at the Delta Museum and Archives, and it was a very productive day. Our facilitator was Jamie Chicanot of ADR Education ([www.adrededucation.ca/index.html](http://www.adrededucation.ca/index.html))



Participants shared their interests concerning the organization as a whole. These interests included:

- Desire for transparent and proactive decision making
- Need for enhanced communication among regional reps (and organization as a whole)
- Fear of current financial conditions and future uncertainty (desire to retain safety net)
- Desire to retain "health" of the organization (concern about volunteer "burnout")
- Hope to access and identify other funding sources (need for creative efforts in this regard)
- Concern about membership relations (conflict) if tough decisions have to be made by future Executive(s)
- Concern about loss of program "sophistication"
- Desire to promote the organization and increase exposure and awareness of its programs
- Hope to maintain organizational continuity

We worked hard to discuss and agree upon guiding principles (inclusiveness, accountability, self-sustainability) and evaluation criteria that would assist the Executive Committee in their role as decision-makers. The principles identified included:

- A desire to build an archival community that promotes enhanced cooperation, collaboration and communication
- A hope to maximize the use of volunteers and thereby minimize paid expenditures for external expertise
- A desire to promote professional development and encourage a "self-sustaining" model of service delivery
- A need to maximize regional efficiency in service delivery
- A desire to promote a "service balance" (individual and institutional)
- A need to get the *biggest bang for the buck*, which can be measured in various ways. These include:
  - Numbers served
  - Balanced service delivery
  - Regional balance (geographic representation)
  - Degree of sustainability
  - Facilitation of access
- Grant application approval success

At this meeting we also had on-hand the results of an institutional member survey. The results were very informative - thank you to those members who completed the survey. The new Executive will be distributing it to associate institutional members shortly, and results will be published in the Newsletter. If you have any questions about the survey, please contact Kathy Bossort, AABC Institutional Member-at-Large ([kbossort@dccnet.com](mailto:kbossort@dccnet.com)). Also, please do not hesitate to contact the Executive or your regional rep if you have thoughts or concerns regarding our Association.

Again, many thanks to the participants, our facilitator, and our hosts - the Delta Museum and Archives.

## My appreciation

As many of you know, I began my involvement with the AABC Executive Committee rather suddenly when I accepted the position of Acting Vice-President in February 2002.

In the process of dealing with budgets (and budget cuts), programmes, grants, legislation, public awareness, and strategic planning, I have learned a tremendous amount about our Association. To our volunteers and members, you are the AABC's lifeblood; your hard work and input are necessary to keep the AABC vital in our work to preserve the province's documentary heritage. I encourage you to stay involved and let your voices be heard.

Many thanks to our contractors Rosaleen Hill, Patti O’Byrne, Bill Purver, and Karen Blimkie; to our all our programme committee chairs Heather Gordon (ANS), Jane Turner (EAS), and Dorothy Lawson (BCAPS); to outgoing Executive members Christine O’Donnell and Carrie Stevenson; and to the other committees, including outgoing chairs Dovelie Buie (Membership) and Peter Johnson (PAAL) for their outstanding service to the membership and Executive. To the rest of the Executive – Erwin Wodarzcak, Erica Hernandez, and Kathy Bossort – thank you for your support over the last year. A special word of appreciation also to conference chairs Christine Meutzner and Lisa Beitel, and to their committee members; organizing a conference is no mean feat! (Like herding cats?) Thank you for taking it on. And last but not least, thanks to Leslie Field and Robert Edwards for their work on the newsletter.

Best wishes to all (including the new Executive)!

Lara

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# AABC Newsletter

Volume 13 No. 2 Spring 2003

## Executive Minutes

### **AABC Executive Committee Meeting Minutes: 11 January 2003**

Executive of the Archives Association of British Columbia  
Location: Room #830 Main Library, UBC - Vancouver, B.C.

#### **Present:**

**Lara Wilson**, President  
**Kathy Bossort**, Institutional Member-at-large  
**Erica Hernández**, Secretary  
**Carrie Eirene Stevenson**, Treasurer

#### **Regrets:**

**Christine O'Donnell**, Individual Member-At-Large  
**Erwin Wodarczak**, Vice President

#### **1. Approval of Agenda:** Approved

Lara Wilson called the meeting to order at 10:46 am.

#### **2. Approval of Minutes of 7 December 2002 Executive Meeting:** Approved

#### **3. Business Arising**

##### **3.1 Outstanding Issues**

###### *Gaming Application*

###### *CAIN funding*

Lara Wilson corresponded with Fred Farrell from CCA, and reports that the long awaited CCA advocacy letter to the Federal Government regarding CAIN funding cuts has not yet been done. It was hoped that this letter would serve to inform the AABC in its own penned response. Such assistance has been provided by ACA President Bryan Corbett, who provided Lara with copy of the ACA letter concerning CAIN funding cuts.

**Action:** Lara Wilson to contact the archival associations of Manitoba, Alberta and Ontario regarding any letters they may have drafted on the importance of CAIN funding and their concern over funding cuts.

###### *BC Archives - RBCM Amalgamation*

On behalf of the AABC, Lara Wilson wrote a letter in response to this sudden merger, and sent it off on

December 23, 2002. After much discussion, the Executive decided that in order to properly gage the impact of the situation, the AABC should contact the BCMA, the BCGS, the BCHF, and the Friends of the BC Archives.

### **3.2 Secretary's Report**

Carrie Stevenson informed the Executive that the son of Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Cultural Education Society of Kamloops passed away suddenly in December.

**Action:** Lara Wilson to send Chief Ignace condolences on behalf of the AABC.

## **4. President's Report**

### *Website Donation Form*

Lara Wilson suggested that the write-up on the donation form currently posted on the AABC website should be re-written to generalize the wording. This effort would ensure its availability to anyone, not just AABC members.

**Action:** Erica Hernández to ask the Membership Committee to look at rewording this section.

### *Submission to the ACA Bulletin*

It was suggested that the AABC submit its letter regarding the Royal British Columbia Museum Trust to the ACA Bulletin.

**Action:** Lara Wilson will forward offer this letter for submission.

### *BC Heritage Week*

The BC Heritage Society's annual Heritage Week will be held February 17-23, 2003.

**Action:** Lara Wilson to ask Erwin Wodarczak to request an electronic announcement of this event from the BCHS, in order to post it on the AABC website.

### *Letter re: Heritage Resource Centre*

The Executive was in favor of sending a letter regarding the upcoming closure of the Heritage Resource Centre. The Heritage Resource Centre (in the Ministry of Community, Aboriginal and Women's Services, as part of the Heritage Branch) is a government library, which holds the permit reports and other research reports about archaeological, heritage and traditional use sites in BC. These reports are used by First Nations researchers, archaeologists and resource managers and are part of the government's legal records about heritage sites.

**Action:** Lara Wilson to ask Erwin Wodarczak to draft a letter regarding this closure to the CAWS Minister George Abbott, and The Honourable Stan Hagen Minister of Sustainable Resource Management. This letter will then be copied to the Union of B.C. Indian Chiefs.

## **5. Treasurer's Report**

### *5.1 Financial Statements*

Carrie Stevenson submitted financial statements for November 2002. December's statements will be forwarded to the Executive as soon as they are ready.

### *5.2 Travel Subsidy*

Carrie Stevenson recommended that the Travel Subsidy form be revamped in order to encourage attendees to apply, and to submit economical applications. The Treasurer would like to ensure these guidelines are clearly stated and sent with any outgoing Conference package.

### *5.3 Conference Speaker Fees*

Carrie Stevenson also stressed the need to ensure session speaker fees are confirmed in writing prior to conference. It was also suggested that all session technical requirements be established before the conference

begins.

#### *5.4 CCA Reimbursement*

Lara Wilson has established the amount of money, which must be returned to the CCA. Karen Blimkie will cut a reimbursement cheque in this amount and submit it to the CCA.

#### *5.5 2003/04 Budget*

Carrie Stevenson informed the Executive that the 2003/2004 budget needed to be drafted in February. She then requested that any budgetary suggestions be sent to her by the end of January in preparation for February's Executive meeting.

#### *5.6 Grant Budget Analysis*

Lara Wilson presented the grant budget analysis compiled by Karen Blimkie. This analysis will be discussed in detail at the next Executive meeting along with time budget planning for the next fiscal year.

## **6. Committee and Program Reports**

### **6.1 Education**

#### *New Appointment*

Lara Wilson announced the appointment of Patti O'Byrne to the position of Education and Advisory Contractor Archivist. Ms. O'Byrne's contract runs Jan. 13 to March 31, 2003 and among her first tasks will be the finalization of the distance education program.

#### *Workshop Subscription*

Lara Wilson informed the Executive that the "Photographic Copyright" workshop is now fully subscribed.

### **6.2 Grants**

#### *Adjudication of CCA Control of Holdings Application*

Kathy Bossort presented the adjudication results of 2003 CCA Control of Holdings applications. Deliberations were held at the Delta Museum and Archives on Jan. 6, 2003. Applications numbered 21 for a total funding request of \$135,196.28. From these numbers it was obvious that the Control of Holdings monies were oversubscribed this year and as most of the applications received were very good it was very difficult to make decisions. With only \$37,051.40 in CCA funds available, several institutions were asked to decrease the amount of funds being requested, and as a result 10 applications were accepted.

#### *Mandate Extension*

The Grants Committee is set to meet in early May to discuss membership drives. As well the Committee also needs to discuss the potential of enlarging its mandate to include general fund research.

### **6.3 Membership**

#### *AABC Membership Update*

Dovelle Buie's report presented by Erica Hernández. Membership statistics are up slightly from Decembers report, however they are still lower than the previous year.

#### *Chairship Succession*

The Membership Committee is wondering if the Executive has discussed chairship succession. The Executive is to discuss new prospects for next year's chairship positions in Feb. Executive members were asked to create their own list of candidates.

**Action:** Lara Wilson to email a list of all available positions to the Executive for their consideration.

### **6.4 Conference Program**

### *Conference Program*

Lara Wilson presented Lisa Beitel's report on local arrangements and conference programming. Lisa Beitel has contacted Karen Blimkie regarding the new registration procedure for the Conference. As agreed at the last executive meeting, registrations will be mailed directly to Nanaimo Community Archives, allowing us to save on postal costs and cut-down on the number of people handling the registration forms and cheques, thereby also saving time. Christine Meutzner will set up a registration database and will take care of the corresponding registration paperwork. Once this is done, the cheques will then be forwarded to Karen for deposit in the appropriate AABC accounts.

The announcement for the 2003 conference, along with a call for papers and a preliminary program, has been issued. The deadline for submitting papers is January 15.

### *The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia*

Lara Wilson informed the Executive that an RSVP has not yet been received from the Lieutenant-Governor's office.

**Action:** Lara Wilson to contact the Lieutenant-Governor's office to establish her attendance at this years conference.

## **6.5 Internet**

### *CAIN Applications*

CAIN applications are still being reviewed by CCA, which requested further information regarding some parts of the application. Heather Gordon consulted with the rest of the Committee, and drafted and forwarded a response to CCA.

### *Archives Marketplace*

Heather Gordon and Bill Purver have re-drafted the web-advertising letter for the Archives Marketplace, and that will be sent next week. Heather is also ready to begin soliciting help to draft a BCANS business plan, beginning in late January or February.

## **6.6 Preservation**

No report at this time.

## **6.7 PAAL**

### *Planned Giving Proposal*

Barb Towell asked the Executive to consider her suggestion for the development of a planned giving strategy. Ms. Towell noted that given the recent cuts to the AABC's operational budget, and the fact that the AABC has charity status, the Association can, and should, look for new funding sources in an organized and comprehensive manner. As part of her Advocacy Committee duties for the next year, Ms. Towell proposed that she could begin research and study into a Planned Giving Program, which would emphasize the AABC's educational and non-profit status. She also suggested using the AABC Newsletter and the Webpage as an integral part of the consistent promotion of this proposed program. The development of this strategy would take the form of two stages:

*Stage One:* Research and Study into Program feasibility. At the end of this stage, Ms. Towell would present the Executive with a report of her findings.

*Stage Two:* The Executive would consider the report, and recommend implementation or revision.

To begin this endeavor, Ms. Towell requires the purchase of at least one reference book on planned giving. The Executive was in favor of Ms. Towell's proposal for the development of a Planned Giving Program and is grateful to Barb Towell for the offer of her time towards this project.

**Action:** Lara Wilson moves to support the purchase of the requested book. Kathy Bossort seconded. Motion passed.

#### *Archives Week - CBC Vancouver*

Peter Johnson has received word from Geoff Wong of CBC Vancouver expressing his interest in Archives Week. This interest includes the potential of teaming up with CBC Vancouver in the production of a 50th anniversary CBC program, and promotion for Archives Week 2003. The Executive is very supportive of this potential.

**Action:** Lara Wilson to contact new chair to request that PAAL begin planning for this event.

#### *Archives Week - AMIA*

The Association of Moving Image Archivists is having its annual international conference in Vancouver the same time as Archives Week 2003. The Executive decided that the AABC should perhaps gear this year's Archives Week theme towards this conference.

**Action:** Lara Wilson to contact Peter Johnson and PAAL regarding this theme development.

### **6.8 Newsletter Editorial Board**

Newsletter Editor Bob Edwards has sent all newsletter documents to Leslie Field for first mockup. Once complete, it will be submitted for the President's review.

## **7. Other Business**

#### *AABC Regional Representatives*

The Executive was unclear as to what the Terms of Reference were for the Regional Representatives.

**Action:** Lara Wilson to ask Jane Turner to outline the existing Terms of Reference for the Regional Representatives.

#### *Strategic Planning Session*

Kathy Bossort informed the Executive that the date for the Strategic Planning Session has been confirmed as March 29, 2003 at the Delta Museum and Archives Board Room. Session attendees will consist of Regional Representatives and Committee Chairs.

Regional Representatives should be encouraged to hold meetings prior to this Strategic Planning Session in order bring their regional opinions to the forum. As well, they should be asked to encourage the AABC members within their regions to fill out the pending survey.

Session topics to include:

1. Future direction of the functions and services of the AABC
2. Future role of Regional Representatives and their participation in the dissemination of archival information to community members. (TOR changes, institutional standards)
3. Effective means of ensuring communication between members, within committees and between committees.

#### *Membership Survey*

The Executive determined the need to survey AABC institutional and associate institutional members regarding the future direction of programs and services. Survey to be mailed to Carrie Stevenson at her home where she will tally the results. The survey format will consist of yes and no questions, ratings from 1-5, some room for comments, and will be a length of no more than 3 pages.

**Action:** Erica Hernández to prepare a draft survey for Executive review.

## 8. Adjournment

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting was adjourned at 2:07pm

*Next Executive Meeting:*

Date: Saturday February 22, 2003

Time: 10:00 am

Location: Room #830, UBC Main Library

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### AABC Executive Committee

#### Meeting Minutes: 22 February 2003

Executive of the Archives Association of British Columbia

Location: Room #830 Main Library, UBC - Vancouver, B.C.

#### Present:

**Lara Wilson**, President

**Erwin Wodarczak**, Vice President

**Erica Hernández**, Secretary

**Carrie Eirene Stevenson**, Treasurer

**Kathy Bossort**, Institutional Member-at-large

**Christine O'Donnell**, Individual Member-At-Large

#### 1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 11:15 am.

#### 2. Approval of Minutes of 11 January 2003 Executive Meeting: Approved

#### 3. Business Arising

##### 3.1 Outstanding Issues

##### *CAIN funding*

Lara Wilson contacted Loryl MacDonald (AAO), Ian Moir (NWTCA), Tim Hutcheson (SCAA), and Jo-Ann Munn Gafuik (ASA) regarding their individual provincial/territorial council responses, or plans to respond, to potential CAIN funding cuts and changes to guidelines. Most other p/t councils had not yet sent letters to Heritage Canada. Erwin Wodarczak mentioned that the recent federal budget had proposed a 5 year cycle of review for all federally-funded plans.

**Action:** Lara Wilson to contact Fred Farrell, ACA within the next few weeks to monitor the progression of their response.

##### *Letter of Condolence*

Lara Wilson informed the Executive that on behalf of the AABC she sent Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Education Society of Kamloops, and his family a card of condolence for the loss of his son.

##### *BC Heritage Week*

Erwin Wodarczak informed the Executive that he had received an electronic announcement of this event from the B.C. Heritage Society and has posted it on the AABC website.

#### *Letter re: Heritage Resource Centre*

Lara Wilson spoke with Kim Lawson (Librarian, Union of B.C. Indian Chiefs) who suggested that AABC and BCLA send a joint letter of response regarding our concerns over information management in the federal government, and the closure of the Heritage Resource Centre. Lara Wilson is awaiting a response from the BCLA regarding this suggestion.

#### *AABC Gaming Application*

Lara Wilson reported that the AABC's Gaming Application has been turned down. Under section 3.8.1(b) of the *Terms and Conditions for Direct Access Grants* ([http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T\\_CsDA.pdf](http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T_CsDA.pdf)) we do not qualify for funding if we have more than 50% of our previous year's operating expenses on hand in the form of unrestricted cash on investments. As well, internally restricted/committee funds must be for expenditures to be realized within 3 years of its original designation. As the AABC's 2002 balance sheet shows cash and cash assets at 57% of the 2001 operating expense we do not qualify for gaming funding.

Further to the strict time deadlines associated with this application process, Lara Wilson suggested that the President's work address, and not the General AABC PO Box, be submitted on any future gaming applications. She also suggested that the results of this year's application be re-visited by the new Executive.

#### *Letter re: BC Archives-RBCM Amalgamation*

Lara Wilson reported that our letter to Minister Abbott was received on January 3, 2003. According to the Minister's Administrative Assistant, their office had hoped to have a response issued by January 27. As their office is currently behind in its correspondence, a response is hoped for sometime next week.

### **3.2 Secretary's Report**

#### *AGM Notice of General Meeting*

Erica Hernández informed the Executive that she is in the process of receiving and compiling end of year reports from Chair, Regional Representative and Executive members into the AGM Notice of General Meeting. The deadline for receipt of reports is set for Monday February 25th. Notices will be sent to members on the 3rd of March along with the Conference programme.

#### *City of Vancouver Archives*

Erica Hernández would like to extend the AABC's thanks to the City of Vancouver Archives for their generous permission to include a photo of Nanaimo's Bastion (ca. 1894) on the front cover of the 2003/04 AGM Notice.

#### *Clarification of Fee Allocation*

Erica Hernández requested clarification for the allocation of fees associated with the costs of duplication and postage for the combined AGM Notice and Conference Programme mail-out package.

**Action:** Carrie Stevenson to look into this allocation.

### **4. President's Report**

#### *The Passing of Kent Haworth*

The AABC Executive expressed its sincere condolences over the recent passing of Kent Haworth in December of 2002. Kent will be remembered for his tremendous efforts towards the enrichment of the Canadian archival community. In fact one of his last acts was for his profession - a strong letter supporting British Columbia's integrated Archives and Records Management programme in light of the recent amalgamation with the RBCM Crown Trust.

#### *BCLA/AABC/ACA Student Mentorship Programme - Update*

Lara Wilson reported that our contribution to this programme is currently on hold until the ACA Executive approves this initiative.

### *BC Archives Update*

Lara Wilson reported that fees are being reviewed government-wide. AABC is concerned about introduction or increase of fees at BC Archives, including fees for Freedom of Information requests.

Kathy Bossort raised the question: Does the collections mandate of the new BC Archives conflict with the collections mandate of community archives with regards to personal records?

The Executive was made aware that this amalgamation was a fait accompli - no input from the provincial archival community was sought, nor could it have prevented this predetermined political outcome. The Executive awaits our reply from Minister George Abbott.

### *CCA General Assembly*

The CCA has requested that provincial and territorial councils send strong representatives to the 2003 General Assembly in Ottawa. This individual must be identified prior to next General Assembly meeting.

**Action:** Erica Hernández to contact Wendy Hunt to determine if the AABC constitution and by-laws require amendment in order to allow a member other than the Institutional Member-at-Large (Executive or otherwise) to attend the General Assembly.

## **5. Treasurer's Report**

### *Insurance Coverage for Directors*

Carrie Stevenson suggested to the Executive that this coverage should be re-assessed by the newly elected Treasurer to ensure competitive rates are maintained.

### *Facilitation of Membership Invoicing and Receipts via Karen Blimkie*

The Executive discussed the possibility of making Karen Blimkie responsible for the task of issuing membership invoices and receipts. This re-structuring would therefore remove some responsibility from the shoulders of the Membership Chair.

**Motion:** Carrie Stevenson moved to support a trial run of this task re-allocation for a period of 6 months. After this term, a progress report will be requested and this situation will be re-evaluated. Kathy Bossort seconded. Motion carried.

### *2003-2004 Budget*

Carrie Stevenson presented the Executive with the proposed budget for the coming year.

**Motion:** Carrie Stevenson moved to approve the budget on the condition that more information on "publication expense" was provided and the contract renewal; Erwin Wodarczak seconded. Motion carried.

## **6. Committee and Program Reports**

### **6.1 Education**

#### *Education and Advisory Archivist Update*

Lara Wilson reported that Patti O'Byrne has settled in well and is doing a wonderful job. Patti is planning to attend the following AABC Regional meetings in March: Greater Vancouver, East Kootenay-Columbia, and the Okanagan. She has handled 21 education queries to date and is currently working with Jan on curriculum development and distance education.

#### *Travel Subsidy Form - Amendment*

The Executive was informed of Jane Turner's proposal to facilitate the initial claim assessment for the conference and strategic planning session. If the proposal is accepted, Bill Purver and Lisa Beitel would have to be informed that the address line on the travel subsidy form would need to be changed to Jane's home address.

**Motion:** Lara Wilson moved to accept this proposal. Kathy Bossort seconded. Motion carried.

## 6.2 Grants

### *AABC CCA Grant Adjudication*

Kathy Bossort reported that the AABC's adjudication package has been sent to Ottawa. She has also sent letters to all applicants informing them of the adjudication decisions.

## 6.3 Conference Program

### *The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia*

Erwin Wodarczak informed the Executive that the Honourable Iona Campagnolo has submitted her RSVP and will be able to attend the Nanaimo conference. It is presumed that we will receive more information regarding required protocol for this event.

### *Conference Program & Registration Form*

Lara Wilson informed the Executive that Lisa Beitel has almost completed the conference registration form, and that this form and the conference program will be mailed out March 3.

### *Roundtable Moderator*

Lara Wilson informed the Executive that she will act as moderator at the conference roundtable session that will be held prior to the AGM.

### *2004 AABC Conference*

The Executive discussed potential host cities for the 2004 AABC Conference.

**Action:** Erwin Wodarczak to speak with Francis Mansbridge regarding the possibility of having North Vancouver host next year's conference.

## 6.4 Membership

### *Membership Update*

Dovelle Buie's report presented by Erica Hernández. Membership statistics for 2002 are now frozen as membership applications are now being processed for 2003.

## 6.5 Internet

### *Archives Marketplace*

Heather Gordon reported that she has sent second round web advertising letters to 16 vendors in an effort to promote the Archives Marketplace site. Heather Gordon and Bill Purver have been brainstorming re: BCAIN business plan and website and she intends to these plans with the Internet Committee this spring.

### *Special Events Page*

Erwin Wodarczak proposed the following change be made to the overall design of the AABC website: "Archives in News" to be replaced by a "Special Events" page. Through this changeover members would be encouraged to send institutional special events for posting to this page.

**Motion:** Erwin Wodarczak moved to accept this proposal. Lara Wilson seconded. Motion carried.

### *ACT-Cinimage Server Access*

Erwin Wodarczak reported receiving a proposal from ACT-Cinimage which would provide AABC members access to ACT-Cinimage web server (\$5000 value) in exchange for a comparable tax receipt. This server access would allow archives around the province to virtually exhibit photographs via a searchable database format. The following Executive questions were raised: Who will provide maintenance for this database, as well as funds for a maintenance budget? How will member institutions be approached with such a proposal and what will their

individual responsibilities be? What would future plans for this endeavor consist of if this agreement was no longer valid?

**Motion:** Erwin Wodarczak moved to approve the continuation of talks with ACT-Cinemage. Lara Wilson seconded. Motion carried.

## **6.6 Preservation**

### *Committee Update*

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee doing well and Dorothy is currently working on her end of year report. This Committee is interested in recruiting new members.

## **6.7 Newsletter Editorial Board**

### *Newsletter Update*

Erwin Wodarczak reported that the Winter 2003 edition of the AABC Newsletter was completed two weeks ago.

## **6.8 PAAL**

### *Private Sector Privacy Legislation*

Lara Wilson informed the Executive that draft legislation for provincial privacy legislation will be tabled this spring. AABC has not been asked for further consultation.

## **7. Other Business**

### *Nominations, Elections and Appointments*

The Executive discussed vacancies in the positions: Vice President, Individual Member-at-Large, Treasurer and Chair of Finance Committee, Membership Chair, Nominations and Elections Chair, PAAL Chair

### *Strategic Planning Session*

#### *Session Facilitator*

Lara Wilson informed the Executive that 2 facilitators are currently being considered for the position of session facilitator. Discussion ensued regarding the merits of each and a decision was reached. Lara Wilson requested Executive approval to go ahead and contact and contract the chosen facilitator.

**Motion:** Kathy Bossort moved to approve this request. Carrie Stevenson seconded. Motion carried.

**Action:** Lara Wilson to arrange the contract with the chosen facilitator.

#### *Session Agenda*

The proposed agenda for this session was once again discussed and it was determined that Lara Wilson and Erica Hernandez will solidify this draft and the day's schedule.

1. Presentation of AABC's financial reality
2. Discussion of survey outcome and future direction of the functions and services of the AABC.
3. Future role of Regional Reps (TOR, new role)
4. Effective means of ensuring communication between members, within committees and between committees (continuity, shared workload).

**Action:** Lara Wilson and Erica Hernandez will solidify draft agenda.

#### *Refreshments and Accommodation*

Erica Hernández has secured morning and afternoon snacks for the delegates. Snacks donated by Snow Cap Enterprises, Ltd. of Richmond. Kathy Bossort has been giving delegates direction for accommodations, and has even offered to billet one Rep.

Kathy Bossort informed the Executive that Lux's Deli is willing to cater lunch for the one-day session for \$5.50 per person (24 person maximum). This price includes sandwiches and 2 kinds of soup. Cost approved by Executive. Kathy Bossort also requested to obtain a lunch quote that included beverages.

#### *Initial Survey Feedback*

Carrie Stevenson has only received an estimated 17 responses. As a result Erica Hernández to notify participants that an extension of one week will be granted in an effort to encourage additional responses.

#### *Newsletter and Website Revenue*

Heather Gordon proposed the following means for the collaborative generation of newsletter and website revenue. For those vendors currently advertising in either or both media, this proposal would implement one increased fee for both media. Carrie Stevenson suggested that the financial management of this new fee structure could be the responsibility of the Finance Committee (i.e. invoicing and accounting); whereas, the actual solicitation of accounts should be the responsibility of a new joint committee comprised of Internet, Newsletter and Finance Committee members. The Executive agreed to discuss this proposal at the March Strategic Planning session.

#### *AABC Record Storage*

Erwin Wodarczak reported that UBC Archives is currently housing 20-25 boxes of AABC records that have been set for destruction and 10 scheduled for retention. The Archives is also housing an outdated fax machine and laptop on behalf of the AABC. Erwin Wodarczak would like Executive approval to proceed with the scheduled destruction, and to take the outdated equipment to a consignment shop and get what we can for it. The Executive approved both proposals.

**Action:** Lara Wilson to contact BC Archives regarding the AABC records transfer.

#### *Heritage Trust*

Lara Wilson asked for a volunteer to determine if the Heritage Trust offered any grant programs we might be eligible for.

**Action:** Erica Hernández volunteered.

## **8. Adjournment**

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting adjourned at 3:30pm.

#### *Next Executive Meeting:*

Date: Monday, April 7, 2003

Time: 12:30 pm

Location: Board Room, Gulf of Georgia Cannery Society

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## British Columbia Archival Network News

### New and Notable on the Web

#### 1. Trinity Western University Archives -- Redesigned Web Site and On-line Database

Trinity Western University Archives has recently launched its newly-redesigned web site ([archives.twu.ca](http://archives.twu.ca)), which incorporates an online database providing comprehensive access to descriptions of its archival holdings.

One of the features of the database is its ability to provide structured, contextualized access to multi-level descriptions. This multi-level mechanism is the basis for direct links from descriptions on the BCAUL, CaNWAN and CAIN network systems. For an example of this network usage, view the BCAUL record for the "Office of the President fonds" ([aabc.bc.ca/access/aabc/archbc/display/TWU-3469](http://aabc.bc.ca/access/aabc/archbc/display/TWU-3469)) and click on the "online finding aid" line in that description.

#### 2. British Columbia Medical Association Archives -- Finding Aids Online

The BCMA Archives has now begun the process of reformatting its finding aids as .pdf files, to provide efficient access to archival descriptions over the BCMA's internal corporate network as well as over the web through links from BCAUL descriptions.

For an example of these reformatted finding aids, view the BCAUL record for the "Dr. A.C. Waldie fonds" ([aabc.bc.ca/access/aabc/archbc/display/BCM-1336](http://aabc.bc.ca/access/aabc/archbc/display/BCM-1336)) and click on the "online finding aid" line in that description.

---

### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabc.bc.ca/aabc/bcaul.html](http://aabc.bc.ca/aabc/bcaul.html):

## **British Columbia Archives:**

O'Reilly family fonds  
Trutch family fonds  
Inquiry into Six Mile Ranch, Kamloops on the Lake Resort fonds  
Weir family fonds  
Dept. of Lands, Forests and Water Resources fonds  
Gordon McGregor Sloan fonds  
Ministry of Highways and Public Works fonds  
Dept. of Labour fonds  
Jordan River Parent-Teacher Association fonds  
Jordan River Athletic Association fonds  
Colonial Office fonds  
Victoria, British Columbia, Board of Trade fonds  
Cache Creek Boarding School fonds  
James Mavor fonds  
France ministere des affaires etrangeres fonds  
Royal Columbian Hospital fonds  
Ministry of Human Resources fonds  
Ministry of Municipal Affairs fonds  
Ministry of Attorney General fonds  
Dept. of the Interior fonds  
Ministry of Agriculture fonds  
Ministry of Education fonds  
Ministry of Energy, Mines and Petroleum Resources fonds  
Ministry of Environment fonds  
Ministry of Health fonds  
Ministry of Forests fonds  
Ministry of Finance fonds  
Ministry of Provincial Secretary and Government Services fonds  
Dept. of Trade and Industry fonds  
Railway Dept. fonds  
Dept. of Transport and Communications fonds  
Provincial Dept. of Fisheries fonds  
Ministry of Recreation and Culture fonds  
Labour Relations Board fonds  
Dept. of Highways fonds  
Ministry of Tourism fonds  
Dept. of Lands and Works fonds  
Dept. of Public Works fonds  
Edgar Dewdney fonds  
Colonial Secretary of the Colony of British Columbia fonds  
Colonial Secretary of the Colony of Vancouver Island fonds  
William Curtis Ward fonds  
Land and Works Dept. of the Colony of British Columbia fonds  
Governor of the Colony of British Columbia fonds  
Legislative Council of the Colony of British Columbia fonds  
Governor of the Colony of Vancouver Island fonds  
Council of the Colony of Vancouver Island fonds  
Surveyor General of the Colony of Vancouver Island fonds  
Executive Council of the Colony of Vancouver Island fonds  
Legislative Assembly of the Colony of Vancouver Island fonds  
Lieutenant-Governor fonds  
Sheriff of the Colony of Vancouver Island fonds  
Police and Prisons Dept. of the Colony of Vancouver Island fonds  
Expo 86 Corporation fonds  
Provincial Police Force fonds  
British Columbia Centennial Committee fonds  
British Columbia Centennial '71 Committee fonds  
Public Utilities Commission fonds

Canadian Confederation Centennial Committee of British Columbia fonds  
Legislative Council of the Colony of Vancouver Island fonds  
Attorney-General of the Colony of British Columbia fonds  
Phillip Borsos fonds  
Returned Soldiers Aid Commission fonds  
Council of Public Instruction fonds  
Universities Council of British Columbia fonds

### **British Columbia Medical Association Archives:**

Dr. John Dick fonds  
Dr. R.A. Palmer fonds  
Dr. J.H. MacDermot fonds  
Dr. P.A. McLennan fonds  
Dr. R. Robertson fonds  
Dr. William F. Drysdale fonds  
C. Howard Shillington fonds  
Dr. A.C. Waldie fonds

### **City of Vancouver Archives:**

Civic Theatres Department fonds  
City Councillors' Office fonds  
City of Vancouver Archives fonds  
City Council and Office of the City Clerk fonds  
Vancouver Fire and Rescue Services fonds  
Vancouver Health Department fonds  
City Human Resource Services fonds  
Mayor's Office fonds  
Vancouver Board of Parks and Recreation fonds  
City Permits and Licenses Department fonds  
City Planning Department fonds  
Vancouver Police Department fonds  
City Social Planning Department fonds  
Vancouver Public Library Board fonds  
Vancouver Town Planning Commission fonds  
City Social Service Department fonds  
City Corporate Services fonds

### **Nanaimo Community Archives:**

Thomas Bryant fonds  
Mary and Violet Lane fonds  
Kneen's Builder's Supplies fonds  
Nanaimo Board of Health fonds  
Nanaimo Cemetery Trustees fonds  
Nanaimo Board of Police Commissioners fonds  
Nanaimo Sector Civil Defence Control Committee fonds  
John Thompson fonds  
Nanaimo Board of School Trustees fonds  
Cedar Community Association fonds  
Nanaimo Chamber of Commerce fonds  
Vancouver Island Exhibition Association fonds  
Magistrate's Office fonds  
Leo F. LePas fonds  
Barbara Cowling fonds  
Arthur P. Leynard fonds  
Kin Lee Jung fonds

Nanaimo Recycling Exchange fonds  
Norman Barrass fonds  
Canadian Pony Club (Nanaimo Branch) fonds  
Laurence Manson fonds  
John C. McGuffie fonds  
Soroptimist Club of Nanaimo fonds  
June and Dick Leahy fonds  
Chase River Elementary School fonds  
Dan Radford fonds  
Agnes Flett fonds  
Bond's Fish & Chips Restaurant fonds  
Albert A. Davis fonds  
Aitken family fonds  
Al Addison fonds  
Nanaimo Typographical Union, Local 337 fonds  
Royal Antediluvian Order of Buffaloes (Nanaimo) fonds  
Independent Order of Oddfellows, Black Diamond Lodge No. 5 fonds  
Bowen Auto Camp fonds  
Nanaimo Advisory Planning Commission fonds  
Nanaimo Advisory Restructure Committee fonds  
Nanaimo Centennial (1966, 1967) Committee fonds  
Nanaimo Centennial (1958) Committee fonds  
Nanaimo Market Committee fonds  
Nanaimo Commercial and Industrial Development Advisory Committee fonds  
Nanaimo Food Conservation Committee fonds  
Nanaimo Zoning Board of Appeal fonds  
Larsen, Norris family fonds  
David Taylor fonds  
Nanaimo Daily News fonds  
Vancouver Coal Mining and Land Company fonds  
Wellington-Extension Medical Accident and Burial Fund fonds

**Trinity Western University Archives:**

Human Resources fonds  
Library fonds

**University of British Columbia Archives:**

Caroline Astell fonds  
Michael Smith fonds  
B.C. Civil Liberties Association - APEC Inquiry fonds  
George Van Wilby fonds  
Women's Research Centre fonds  
Edward Goodall fonds  
Michael Ames fonds  
Charles E. Borden fonds  
John Conway fonds  
Blythe Eagles fonds  
Sydney M. Friedman fonds  
Library fonds  
William Herbert New fonds  
McGill University College of British Columbia fonds  
Physical Plant fonds  
Stuart J. Schofield fonds

**Vancouver Art Gallery:**

Doris Shadbolt fonds

## **White Rock Museum and Archives:**

Irene Maccaud fonds  
Ann Hanley fonds  
White Rock Harmonizers fonds  
White Rock Elementary School fonds  
White Rock Photography Club fonds  
Kiwans Club of White Rock fonds  
White Rock Water Works Company Limited fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) Comox Archives and Museum**

New contact names: Janice Leffler, President/Chair ; Shirley McLoughlin, Treasurer  
New phone numbers: (250) 334-3124 ; (250) 339-3461

### **2) Archives of the Roman Catholic Archdiocese of Vancouver**

New contact name: Rev. Monsignor Gregory Smith  
New email address: [gsmith@rcav.bc.ca](mailto:gsmith@rcav.bc.ca)

### **3) Trinity Western University Archives**

New web site: [archives.twu.ca](http://archives.twu.ca)  
New total volume: 100 metres of textual records  
New holdings summary: It is the mandate of the Archives at the Library at T.W.U. to serve as the repository of the recorded history of Trinity Western University. Through the acquisition and preservation of these records, and the provision of access to them, the Archives supports and furthers the mission of the University. In order to fulfill its mandate, the Archives acquires archival materials which document the mission, characteristics, decisions and activities of the Trinity Western University community. In addition to the official and unofficial records of the University, the TWU Archives has also acquired the private papers of the following three individuals: Mel Smith, Robert Thompson, and Lyle Wicks. For more information, please see the Archives website.

### **4) Mennonite Historical Society of BC Archives**

New web address: [www.mhsbc.com](http://www.mhsbc.com)  
New email address: [archives@mhsbc.com](mailto:archives@mhsbc.com)  
Hours of operation: 9:00-4:00, Monday to Friday

### **5) Morris and Helen Belkin Art Gallery Archives**

New web address: [www.belkin-gallery.ubc.ca/webpage/archives/main.html](http://www.belkin-gallery.ubc.ca/webpage/archives/main.html)

### **6) Penticton Museum and Archives**

New web address: [www.penticton.ca/cityhall/parks\\_rec/archives.asp](http://www.penticton.ca/cityhall/parks_rec/archives.asp)

### **7) Kelowna Museum**

New web address: [www.kelownamuseum.ca/km/index.htm](http://www.kelownamuseum.ca/km/index.htm)

## 8) Icelandic Archives of British Columbia

New email address: [rja@pennan.ca](mailto:rja@pennan.ca)

New web address: [www.inlofna.org/IABC/Welcome.html](http://www.inlofna.org/IABC/Welcome.html)

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### **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabbc.bc.ca/aabc/bcans.html](http://aabbc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 13 No. 2 Spring 2003

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## **An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records -- A Review**

*An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records*, by Johanna Wellheiser and Jude Scott with the assistance of John Barton, was published in 2002 by the Canadian Archives Foundation.

This is a revised and expanded version of the original "Ounce" published in 1985.

This book is a welcome addition to the disaster/emergency planning literature, particularly as it has a Canadian focus. The authors state that the aim of this book is to provide "a pragmatic, broad-based approach to what we call 'integrated disaster planning'. This preservation management approach to planning emphasizes the importance of an ongoing integrated process, rather than the singular goal of compiling information for a disaster plan". The lay-out of the book also follows this "integrated" approach.

Chapter 1 - Disaster Planning - offers an overview of the purpose of disaster plans and briefly outlines current practice in Canada.

In Chapter 2 – The Disaster Plan - we get into the meat of the book. Outlined in this chapter are steps to follow before you even start a plan, such as reviewing why you are writing a plan and who should be involved. The authors also discuss the structure of planning committees, and the general characteristics of disaster plans.

Risk management is covered in Chapter 3 – Disaster Prevention Planning. In this chapter all manner of hazards are outlined such as floods, fire, earthquakes and pest infestations. Of particular use in getting started in assessing risk for your archives is section 3.3.1 "Hazards Survey Checklist". Also, included in this chapter are summaries of the environmental recommendations (relative humidity, temperature and light levels) for most archival media.

Chapter 4 – Disaster Protection Planning – primarily focuses on fire prevention and has a very useful section on alarm systems and fire suppression systems. Of particular note is the inclusion of the "Water Mist System". This new method for fire suppression may be a replacement for halon systems.

Disaster Preparedness Planning and Disaster Response Planning are covered in chapters 5 and 6. Each chapter outlines the key measures such as ensuring off-site back up of electronic records, and undertaking a collection survey to determine what it is you have (types of media, intrinsic value etc.). Chapter 6 focuses on steps to take to initiate the plan once an emergency situation has occurred. This chapter goes on to outline strategies to salvage/recover records. There is a very good, concise section outlining priorities for recovery and a more detailed section outlining various drying methods.

Detailed salvage methods are outlined in Chapter 7 – Disaster Recovery Planning for Collections and Records. This is an excellent chapter and will, no doubt, form a large part of many institution's salvage procedures.

Disaster rehabilitation planning for collections, records facilities and systems are covered in chapters 8 and 9. In these

chapters the assessment phase begins with an emphasis on preventing further damage and assessing cost and options. Finally, Post-Disaster Planning is covered in chapter 10.

The role and responsibilities of Emergency Preparedness Canada are covered in Appendix 2. This is a very welcome addition, as it focuses solely on the Canadian situation and contains current contact information. Appendix 3: Resources provides a comprehensive list of contacts that covers all aspects of disaster planning. This appendix also contains many more general contacts, such as conservation and standards associations, and pest management websites.

The only drawback with this publication is that it is designed for a medium-sized archives or library, with staff and support services to draw on in both the preparation of the plan and salvage of records in the event of a disaster. That aside, this book is still valuable resource for the smaller archives and libraries, as it contains current salvage procedures, and a planning process that can be adapted for smaller organizations.

*An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records* can be ordered from Scarecrow Press for \$30.00 US.

[www.scarecrowpress.com/Catalog/](http://www.scarecrowpress.com/Catalog/)

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# AABC Newsletter

Volume 13 No. 2 Spring 2003

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\* \* \*

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[www.eloquent-systems.com](http://www.eloquent-systems.com)

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# AABC Newsletter

Honorary Patron:

*The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia*

Volume 13 No. 3

Summer 2003

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.

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Submission deadlines:

Fall - September 15, 2003

Winter - December 15, 2003

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000 or via e-mail

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## **A Study of Archival Users at the White Rock Museum & Archives**

By Carrie Eirene Stevenson, Archivist, White Rock Museum & Archives

It was in Terry Eastwood's class on Archival Public Services that I chose to make a presentation on users of archives. I was curious about the type of requests made. In doing the research, I noticed that the literature on the subject of user groups is extremely sparse. Within that small body of work, three main categories of archival literature on users can be discerned: articles that make assertions regarding who archival users are without data to back up the claims; articles written about specific and identified user groups; and articles that examine various means of increasing use of archives. While I won't bore you with an examination of my readings, it did appear to me that information regarding users of archives is woefully inadequate, if not entirely absent. Therefore, I decided that when the opportunity was right, I would prepare and present a user study, with the hope that others would begin to disseminate their own findings.

At the White Rock Museum & Archives, where I am now the archivist, I have a minimal budget. Therefore, when I assign resources to various projects, it is imperative that I meet as many user needs as possible. It seemed obvious that in order to assign resources appropriately, I needed to first identify the patrons, and determine whether their needs are being adequately met.

On January 1, 2002, I began to track patron requests with the express purpose of compiling and disseminating the data. I am not going to share the success rate of answering requests, nor the time needed. Instead, I am sharing the type of requests I received.

To prepare for the study, I created a new user request form with a note indicating that my institution was conducting a study of user's research topics, and requesting their consent for participation. Over the course of 2002, I received 106 user requests, 92 of which indicated the patrons' consent to participation – a rate of 87%. (Institutional staff and volunteers were not included in the study).

The types of requests were as follows:

- a) 18 % (17/92) of the requests had a genealogy focus. Genealogy is defined as the search for information about relatives in order to further the researcher's understanding of his/her family tree.
- b) 32% (30/92) of the requests were regarding a specific building/location/geographical feature/monument (such as the train station, a hotel, or a business). Of the 30 requests, six were from people tracing the history of a specific home not necessarily theirs.
- c) 38% (35/90) of the requests were of a topical nature. Topical research is defined as information on a general topic, such as social housing or women. Of the 35 requests, four were requests for information on the history of White Rock in general, and seven patrons indicated they were doing research for school projects (at primary, secondary, and post-secondary levels).
- d) 4% (4/92) of the requests were for assistance in locating a person thought to be still living. Such requests – often being from former residents wishing to re-connect with friends and acquaintances, rather

than being directed at family history – did not meet the definition of genealogical research used for this study.

e) 8% (7/92) of the requests were from people looking to have copies of images they believed were at the Archives.

Note: Where a single request could be assigned to more than one category, multiple entries were to be made. In the result, only one patron's request required this treatment.

While the scope of this study was preliminary and limited, I believe that it has provided some useful information. I would like to see other repositories share their statistics in this manner; such an exchange of information can help us, as archivists, determine who our users are in comparison to other institutions. This can enable us to better meet user needs, look at trends in users over time, and perhaps identify user groups we have not previously identified. Only by reaching out to our patrons can archival institutions create an higher profile, and survive into the future.

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## Un nouvel outil de l'AAQ : le Guide de participation au Réseau canadien d'information archivistique

Par : Anick Arsenault et Josée Thireau

**English Summary :** One of the *Association des archivistes du Québec* (AAQ) primary responsibilities is to provide its membership, regardless of where in Canada they live and work, with professional development opportunities that address today's challenges. This is the first of a series of three articles to be published in French with English summary regarding the Canadian Archival Information Network (CAIN). This paper presents the sustained efforts of the AAQ in promoting CAIN and its most recent publication: the *Guide de participation au Réseau canadien d'information archivistique* (RCIA). The guide is intended for francophone archivists of Canada and provides basic information about CAIN and how to join each provincial or territorial network. A free copy can be ordered from the AAQ or be consulted online on the AAQ's web site ([www.archivistes.qc.ca](http://www.archivistes.qc.ca)). The *Guide* is only one step in the promotion of CAIN, and it is hoped that it will encourage archivists from across the country to join the network. The AAQ would also like to thank this Association for accepting to publish this series of article in French. This project was made possible through the Canadian Culture Online Program of Canadian Heritage, the National Archives of Canada and the Canadian Council of Archives.

La première responsabilité de l'*Association des archivistes du Québec* est d'offrir une formation qui doit être constamment renouvelée et qui doit tenir compte de tous les développements et les avancées en archivistique, de même que de tous les champs d'expertise qui gravitent autour de cette discipline. La seconde responsabilité touche l'information qu'elle offre à ses membres. Cette information se doit de donner des outils qui permettront aux archivistes de suivre l'évolution du monde des archives, c'est-à-dire tout ce qui englobe leur gestion, leur organisation, leur diffusion, etc. L'*Association* se doit de considérer également les archivistes francophones qui oeuvrent à travers tout le Canada. Les archivistes québécois ont la possibilité de participer aux formations et aux activités de l'*Association*. Ce n'est cependant pas le cas de la majorité de ceux qui ne résident pas au Québec. Le *Guide de participation au RCIA* confirme aujourd'hui l'intérêt que porte l'*Association des archivistes du Québec* aux besoins actuels des archivistes francophones hors Québec.

### Le RCIA

Le *Réseau canadien d'information archivistique* a été lancé officiellement en octobre 2001 par le *Conseil canadien des archives*. Ce programme permet aux centres d'archives canadiens de rendre disponibles à la consultation leurs descriptions de fonds et collections d'archives. Il s'agit en fait de créer un guichet d'accès unique pour les fonds d'archives détenus par les centres d'archives canadiens, en plus de maintenir les particularités provinciales et territoriales, d'offrir un accès Internet et d'encourager la production des descriptions dans les deux langues officielles.

### L'AAQ au service de ses membres

Parmi les différents projets qui ont été réalisés par l'AAQ portant sur la promotion du RCIA, notons tout d'abord la

tenue d'une séance d'information d'une demi-journée et la réalisation d'un dépliant promotionnel, intitulé *Un accès à la mémoire collective de notre nation, Le Réseau canadien d'information archivistique et le Réseau de diffusion des archives du Québec*. Ce dépliant a d'ailleurs été distribué à un large public. Par la suite, une formation de deux jours, donnée à cinq reprises dans les cinq régions administratives de l'AAQ, a permis aux archivistes d'approfondir leurs connaissances sur le RCIA. Enfin, l'engagement d'une personne-ressource a permis aux services d'archives québécois de bénéficier d'informations supplémentaires concernant le RCIA et le RDAQ et d'obtenir une aide personnalisée pour leurs démarches en vue de joindre ces réseaux. Ainsi, les archivistes résidant au Québec ont pu profiter d'une aide adaptée à leurs besoins. Mais qu'en est-il des archivistes francophones canadiens hors Québec? Ils ne peuvent participer au RDAQ, car ils demeurent à l'extérieur du secteur couvert par le Réseau et ils peuvent difficilement participer aux formations ou séances d'information de l'AAQ. Afin de répondre à cette réalité, un guide a donc été conçu spécialement pour eux, sous la responsabilité du Comité de formation et de perfectionnement de l'*Association des archivistes*

### **Buts et contenu du *Guide de participation au RCIA* :**

Les buts du guide sont de développer les liens existants et la communication entre les francophones des différents territoires et provinces participant au RCIA, d'apporter une aide pratique aux archivistes canadiens francophones désirant joindre le RCIA, de favoriser la normalisation des descriptions archivistiques des services d'archives canadiens, objectifs convergeant tous vers une diffusion optimale des ressources archivistiques canadiennes envers la communauté mondiale.

### **Contenu**

Le guide présente tout d'abord le contexte de création du guide puis le *Réseau canadien d'information archivistique (RCIA)*, c'est-à-dire ses buts, ses orientations, ses directives, en fait les règles à suivre pour y participer. Viennent ensuite les réseaux provinciaux et territoriaux suivants :

- *Archives Network of Alberta (ANA)* pour l'Alberta;
- le *British Columbia Archival Information Network (BCAIN)* pour la Colombie-Britannique;
- le *Prince Edward Island Archival Information Network (PEIAIN)* pour l'Île du Prince-Édouard;
- le *Conseil des archives Nouveau-Brunswick (CANB)* pour le Nouveau-Brunswick;
- *ARCHWAY* pour la Nouvelle-Écosse;
- *ARCHEION* pour l'Ontario;
- le *Saskatchewan Archival Information Network (SAIN)* pour la Saskatchewan;
- le *Manitoba Archival Information Network (MAIN<sup>L</sup>)* pour le Manitoba;
- le *Provincial Archival Network of Newfoundland and Labrador (PLANET)* pour Terre-Neuve;
- le *Northwest Territories Archives Council (NWTAC)* pour les Territoires du Nord-Ouest;
- le *Yukon Archival Union List (YAUL)* pour le Yukon.

Chaque chapitre se consacre à un réseau et explique de façon conviviale et précise les actions à poser afin d'y participer et de joindre par le fait même le RCIA, selon les modalités en vigueur dans chaque province ou territoire. On retrouve dans chacune des parties des informations générales, la langue du réseau, les modalités et conditions de participation, l'aide disponible, les contacts et les adresses web utiles.

Le guide présente aussi une courte liste d'outils et sites Internet à consulter.

Il est important de préciser que le réseau du Nunavut n'est pas encore disponible au moment de la parution de ce texte. De plus, le *Réseau de diffusion des archives du Québec (RDAQ)*, qui représente le Québec au sein du RCIA, est absent de ce guide parce que les services d'archives québécois désirant joindre le RDAQ ont accès à différentes ressources<sup>2</sup>. Veuillez consulter l'AAQ à ce sujet.

Ce guide n'est qu'une étape dans la promotion du RCIA. Il confirme l'importance de l'Internet dans le développement et l'exploitation des archives et permet de promouvoir le travail de l'Association des archivistes du Québec, en lui assurant une visibilité à travers le Canada. Il permet surtout d'affirmer de nouveau l'implication de l'AAQ face à ses membres, peu importe où ils se trouvent.

La réalisation de ce guide à été rendue possible grâce à l'aide financière du *Ministère du Patrimoine canadien* par l'intermédiaire du programme Culture canadienne en ligne, des *Archives nationales du Canada* et du *Conseil canadien des archives*.

\* \* \*

[1]le *MAIN* et le *SAIN* ont été regroupés afin de rester fidèle à leur composition actuelle dans le RCIA

[2]Six articles ont été publiés à ce sujet dans *La Chronique* (décembre 2001 à mai 2002). Voir également le site du RDAQ : [www.rdaq.qc.ca](http://www.rdaq.qc.ca) et celui du Réseau des archives du Québec : [www.raq.qc.ca](http://www.raq.qc.ca)

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# AABC Newsletter

Volume 13 No. 3 Summer 2003

## Sue Baptie



The City of Vancouver Archives recently bid a fond adieu to retiring City Archivist Sue Baptie. Sue was the City Archivist nearly twenty-eight years, from December 1975, to May 2003. To mark this very special occasion, Sue and numerous guests were treated to an afternoon tea in the reading room of the Archives, with speakers, gifts and flowers, and, of course, a very large cake. The speakers were Bill McKee, an archivist who was here when Sue walked in on her first day and who is currently a member of the Board of Directors of the Friends of the Archives; Laurenda Daniells, first University Archivist at the University of British Columbia and a founder of the AABC; and Robert Henry, City Clerk from 1978 to 1987 and still a regular Archives visitor. All have remained friends of Sue's during her years at the City. Syd Baxter, the current City Clerk, proved a congenial master of ceremonies. All of the speakers made note of Sue's dedication to the Archives and the archival profession over the years, including her early work with the AABC, of which Laurenda Daniels was a founder.

Sue joins her husband Barrie on their boat to explore Canada's west coast and beyond. Both are seasoned sailors. We wish them all the best and much happiness in the years to come.

Evelyn Peters McLellan  
City of Vancouver Archives  
May 2003

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## Regional Announcements

Central Interior – BC Northeast  
Quesnel & District Museum and Archives  
Alexander Vaughn Fraser & Gertrude Fraser Collection

In March of 2003, the Quesnel & District Museum and Archives received artifacts and archival material from the estate of Alex and Gertrude Fraser. We are fortunate to have this collection.

Alex Fraser's career in politics and public service spanned five decades, from the early 1940's until his death on May 5<sup>th</sup>, 1989. In 1940, he was elected Commissioner of the Village of Quesnel, and in 1958, he became the first mayor of the town of Quesnel. In 1969, he was elected to represent the Cariboo riding in the provincial legislature, and later served as cabinet minister. Alex Fraser served as MLA for Cariboo for almost 20 years; he retired from office in 1989, struck down by the illness that eventually took his life.

Gertrude Marjory Watt arrived in Quesnel in 1937. She worked as nurse for her cousin Dr. Oliver (Dr. Baker's assistant) for many years, and later took a more permanent position at the hospital. Although she and Alex Fraser were married in 1940, Gertrude Fraser continued to work until 1956, the beginning of her husband's political career, thereafter supporting him in this full-time. The "First Lady of the Cariboo" died on February 17, 2003.

The collection will be arranged and described at a later date.

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# AABC Newsletter

Volume 13 No. 3 Summer 2003

## A Blast in Nanaimo – 2003 AABC Conference



The relaxed charm of the Best Western Dorchester Hotel in Nanaimo made it the perfect place to host the recent 2003 AABC Conference. Archivists and institutional volunteers came from all over British Columbia to attend the conference and helped to make it a great success. The conference was kicked off with the Opening Reception, attended by The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant Governor of British Columbia. The Lt. Governor's eloquent speech reinforced the important role of archivists in preserving our nation's history. For those who missed her speech, you can find it at [www.ltgov.bc.ca/whatsnew/sp/sp\\_apr24\\_2003.htm](http://www.ltgov.bc.ca/whatsnew/sp/sp_apr24_2003.htm).

Alastair Kerr's comments at the opening plenary set the tone for the conference, and the speakers who followed gave papers that made for insightful, interactive and thought-provoking sessions. Those who attended workshops led by Linda Wills, Jan Turner, Francis Mansbridge, Chris Hives, and Lisa Codd built upon prior skills and gained new ones – skills that will surely be of benefit during the course of their daily archival work.



Taking advantage of the beautiful weather, Christine Meutzner hosted a walking tour of Nanaimo's historic downtown on Friday afternoon. That evening, at the Annual Banquet, the AABC honoured Sue Baptie with an Honorary Lifetime Membership. Afterwards, the Protection Island Players provided some "dynamite" entertainment – it's not very often that you get to be part of the show and throw dynamite at the actors! Their production (featuring a poetry-writing dog, no less) had many of us – please forgive me – exploding with laughter.

Saturday morning was marked with more interesting sessions and a Roundtable session facilitated by Rick Goodacre. Those present at the Roundtable discussed a number of issues that the AABC is currently facing, and proposed constructive solutions for the future direction of the Association. Minutes from the Roundtable session can be found in the newsletter. Gary Mitchell's comments at the closing plenary reiterated themes and ideas discussed during the conference, and his observations both motivated and challenged those in the audience.

On behalf of the 2003 Conference Committee, I would like to thank all of the vendors, speakers, workshop instructors, session chairs, plenary speakers, and volunteers from the Nanaimo Community Archives for dedicating their time and experience and helping bring the conference schedule to life (it's always a scary leap from the planning stage to the actual conference event)! I would also like to extend a special thank you to my fellow conference committee members – Christine Meutzner, Siôn Romaine and Glenn Dingwall – for all of their hard work in both planning and ensuring that the conference ran smoothly.

Lisa Beitel  
Program Chair, 2003 AABC Conference Committee

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# AABC Newsletter

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## Roundtable Meeting – AABC Conference, Nanaimo, April 26, 2003

The following has been distilled from notes taken at the Roundtable Meeting at the recent AABC conference in Nanaimo. Please note that President Erwin Wodarak has discussed the conference proceedings in [his report in this issue](#) of the Newsletter; this summary is best read in light of his examination of some of the very important issues now facing the archival community in BC. Regrettably, readers who were present at the Roundtable Meeting may notice, in the text that follows, errors in the attribution of comments, or omission of comments they feel to have been worthy of inclusion; should this be the case, we hope that you will bear with us.

The Editors

### Summary of Discussion at the Roundtable Meeting – AABC Conference, Nanaimo, April 26, 2003

The Roundtable Meeting began at 11:00 am, April 26, 2003, with AABC President **Lara Wilson** in the Chair. She called on conference organiser **Lisa Beitel** to introduce **Rick Goodacre**, who acted as the session facilitator.

**Lara Wilson** began the session by providing a brief description of AABC's financial situation.

- Before the cuts two years ago, the AABC used provincial funding (CAAT and CAAP) to match federal (CCA) grants. The cuts to provincial funding have forced the AABC to use its own funds as a match for the education (EAS) and network (ANS) services programmes. AABC has also opted to use all CCA preservation grant money to fund the AABC preservation service.
- AABC services are valued and work together. There is a need to make programs self-sustaining.
- The Executive, said Lara, needed to hear from the membership about the importance they place on the services, and on other issues.
- This is not a crisis, however.

A discussion ensued on the importance of regional representatives to delivering the goals of the AABC. **Rick Goodacre** described his understanding of the situation.

- He first provided an overview of the decision making process that the AABC is undergoing, and asked the membership to share its views on services. He referred to the membership survey, to the recent strategic planning session, and to the survey of Associate Institutional Members. As he saw it, the AABC's stance was one directed at planning in light of cuts to funding and diminishing internal (AABC) funding resources.
- The motivation of the organisation was to consult with the membership.

A question and answer session followed.

Regarding the travel subsidy form, a questioner noted there were loopholes present; how could it be kept honest, to not waste AABC funds?

- **Jane Turner** observed that the travel fund was part of the EAS programme, and was budgeted

through a CCA grant. It is earmarked for encouraging and facilitating travel to educational workshops. If not used, the money is returned.

**Sue Baptie** had a question concerning the application of CCA funds.

- Where was the money going? To small archives? The City of Vancouver Archives does not use the CCA programmes, as they are not geared to medium-sized archives. Are the AABC services providing the support that is needed?

**Val Hughes** spoke about the experience of a variety of archives in her region.

- Small archives do not benefit, as they do not understand how to access the system AABC granting system. She has difficulty explaining to her regional members what is available.
- Small archives (non-institutional members) feel left out. Why should they join AABC if they cannot participate? For example, the wording on the conference form about participation fees charged to non-institutional members is confusing. Shouldn't membership be sufficient? The cost is prohibitive, so there is an advantage to two people coming from same institute; however, the fee schedule works against this. We should clarify this.

In response to Val's question, **Lara Wilson** explained the categories of membership.

- The fee schedule was meant to encourage people to become members. She apologised for any misunderstanding caused by the wording on the conference form.

**Jane Turner** noted that there is no limit for institutional members coming to workshops.

**Rick Goodacre** noted the following consensus:

- With respect to fee structure, policies need clarification as to purpose and content;
- Balance is at issue: how does the organisation meet different needs of small communities and large institutions?

**George Brandak** expressed concern about the organisation's direction

- Where are we heading?
- We need to polish our image and presence.

**Sue Baptie** asked about the CCA's allocation of funds to institutions and AABC services, particularly the former.

- Do we want more money for individual members to do their own thing or have it to go to services? What is biggest bang for the buck?

**Lara Wilson** responded, pointing out that service to archives by EAS is 2 days per week.

- Smaller archives need more support.

**Doreen Stephens** pointed out that the CCA sets qualifying criteria for grants, not the AABC.

- Not all archives will meet the criteria.
- Is there a slant to the programs?

**Rick Goodacre** offered a clarification of the preceding discussion.

- The AABC is more of a vehicle for directing money coming from other sources and does not set criteria for qualification.
- Tailoring programs to the needs of different kinds of archives, thereby maximizing their impact,

would appear to be a chief concern here; a small amount of money can have a lot of impact under certain circumstances. What are the ramifications and accompanying benefits?

**Val Hughes** offered the following comment:

- Money is not important; rather, the services are important. Services launch people in the right direction, who will then become members and contribute to the organisation.

**Sister Margaret Cantwell** also spoke about the value of services and education.

- Small archives are blossoming. We need to make large archives appreciate and be aware of the small.
- More than services and money is camaraderie, help, and support from other archives – perhaps something as simple as responding to a telephone query. Small archives need large archives for advice. Large archives need small archives to keep small collections (in their own communities).

**Jennifer Mohan** wondered whether it might be appropriate to provide the executive with direction.

- While services are very important, given the rate of financial resource depletion, the AABC will soon exhaust its general fund.
- Our services are efficient already; creative solutions have already been tried.
- What shall be our direction, to close down the AABC? The challenge to members is to suggest ways to deal with services in light of the present fiscal reality. This is the important question.

**Carrie-Eirene Stevenson** concurred, offering two comments.

- The AABC cannot fiscally sustain the road that it is on; there is no room for tweaking our finances.
- "Small Archives", as a concept, is too general to be useful in this context.

**Lara Wilson** responded.

- We are still uncertain about CAIN year 4. That is why we budgeted ANS as we did. What is happening with CAIN affects next year's budget. We are hoping for the best.

**Jane Turner** offered several questions, comments, and observations.

- Do we continue to support three global programs, or shall we allocate funds to individual members?
- We have \$100,000 in reserves. We've cut preservation, and it takes no money from general fund. Education has been cut; it takes \$4500 from the general fund. We need only maintain 3 months of operating reserves.
- We need to lower the sense of crisis.
- We need to focus on advocacy through the CCA.
- Will we dismantle the BC CAIN network? This is hard to imagine.
- The education program is sustainable; we can replace an amount from the general fund through workshop fees.
- The network is the biggest issue, but federal money may come through for it.
- There is the possibility that bits of money will come in.
- Before we dismantle our services, we need to keep looking at alternatives and possibilities. I fear major dismantling.

**Trevor May**, an archival consultant whose clients are in the private sector, explained that his challenge is to make the corporate world aware of the value of records, so that they will invest in their preservation and accessibility.

- The AABC needs to look less to government and more to community, corporate and otherwise, for support. We must educate them about the importance of what we do.

- The AABC needs very little money relative to the budgets of corporations, for whom recognition from their community is very important. They wish to improve their image, to appear to be giving back to their community. We can take advantage of that need for recognition, and tap into them as a source for project funding.
- The skills for approaching corporations are important. We need fundraisers from among AABC members who can be convincing – who can identify the advantages to corporations, including tax deductions.

A participant noted the trend in large institutions of building trust funds; for example that of BC Archives.

- Will the province re-enter this field?

Another participant suggested that the AABC needed to look outward to solve problems – to communicate among different heritage groups, to strategise together regarding advocacy. Many members belong to other organizations.

**Lara Wilson** described the strategic planning session held March 29. She read the issues discussed there, and offered the following highlights.

- Continuity of knowledge about AABC was thought to be important. People with a long history of Involvement in the association must be sharing information about the organization.
- The planning session did not get into specifics or make decisions.
- The consensus of participants in the planning session was that there was no crisis; the general fund was healthy.
- Allocation of funding to services and institutional members is balanced.
- We cannot decrease funding to services any further.

**Val Billesberger** observed that the AABC must start looking at ways to evaluate service implementation and impact.

- How are services helping archives around the province? Do they support AABC's goals and objectives?
- Our strength lies in our community of archival institutions and the communication among members.
- We must get away from crisis management and plan for change.

A participant pointed out that archival institutions should be run as a business; specifically, by setting goals and objectives in a 5 year plan.

- Does AABC have a business plan? We need to take initiative, rather than react to funding cuts.
- That is what we are doing by our consulting process, responded **Carrie Eirene Stevenson**.

**Lara Wilson** provided a wrap-up of the proceedings.

- A survey to Associate Members will be sent out and results will be posted in a future issue of the newsletter.

The round table session ended at 12:30 pm.

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## Response of the AABC to Bill 38, the *Personal Information Privacy Act*

As I said in my report, I recently worked with our P.A.A.L. committee in the preparation of a response to Bill 38. While we applaud this measure, and believe it will serve to create a workable framework for administering access to records in the care and control of private bodies, we are very concerned about one of its provisions. Section 35(2) appears to oblige organisations to destroy records containing personal information, once they have become inactive, if the organisation cannot, or chooses not, to remove linkages to identified (or identifiable) individuals. The text of our response follows.

Erwin Wodarczak  
AABC President

### Archives Association of British Columbia Comments on Bill 38, Personal Information Protection Act May 13, 2003

The Archives Association of British Columbia (AABC) supports the extension of privacy protection to the private sector. The AABC represents 300 archivists, archival institutions, and records managers in the province, and is committed to preserving British Columbia's documentary heritage.

In assessing legislation, we look at its impact on the ability of archival institutions to carry out their mandate to (i) identify and preserve records of enduring value created by individuals and organizations (public and private sector), and (ii) administer access to these records by the public.

The AABC believes that Bill 38 creates a very workable framework for archives with respect to access administration. **We are extremely alarmed, however, by one section of the Bill, section 35(2), which in our view poses a serious threat to the preservation of British Columbia's documentary heritage.**

Our comments are organized into two parts: the first addresses from an archival standpoint the strengths of the Bill; the second our view of its flaw, together with a proposed solution.

#### 1. Strengths of the Bill: access

The AABC applauds the efforts of the Bill's drafters to accommodate archival concerns to balance two sometimes-conflicting public goods: researchers' interest in access to historical records and record subjects' right to privacy.

Archivists have long experience in effecting this balance. We believe that the structure provided by Bill 38 – its definitions (s. 1), scope (s. 3), provisions for collection, use by and disclosure to an archives (s. 12(1)(i), 15(1)(i), 18(1)(n)), and provision for disclosure for research or statistical purposes (s. 21) and archival or historical purposes (s. 22) – provide archives with sufficient flexibility to continue providing access to their holdings while protecting the privacy of individuals. The "reasonable person" standard articulated in s. 22(a) is in our view a particularly good solution to the need for striking a balance.

The Bill introduces the accountability of archival access decisions to an oversight mechanism through the Commissioner's office. The AABC believes that this is reasonable and in line with British Columbians' expectations

with respect to their information rights.

## 2. Flaw: preservation

Section 35 of the Bill threatens to annul all that has been achieved in the above-mentioned sections. This section reads:

### Retention of personal information

**35** (1) Despite subsection (2), if an organization uses an individual's personal information to make a decision that directly affects the individual, the organization must retain that information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

(2) An organization must destroy its documents containing personal information, or remove the means by which the personal information can be associated with particular individuals, as soon as it is reasonable to assume that

(a) the purpose for which that personal information was collected is no longer being served by retention of the personal information, and

(b) retention is no longer necessary for legal or business purposes.

We see no problem with sub-section 1. **Sub-section 2, however, implies a massive and wholesale destruction of the archival record of British Columbia's private sector organizations.** Section 35(2) makes it impossible for British Columbia archives to fulfill their mandate to preserve the province's documentary heritage.

"Personal information" is broadly defined (even excluding "contact information" and "work product information"). In our experience with organizational records, it is never an easily segmentable component of the file system – on the contrary, personal information is scattered widely throughout an organization's files.

Given the ubiquity of personal information, the alternative to destruction (removal of personal identifiers) is impractical, extremely labour-intensive and expensive, since it implies a detailed line-by-line, page-by-page, field-by-field review and severing of all paper and electronic files (correspondence, minutes, reports, email, databases). **Faced with the need to comply with section 35(2), most organizations will simply destroy any inactive records without any consideration of their enduring value for archival purposes.** Even where removal of personal identifiers is undertaken, the result is the destruction of the archival integrity of the record, and the capacity of the documents to act as evidence of an organization's actions and decisions is vastly compromised.

This is not just a "heritage" issue – **this is an issue of private sector accountability.** Uncontrolled records destruction does **not** protect the rights of record subjects or promote organizational transparency and accountability. There are numerous examples of individuals using records containing personal information to redress past abuses (residential schools, land claims, the internment of Japanese Canadians during World War II). In an era in which government functions and services are increasingly contracted out or devolved to private sector organizations, there is a public interest in promoting record-keeping standards in organizations to ensure transparency and accountability.

Section 35(2), on the contrary, promotes and requires a one-sided, artificial, short-sighted and ill-advised model of records management: wholesale destruction of records no longer required for current business. This model impoverishes organizations (who lose their corporate memory), record subjects (who lose the evidence of their interactions), and future generations of historical researchers (who lose access to the experiences of the past).

If section 22 successfully gives archivists the ability to administer access to our holdings in a reasonable and flexible manner, section 35 utterly undermines this provision by negating any future holdings for archivists to administer access to. This section does not merely encourage organizations to destroy their valuable archival records, it makes such destruction a legal obligation. **In this respect Bill 38 constitutes a real threat to the province's documentary heritage and severely diminishes the capacity of British Columbia's archival institutions to preserve archival**

## records.

The AABC does not believe that this is the intention of the Bill's drafters, but in our view it will be the consequence. Accordingly, **the AABC urges the government to revise this section.**

The main flaw with section 35(2) as it stands is that it does not differentiate (i) inactive records containing personal information which have **no** enduring value from (ii) inactive records containing personal information which **do** have enduring value for providing operational continuity, evidence, accountability, institutional memory and research.

We agree that destruction is the appropriate method for disposal of records of type (i). But the proper disposal for records of type (ii) is **transfer to an archives**, either through an in-house archival program or to an external archival institution which now assumes responsibility for protection of the personal information and for compliance with the Act.

The flaw in section 35 can be rectified, we believe, quite simply by adding an additional subsection:

### Section 35

...

(3) Subsection (2) does not apply if:

(a) the documents containing personal information have enduring value for archival purposes;  
and

(b) the documents are transferred to an organization's archives or to an archival institution.

## Contact information

Thank you for this opportunity to present our views. Please do not hesitate to contact the AABC to discuss these matters further.

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## BCA Audio-Visual Preservation Travel Assistance Program Application

### BACKGROUND:

The Bureau of Canadian Archivists has received financial support from the Audio-Visual Preservation Trust ([www.avtrust.ca](http://www.avtrust.ca)) and its funding partner, the Department of Canadian Heritage, to further enhance the professional skills of archivists involved in the preservation of Canada's audio-visual heritage. To this end, the BCA is offering, on a pilot project basis, grants to help defray the travel and/or registration costs of Canadian-based archivists wishing to actively participate in training forums, workshops and similar learning opportunities focusing on the preservation and conservation of audio-visual materials.

The BCA wishes to thank the Audio-Visual Preservation Trust and its funding partner, the Department of Canadian Heritage for their generous assistance in setting up this pilot project.

Applications will be adjudicated by a BCA Ad hoc Committee.

Applications must be postmarked no later than the 15 September 2003.

### CRITERIA:

8558) Applicants must be a resident of Canada and be an individual member in good standing of the Association for Canadian Archives or the Association des archivists du Québec. Applicants must show that they have an ongoing relationship with an institution. Student members are not eligible for funding.

8559) Applicants must submit a letter of support from the institution indicating why the training sought would be beneficial to the individual as well as their institution.

8560) In order to be considered in a timely fashion, the application form has to be postmarked no later than September 15, 2003.

8561) The amount of assistance granted will be determined by the BCA Board of Directors based on the importance of the activity for the individual's own professional development and the impact it has on the individual's archival institution specifically and the archival community in general. Preference will be given to applications for the AMIA conference to be held in Vancouver in November 2003 ([www.amianet.org/04\\_Annual/Annual.html](http://www.amianet.org/04_Annual/Annual.html)). For all other applications, the professional development activity must occur before 30 March, 2004.

8562) The BCA will weight the awards based on applicant location, event location and equitable representation from all parts of Canada. Grants can be from approximately \$500 to \$2000 depending on distances travelled.

8563) Transportation assistance will be based on the most economical means of transportation

available to the applicant. Airfare reimbursement will be based on non-refundable excursion tickets purchased 21 days in advance. The cost of cancellation insurance will not be covered by the BCA as part of the ticket cost.

8564) Prior to receiving expense reimbursements, copies of all receipts must be submitted by the applicant to the BCA Assistant Secretary General for verification no later than 60 days after the completion of the professional development activity.

8565) Applicants receiving funding under this program must submit a written report (300-600 words) to the BCA Assistant Secretary General on their activities and the benefit of these activities to them, their institution and to the archival community. These reports must be submitted no later than 60 days after the completion of the professional development activity.

8566) Failure to meet the deadlines stated in Criteria 7 and 8 will result in the forfeiture of all approved funding from this program.

8567) The BCA reserves the right to request the return of reimbursement of any advanced funds and the cancellation of any approved grant application, if the terms and conditions outlined in the criteria for this funding program are not met by the applicant.

**\*\*\* PLEASE COMPLETE THE ENCLOSED APPLICATION IN FULL \*\*\***

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### **BCA AUDIO-VISUAL PRESERVATION TRAVEL ASSISTANCE PROGRAM APPLICATION**

Return application to BCA, ATTENTION: Assistant Secretary General, Manon Gendron, c/o CRDI, 654 Gilmour, Ottawa, Ontario, K1R 5M1 (Attach copy of program, if possible).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EVENT TITLE : \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

DATES OF ATTENDANCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

WILL YOU ATTEND THE EVENT IF ONLY PARTIAL FUNDING IS PROVIDED?

State briefly the importance of this activity to your own professional development and the impact it will have on your archival institution (such as: responsibilities regarding audio-visual preservation activities, nature and importance of audio-visual collections).

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\* \* \*

# Heritage Society of B.C. Regional Heritage Meeting

Kamloops,  
Friday evening & Saturday,  
September 26 & 27

\$50 members  
\$60 non-members

(250) 384-4840  
[hsbc@islandnet.com](mailto:hsbc@islandnet.com)  
[www.islandnet.com/~hsbc](http://www.islandnet.com/~hsbc)

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# AABC Newsletter

Volume 13 No. 3 Summer 2003

## Message from the President

The past few months have been, shall we say, interesting. Back in April the Archives Association of British Columbia was undergoing its annual transition period, as the 2002/03 Executive was wrapping up its affairs and preparing to make way for that of 2003/04. As part of this process, I was steeling myself to take on the role of President for the coming year, having already served a year as Vice-President.

The new Executive was acclaimed by the membership at the Annual General Meeting on April 26, during the 2003 Conference in Nanaimo. Unfortunately, I was unable to attend, as my wife and I were expecting the birth of our first child at the time, and the due-date was too close for comfort. Our baby girl, Saskia, was eventually born on May 18. Less than two weeks later, on May 30, the new Executive had its inaugural meeting. In between, the AABC was informed that all of British Columbia's applications for funding through the Canadian Archival Information Network (CAIN) programme, including both AABC projects, had been rejected.

Also in this period was the amalgamation of the British Columbia Archives with the Royal British Columbia Museum was finalized. Additional news out of Victoria was the introduction in the provincial legislature of private sector privacy legislation. Both events will have long-term effects on the provincial archival community, and on how individual archivists carry out their professional activities.

The AABC faces some hard choices over the next year regarding how to distribute increasingly scarce resources among its various programmes and activities. The strategic planning meeting in March, and the roundtable discussions held at the Conference, were first steps towards making those choices.

This has been a period of transition, therefore, both personally and for the Association – and the next year promises to be at least as "interesting". To be honest, if I had known last year that my daughter's birth would coincide so closely with the beginning of my duties as President, I would not have accepted the position of Vice-President. It will be difficult to balance the demands of being both a new father and the head of a professional association, while carrying out my regular duties at the University of British Columbia Archives. That being said, I intend to see this commitment through to the end of my term – hopefully with the help and patience of my colleagues on the Executive.

### *Outgoing and Incoming Executive Members*

Before going any further I'd like to acknowledge the out-going members of the AABC Executive – Lara Wilson (President), Christine O'Donnell (Individual Member-at-Large), and Carrie Eirene Stevenson (Treasurer) – and thank them on behalf of the Association for all their hard work over the past two years.

At the same time, please join me in welcoming those new Executive members acclaimed at the AGM: Vice-President Christine Meutzner (Nanaimo Community Archives), Treasurer Jian Liu (B.C. College of Physicians and Surgeons), and Individual Member-at-Large Siôn Romaine (University of Washington Library). In addition, since the AGM, Secretary Erica Hernandez has gone on maternity leave. In her absence, Lisa Beitel will be taking over Erica's duties, both as AABC Secretary and as archivist at the Gulf of Georgia Cannery National Historic Site. Also joining me on the 2003/04 AABC Executive will be Institutional Member-at-Large Kathy Bossort (Delta Museum and Archives).

## ***2003 Conference***

From all accounts, the 2003 AABC Conference, held April 24-26 in Nanaimo, was a resounding success. The Association's honorary patron, Lieutenant-Governor Iona Campagnolo, spoke at the opening reception; her remarks are available on-line at [www.lt.gov.bc.ca/whatsnew/sp/sp\\_apr24\\_2003.htm](http://www.lt.gov.bc.ca/whatsnew/sp/sp_apr24_2003.htm). The sessions and workshops were well attended. The roundtable session (discussed below) brought forward a number of issues for members to consider. The banquet featured excellent food, a lifetime-achievement award for retiring City of Vancouver Archivist Sue Baptie, and great entertainment. Finally, let us not forget that the conference made a profit of over \$3200.

Thanks to Christine Meutzner (Local Arrangements chair), Lisa Beitel (Programme chair), Siôn Romaine and Glenn Dingwall (Programme Committee members), and the various volunteers from the Nanaimo Community Archives for all their hard work that made the conference a success.

It has recently been confirmed that the North Vancouver Museum and Archives will be hosting the 2004 Conference. Conference programme and local arrangements committees should be in place by the end of the summer – please contact the AABC Executive if you wish to be involved.

## ***CAIN Update***

As I wrote earlier, the AABC was informed in May that all four of British Columbia's applications for funding through CAIN had been rejected. These included projects proposed by UBC Library Rare Books and Special Collections and the West Vancouver Museum and Archives, as well as two from AABC: an on-line exhibition entitled "Digital Memories: Celebrating British Columbia's Past", and an "itinerant archivist" project to update the BC Archival Union List (BCAUL).

It appears that the Ministry of Canadian Heritage adjudicated the applications, in the process bypassing the Canadian Council of Archives (CCA), the body mandated to administer CAIN. According to the CCA, the rejections do not seem to follow any discernable pattern. Outside of B.C., most other provinces saw up to 75% of their CAIN applications rejected, and the adjudications are continuing. No reasons were given for the rejections, and all indications are that re-submitting revised applications would be futile.

Fortunately, AABC's existing Network Services programme – which is responsible for BCAUL, the AABC Web site, and other on-line services – is not directly dependent on CAIN funding (both rejected projects were intended to update and enhance what already exists, rather than contribute to its maintenance). However, the fate of this year's applications, coming on the heels of last year's across-the-board cuts, does not bode well for the CCA's other grant programmes – including the Special Projects programme, on which AABC Network Services depends. The AABC remains in contact with the CCA on this matter, and will be making an official response in the near future.

## ***BC Archives / RBCM Amalgamation***

The AABC received a letter from Minister of Community, Aboriginal, and Women's Services George Abbott on March 4, in response to the AABC's letter sent in December regarding the amalgamation of the BC Archives and the Royal British Columbia Museum. Unfortunately, the Minister did not address our concerns over the amalgamation of two such distinct institutions in any substantial way. In reply, the AABC has sent another letter asking about BC Archives' new identity, the future scheduling and transfer of public records, and continuing access to public records. The text of the letter follows this report. We await the Minister's response.

The amalgamation of BC Archives and RBCM into a Crown Trust was finalized on April 1. The Archives' functions will be grouped together as either "Archives Services" or the "Information Access Unit". Archival holdings are now part of RBCM's collections. The records management component has been severed from the Archives and exists as a Corporate Records Management Branch within the Ministry of Management Services.

It appears that the merger is now a "done deal". However, the AABC will continue to monitor the development of the new Crown Trust and to voice the concerns of the provincial archival community when necessary. I encourage

individual members to continue to make their own voices heard.

### ***Private Sector Privacy***

In May, I worked closely with Lara Wilson and Richard Dancy of the Public Awareness, Advocacy, and Legislation Committee in drafting the AABC's response to Bill 38, the *Personal Information Privacy Act* (the text of which appears elsewhere in this issue of the newsletter). In summary, the AABC supports the extension of privacy protection to the private sector and believes that Bill 38 creates a workable framework for administering access to records. However, one provision of the *Act* poses a serious threat to the preservation of British Columbia's documentary heritage, by obligating organizations to consider destroying documents containing personal information, regardless of their enduring historical value, rather than having the information severed, or transferring the records to an archival institution.

The AABC's position paper, sent to the provincial government on May 13, addresses in detail both the strengths and the primary weakness of Bill 38, and offers a proposal to rectify that weakness. We hope that our submission will lead to adjustments being made before the Act is finalized, or at least when the Act is reviewed in the future. Again, I encourage members to make their own submissions to the provincial government as well.

### ***Future Directions***

In 2001, the provincial government eliminated its archival funding programmes, significantly reducing the money available to support both our services and community archives projects. Since then, we have experienced the cuts in federal funding that I have already described. This has forced the AABC to begin thinking about its future.

Let me reiterate that the AABC is not in a crisis. Our financial reserves are at a healthy level; our cash surplus is currently over \$100,000. We made a profit from this year's conference, and we continue to receive regular income from membership fees, workshop fees, and advertising in the newsletter and the Web site. Funding for our education/advisory, preservation, and network programmes is still available through the CCA's Special Projects and Conservation Plan for Canadian Archival Records (CPCAR) grant programmes.

However, those funding cuts have forced us to rely on our reserves to help pay for two of our programmes: Network Services, and Education and Advisory Services (Preservation Services is entirely funded by CPCAR). While we can do this in the short run, ultimately this financial drain is not sustainable. In addition, the loss of provincial grant programmes gives the AABC less money to direct to member institutions, adversely affecting these institutions and the BC archival community as a whole.

It is better to address these concerns now, while the AABC is still in reasonably good financial shape, rather than wait until we really are facing a crisis. Over the next year, the AABC will be looking for emerging funding opportunities with other grant programmes, and strategic partnerships with heritage and private sector organizations. More importantly, the Executive has begun a consultative process with its members regarding possible future directions.

A strategic planning workshop, attended by the Executive, Committee Chairs, and Regional Representatives, was held in late March. Lara Wilson summarized the meeting in her last President's Report:

[aabc.bc.ca/aabc/newsletter/13\\_2/presidents\\_report.htm](http://aabc.bc.ca/aabc/newsletter/13_2/presidents_report.htm). More recently, a roundtable meeting was held at the AABC Conference on April 26. Members were invited to a question-and-answer session with the Executive, facilitated by Rick Goodacre of the Heritage Society of BC (a summary of this meeting is included elsewhere in this issue of the *Newsletter*). At both meetings, the emphasis was on the need to encourage two-way communication; the Executive requires input from the membership on how to maintain AABC's programmes and services and make them more self-sustaining, while the membership needs to be kept informed on the decisions made by the Executive on their behalf.

This consultative process is continuing, and I encourage members to make their opinions known and offer constructive suggestions for the Executive to consider. At the same time, as I stated at the strategic planning workshop, the ultimate results of any restructuring almost certainly will not please everyone, and if handled insensitively may alienate some members. The best way to avoid this would be to approach such deliberations with a feeling of good will and an

understanding that everyone involved (even those with whom you disagree) has the best interests of our organization at heart.

As I stated at the beginning, things have been, and continue to be, "interesting" for the AABC. "May you live in interesting times", says the ancient curse ("So whom did we offend?" I hear someone ask...). Let's see if we can turn that curse into a blessing.

Thanks for your continuing support, and have a great summer!

Erwin Wodarczak



Archives Association of British Columbia

*Honorary Patron: The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant Governor of British Columbia*

The Honourable George Abbott June 16, 2003  
Minister of Community, Aboriginal, and Women's Services  
PO Box 9042, STN PROV GOVT  
Victoria, BC  
V8W 9E2

Dear Minister Abbott,

Thank you for your response of February 27, 2003 to the Archives Association of British Columbia's letter of December 25, 2002, regarding the amalgamation of the British Columbia Archives (Archives) with the Royal British Columbia Museum (RBCM).

On behalf of the AABC membership, I respectfully ask that you address our concerns that were left unanswered in your letter. In particular, can you respond to the following questions:

Will the name of the British Columbia Archives and its associated web-site address (<http://www.bcarchives.gov.bc.ca>) be changed as a result of this amalgamation? Researchers across Canada and around the world rely on this information when citing their archival sources.

Will the regular scheduling and transfer of public records from ministries to the Archives continue, despite the separation of the Records Management Branch from the Archives, and the proposed changes to the *Museum* and *Document Disposal Acts*? Again, the AABC asks that you remain committed to the preservation of public records, as they are evidence of individual rights and the actions of government.

Will there continue to be equitable access to public records in the custody and control of the Archives? We are concerned that revenue generation priorities will result in increases in, and introduction of, user fees that will exclude some persons from exercising their right to access public information.

In addition, the AABC was shocked to read, in the consequential amendments to Bill 2 – *Museum Act*, that the reference to "Provincial Archivist" is to be struck from the *Document Disposal Act*, and

replaced with:

The chief executive officer of the museum or a person designated by the chief executive officer, a person designated by the minister responsible for the administration of this Act.

The AABC asks:

Who, other than the Provincial Archivist, should have the statutory responsibility for preserving the province's documentary heritage? We reiterate that records are not artifacts, and that archival principles, practices and standards are separate from those of museology.

Thank you for your attention to these questions. I look forward to your prompt reply.

Sincerely,

Erwin Wodarczak  
AABC President

cc: Pauline Rafferty - CEO, Royal British Columbia Museum  
cc: Hon. Sandy Santori - Minister of Management Services  
cc: Gary Mitchell - Provincial Archivist and Director BC Archives

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## Executive Minutes

AABC Executive Committee  
Meeting Minutes: 7 April 2003

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Boardroom.

**Present:**

**Lara Wilson**, President  
**Erwin Wodarczak**, Vice President  
**Erica Hernández**, Secretary  
**Carrie Eirene Stevenson**, Treasurer  
**Kathy Bossort**, Institutional Member-at-large

**Regrets:**

**Christine O'Donnell**, Individual Member-At-Large

**1. Approval of Agenda:** Approved

Lara Wilson called the meeting to order at 12:45 pm.

**2. Approval of Minutes of 22 February 2003 Executive Meeting:** Approved

**3. Business Arising**

**3.1 Outstanding Issues**

*CAIN funding*

Lara Wilson informed the Executive that to date, there has been no word from Fred Farrell, regarding CCA response to CAIN funding cuts. She also clarified that none of the provincial/territorial councils she contacted had sent written responses to these cuts. All seem to be waiting for direction from the CCA. The Executive decided to hold off on the creation of a letter.

**Action:** Lara Wilson to contact Fred Farrell to try to determine the CCA's position on this topic.

*Heritage Resource Centre Closure*

Lara Wilson informed the Executive that a joint letter of response was unable to be drafted with the BCLA regarding the closure of the Heritage Resource Centre. As a result she issued the AABC's response in a letter dated March 20, 2003. A following BCLA letter of response was clear in reiterating the AABC's concerns as well

as their own.

Lara Wilson informed the Executive she had responded to an inquiry from Golder Associates, who had been retained by the Union of BC Indian Chiefs to prepare a report on the changing landscape of the BC heritage sector. This firm requested information on AABC's position regarding these changes. Lara Wilson submitted copies of our official letters re: the amalgamation of the RBCM and BC Archives, and the closing of the BC Heritage Resource Centre as well as AABC position on the proposed changes to the Document Disposal Act.

#### *BC Archives/RBCM Amalgamation*

Lara Wilson reported to the Executive that a disappointing reply letter was received from Minister Abbott on March 4, 2003. This response, issued in a form letter format, did not acknowledge any of concerns, either as a professional association, or regarding protection of the documentary heritage of the province.

**Action:** Lara Wilson will draft a reply to this form letter.

#### *CCA General Assembly*

Erica Hernandez contacted Wendy Hunt regarding the procedure by which the Executive could allow a member (Executive or otherwise) other than the Institutional Member-at-large to attend the General Assembly. Wendy determined that according to CCA Bylaws, articles 5 and 6, the AABC President would be required to write to the National Archivist advising that in the absence of the Institutional Member-at-Large, the AABC requests that a designate attend on behalf of the AABC at a specific meeting. Upon receiving permission from the National Archivist, the chosen designate can be any member of the AABC, and they will possess the rights and obligations of a CCA director only for the duration of the meeting for which the request was made.

#### *2004 AABC Conference*

Erwin Wodarczak informed the Executive that Francis Mansbridge, North Vancouver Archives, has offered to host next year's conference.

#### *AABC Record Storage*

Lara Wilson contacted BC Archives regarding the transfer of 11-12 boxes of AABC records from UBC Archives to BC Archives. This transfer was completed on March 29, 2003. Receipt for this deposit has been received and is to be filed with President's papers. There was, however, some discrepancy over the current status of these transferred records.

**Action:** Lara Wilson to contact David Madison for clarification of this transfer: are these records considered a "deposit" or an "accession"?

### **3.2 Secretary's Report**

#### *Heritage Trust*

Erica Hernandez reported that the Heritage Trust has been terminated by the Provincial Government. On March 24, 2003 the Heritage Society of B.C. signed a Memorandum of Understanding with the Ministry of Community, Aboriginal and Women's Services, and the Land Conservancy, to establish a new British Columbia Heritage Legacy Fund. The primary purpose of the fund will be to support heritage conservation at the community level throughout B.C. The provincial government is making an initial contribution of \$5 million which will be managed by the Vancouver Foundation. No word on funding applications to this new Fund is available at present. A print-out of information from the Heritage Society of B.C.'s web-page was provided for consideration by the Executive.

### **4. President's Report**

#### *Heritage Society of B.C.*

Lara Wilson is in the process of contacting the Society in order to inform them of our existence and willingness to assist them in any way possible as they set up their granting programme. She will be strongly reminding them of our professional role in maintaining the documentary heritage of this province.

### *Strategic Planning Session*

Lara Wilson thanked all participants of this session; the Delta Museum and Archives for the use of their facility; Snowcap Enterprises Ltd. for their donation of goodies, and all those helped set up and/or clean up the meeting room. This session was a valuable step in our overall consultation process. She noted that one of the most significant points that arose during the meeting was the important role played by the Regional Reps- both at present, and in any future coordination of province-wide restructuring initiatives. The Executive was in agreement that holding this type of meeting on a yearly basis would be very beneficial to entire association - assuming of course funding was available.

### *Contracts*

Lara Wilson informed the Executive that all Contractors, including the newly hired EAS contractor, Linda Wills, have signed their contract agreements for 2003/2004. These contracts are to be filed in the President's records for this year.

## **5. Treasurer's Report**

### *Cheque Signing Authority*

Carrie Eirene Stevenson informed the Executive that it must determine a new cheque signing authority. It was decided that incoming Executive would determine this authority.

### *Storage of Semi-active Records*

Carrie Eirene Stevenson informed the Executive that at present Karen Blimkie is storing all AABC financial records in her house. These semi-active records need to be retained for 7 years prior to disposition, however their sheer bulk is becoming increasingly difficult for Karen to manage. It was determined that the incoming Treasurer would go through Carrie's financial records and those held by Karen and cull any duplicates. Once completed, the new Executive would determine a more appropriate storage site (i.e. either at someone's home or in a records centre).

## **6. Committee and Program Reports**

Erwin Wodarczak informed the Executive that he is in the process of receiving and compiling all program reports in preparation for their required submission to the CCA by the end of April.

### **6.1 Education**

#### *Education Archivist*

Lara Wilson welcomed the new EAS contractor, Linda Wills as our "Education Archivist". Linda will be working 14 hours/week and can be contacted by phone or email from 9am-5pm, Monday to Friday. The Executive thanked Patti O'Byrne for her excellent work on behalf of the AABC, (Jan.-March 2003) and noted that she will continue to teach education courses for the AABC as needed. Good luck Patti!

#### *Conference Workshops*

The EAS is putting on the following 3 workshops for upcoming AABC conference: "Managing Archival Photos"; "Archivally Sound Finding Aid Systems"; and "Website Lite: Establishing Web Access to Photographs".

### **6.2 Grants**

#### *CCA Application Response*

Kathy Bossort informed the Executive of the receipt of a letter from the CCA notifying us of their review of our recommended applications. Kathy will notify all applicants regarding their application status. The letter included no mention of CAIN funding.

### **6.3 Membership**

#### *Honorary Membership*

The Executive discussed the procedure by which life achievement awards and honorary life memberships would be awarded at the upcoming conference.

**Action:** Erwin Wodarczak to determine appropriate gifts to distribute in recognition of life achievement award.

**Action:** Erica Hernández to contact Wendy Hunt for clarification on the procedures for the nomination of honorary membership.

#### *Membership Report*

Dovelle Buie's report presented by Erica Hernández. There is no statistical report from the Membership Cmt at this time as renewals have only recently begun.

### **6.4 Conference Program**

#### *Response from the Lieutenant-Governor*

Lara Wilson reported that The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia will be unable to attend this year's conference reception.

#### *Roundtable Content*

The Executive discussed the purpose and specific topics to address during the scheduled Roundtable Session: "Where do we go from here? The future of the British Columbia archival community."

**Action:** Lara Wilson to outline a presentation of the AABC's financial situation.

**Action:** Carrie Eirene Stevenson to create a concise overhead graphic illustrating the Associations financial status.

**Action:** Kathy Bossort to create a concise overhead graphic illustrating the the disposition of BC funding from CCA Regular and CPCAR financial programs to AABC service programs and institutional members over the past four years, including this year.

### **6.5 Internet**

Heather Gordon's report presented by Erwin Wodarczak.

#### *Dedicated Image Server*

Erwin Wodarczak informed the Executive that the AABC has issued a tax receipt to ACT Cinemage in exchange for access to the ACT-Cinemage web server. Heather Gordon is preparing a write-up on this donation for the next newsletter. A meeting between ACT-Cinemage and the Internet Cmt has been scheduled for Friday April 11 to discuss a business plan.

### **6.6 Preservation**

Dorothy Lawson's report presented by Lara Wilson.

#### *Committee Membership*

The Preservation Cmt requires at least one more member and has determined that an incoming member familiar with electronic and digital records would be highly desirable as there is much need for advice in this area.

#### *Workshop Organization*

Dorothy Lawson requires a need for the clarification of responsibility for the organization of workshops (i.e. How many workshops are desired? Is their organization the responsibility of the Preservation contractor, or the Education Archivist?).

#### *Site Visits*

The Preservation Cmt is currently considering limiting site visits beyond the first, which allows the Advisor to make an assessment of an institution. The follow-up of some special project, or as part of some other event are

also appropriate occasions.

#### *Committee Update*

The Preservation Program is on time and on budget.

### **6.7 PAAL**

Peter Johnson's report presented by Lara Wilson.

#### *Archives Week Collaboration*

The Association of Moving Image Archivists (AMIA) conference is in Vancouver during 2003 Archives Week. Lara Wilson suggested coordinating the theme of their conference with Archives Week. Peter Johnson recommends the development of Geoff Wong's interest in a partnership between CBC Vancouver and the AABC for Archives Week. A formal partnership proposal should be made by the AABC about 6 months before this year's Archives Week.

**Action:** Lara Wilson to inform the PAAL Committee that a partnership proposal needs to be drafted as soon as possible.

#### *Privacy Legislation Update*

Lara Wilson informed the Executive that she and Richard Dancy met with Sharon Plater from Ministry of Management Services - Corporate Privacy and Information Access Branch, to discuss the changes to the Document Disposal Act. As the changes are in draft form, the substance of these changes is confidential. The PAAL committee will keep the membership informed once the bill is introduced in the Legislature. The Corporate Privacy and Information Access Branch will continue to consult with the AABC on any upcoming archives-related legislation for which it is responsible.

### **6.8 Newsletter Editorial Board**

#### *Newsletter Update*

Erwin Wodarczak informed the Executive that the next issue is currently in development.

## **7. Other Business**

#### *Associate Members Survey*

Participants of the Strategic Planning Session determined that Associate Members should be tallied as well (due to a technical oversight these members had been forgotten in the initial survey distribution). Completed surveys are to be sent out to members after the Conference and AGM, responses to be sent to Kathy Bossort.

#### *Conference Committees*

The Executive agreed to allow the four members of the Conference Program and Local Arrangement Cmts attend the conference for free; however they will be required to pay their attendance to workshops and the banquet. This decision was based on their dedication over the past year to the organization of the conference; as well as, on their anticipated facilitation of the conference, which will inevitably limit their active attendance at sessions.

**Motion:** Lara Wilson moved to waive conference fees for the four members of the Conference Program and Local Arrangement Cmts. Erica Hernández seconded this motion. Motion carried.

#### *Conference Attendance*

Due to family commitments, Erwin Wodarczak will not be in attendance at this year's conference.

#### *Nominations and Elections Chair*

Lara Wilson reported that the nomination of Jennifer Mohan to the position of Nominations and Elections Chair was approved by the Executive via email.

### *Manual for Small Archives*

Erwin Wodarczak reported that the AABC has only 1 copy of the Manual left; as a result the Executive must determine whether more print copies should be ordered, or if we are to provide only the on-line version to the public.

**Motion:** Lara Wilson moved to present the Manual in .pdf format and forego the suggestion of a reprint. Kathy Bossort seconded this motion. Motion carried.

### *Continuity of AABC Executive*

Kathy Bossort proposed the Executive develop a Procedures Manual for incoming Executive members. This Manual would include detailed job descriptions for all positions in an effort to ensure communication and consultation between all members of the Association.

### *Kudos to Lara Wilson!*

The Executive expressed its gratitude to Lara Wilson, outgoing President, for all her hard work and dedication over the past year. Her tremendous energy, diplomacy and forethought have served to lead the Executive and, indeed the Association, through some very rough waters. Thank you Lara!

## **8. Adjournment**

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting adjourned at 3:35pm.

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## British Columbia Archival Network News

### New and Notable on the Web

#### 1. Historical Chinese Language Materials in British Columbia: An Electronic Inventory

The Historical Chinese Language Materials in British Columbia: An Electronic Inventory ([www.hclmbc.org/](http://www.hclmbc.org/)) is a collaborative effort of the Asian Library and the Centre for Chinese Research (UBC) and the David Lam Centre (SFU). It provides a searchable online catalogue of Chinese language source material relating to the history of British Columbia, along with image galleries and links to other resources.

#### 2. Online Access to City Council Minutes -- City of Coquitlam Archives and City of Vancouver Archives

The City of Coquitlam Archives and the City of Vancouver Archives have recently developed online mechanisms to provide better access to historical city council minutes.

The **City of Coquitlam Archives** now provides on its city web site an online keyword search capability for Council minutes from 1920 to the present day, with the ability to view (in pdf format) all minutes from 1891 to the present. To search council minutes, you can use the link from the description for the "City of Coquitlam Council and Office of the City Clerk fonds" on the Archives web site or go directly to [e-civic.coquitlam.ca/CyberCEDMS/Agenda.asp](http://e-civic.coquitlam.ca/CyberCEDMS/Agenda.asp).

The **City of Vancouver Archives** has recently mounted online its searchable City Council Minutes Index. The index can be used to search for Council minutes from 1971 through 2000. It is accessible at: [www.city.vancouver.bc.ca/ctyclerk/archives/webpubhtml/qbes/ws\\_ccindex.htm](http://www.city.vancouver.bc.ca/ctyclerk/archives/webpubhtml/qbes/ws_ccindex.htm).

#### 3. New Galleries and Exhibits -- UBC Archives, City of Victoria Archives, BC Medical Association Archives, City of Surrey Archives

Several new virtual exhibits and photograph galleries have been created by archives in BC. These, along with others from archives in the province, can be accessed from the BCAIN's *Virtual Exhibits at Archives in BC* ([aabc.bc.ca/aabc/exhibit.html](http://aabc.bc.ca/aabc/exhibit.html)) and the *BC Historical Photographs Online* ([aabc.bc.ca/aabc/archphot.html](http://aabc.bc.ca/aabc/archphot.html)).

The **University of B.C. Archives'** *Building a Provincial University - Early History and the Point Grey Campus* ([www.library.ubc.ca/archives/buildingubc/index.html](http://www.library.ubc.ca/archives/buildingubc/index.html)) describes the early history of the University of British Columbia and its Point Grey campus, with illustrations taken from a variety of resources in the Archives' holdings.

The **City of Victoria Archives** has recently provided a select, online sampling of historical images from the *H.U. Knight fonds*. The new gallery ([aabc.bc.ca/aabc/cityofvictoria/KnightWebGallery/index.htm](http://aabc.bc.ca/aabc/cityofvictoria/KnightWebGallery/index.htm)) includes images of

buildings, businesses, social activities, and prominent residents of Victoria in the first half of the twentieth century.

The **BC Medical Association Archives' *Portraits of the Presidents***

([aabc.bc.ca/aabc/bcma/presidentsgallery.html](http://aabc.bc.ca/aabc/bcma/presidentsgallery.html)) consists of photographic portraits from the holdings of the archives depicting the presidents of the BC Medical Association from 1899 to 2003. Gallery also includes biographical sketches of the early presidents (1899-1950).

The **City of Surrey Archives' *Heritage Photograph Collection***

([www.city.surrey.bc.ca/Living+in+Surrey/Heritage/Heritage+Services+and+Facilities/What+To+See/City+of+Surrey+Archives/Photograph+Collection/default.htm](http://www.city.surrey.bc.ca/Living+in+Surrey/Heritage/Heritage+Services+and+Facilities/What+To+See/City+of+Surrey+Archives/Photograph+Collection/default.htm)) provides an online sampling of its extensive historical photograph holdings. The gallery illustrates two major facets of the city's history, townsites and transport.

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## British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabc.bc.ca/aabc/bcaul.html](http://aabc.bc.ca/aabc/bcaul.html):

### Anglican Provincial Synod of British Columbia and Yukon Archives:

St. Mark's Hall (Vancouver, B.C.) fonds  
Latimer Hall (Vancouver, B.C.) fonds  
Columbia Coast Mission fonds  
Anglican Provincial Synod of British Columbia and Yukon fonds  
Walter Robert Adams fonds  
Ralph Stanley Dean fonds  
Godfrey Philip Gower fonds  
Fran Haberlin fonds  
Douglas Walter Hambidge fonds  
George Hills fonds  
Alan Peter Horsfield fonds  
Gary Robertson fonds  
Kim Steel fonds  
Harold Eustace Sexton collection  
Frederick Herbert DuVernet fonds  
Sir Francis Cooke Caulfeild Heathcote fonds  
Alexander John Doull fonds  
John Antle collection  
William George Hollingsworth Ellison fonds  
Theodore Frederick Wells de Pencier fonds  
Alexander Charles Garrett fonds  
Richard Small fonds  
George H. Cowan fonds  
Heber Hannington Kerr Greene fonds  
George Alexander Rix fonds  
Keith Bertie Frampton fonds  
Denis A. Godson collection

Alfred James Vale fonds  
Philip Timms fonds  
Cyril E.H. Williams fonds  
Biographical collection  
Photographs collection  
Periodicals collection  
Slides collection  
Sound recordings collection

### **British Columbia Archives:**

Joseph Despard Pemberton fonds

### **British Columbia Medical Association Archives:**

Dr. A.M. Davidson fonds

### **City of Richmond Archives:**

West Richmond Community Association fonds

### **City of Vancouver Archives:**

Vancouver Natural History Society fonds  
Thomas Sentell fonds  
Pacific National Exhibition fonds  
Harold D. Kalman fonds  
Native Daughters of British Columbia, Post No. 1 fonds  
Arthur Smith fonds  
Garden Club of Vancouver fonds  
Walter E. Frost fonds  
Jersey Farms Limited fonds  
Helen Alexander fonds  
Murray Newman fonds  
William McFarland fonds  
Elek Imredy fonds  
Robin Hood Mills fonds  
Walter Francis Ing fonds  
John William Thomas Smith fonds  
Downtown South Residents Rights Association fonds  
Strathcona Community Garden Society fonds

### **Langley Centennial Museum:**

Langholm fonds  
Langley Social Credit Women's Auxiliary fonds  
Alfred Trattle fonds  
Walter Reynolds Hall fonds  
Hopeline District Women's Institute fonds

### **Nanaimo Community Archives:**

Vancouver Island Exhibition Association fonds

### **New Westminster Museum and Archives:**

Windsor Hotel fonds  
Barbara McKay cards and postcards collection

## **United Church of Canada British Columbia Conference Archives:**

Hope United Church fonds  
St. Andrew's United Church (Rossland, B.C.) fonds  
Fleetwood Memorial United Church (Surrey, B.C.) fonds  
Osoyoos United Church fonds  
Oliver United Church fonds  
Wellington United Church (Nanaimo, B.C.) fonds  
Haliburton Street United Church (Nanaimo, B.C.) fonds  
St. John's (Strawberry Hill) United Church (Delta, B.C.) fonds  
St. Paul's United Church (Sidney, B.C.) fonds  
Sixth Avenue United Church (New Westminster, B.C.) fonds  
Sperling United Church (Langley, B.C.) fonds  
Queen's Avenue United Church (New Westminster, B.C.) fonds  
Honeymoon Bay United Church fonds  
South Nanaimo Combined Pastoral Charge (Nanaimo, B.C.) fonds  
Wallace Street United Church (Nanaimo, B.C.) fonds  
Nanaimo Suburban Pastoral Charge fonds  
Zion United Church (Armstrong, B.C.) fonds  
Poplar United Church (Abbotsford, B.C.) fonds  
Knox United Church (Parksville, B.C.) fonds  
Fairview United Church (Nelson, B.C.) fonds  
Lynn Valley United Church (North Vancouver, B.C.) fonds  
Kitsilano United Church (Vancouver, B.C.) fonds  
East Trail United Church fonds  
Mountain View United Church (Vancouver, B.C.) fonds  
Penticton United Church fonds  
Trinity United Church (Port Coquitlam, B.C.) fonds  
Port Kells United Church (Surrey, B.C.) fonds  
Richmond United Church fonds  
Brighthouse United Church (Richmond, B.C.) fonds  
Kelowna Methodist Church fonds  
Okanagan Japanese United Church (Kelowna, B.C.) fonds  
Grace United Church (Hedley, B.C.) fonds  
Japanese United Church (New Westminster, B.C.) fonds  
Knox United Church (Trail, B.C.) fonds  
Trail United Church fonds  
Revelstoke United Church fonds  
Hastings United Church (Vancouver, B.C.) fonds  
Shaughnessy Heights United Church (Vancouver, B.C.) fonds  
Taiwanese United Church in Greater Vancouver (Burnaby, B.C.) fonds  
Squamish United Church fonds  
Enderby Methodist Church fonds  
Beaverdell United Church fonds  
Mount Seymour United Church (North Vancouver, B.C.) fonds  
Deep Cove United Church (North Vancouver, B.C.) fonds  
Dunbar Heights United Church (Vancouver, B.C.) fonds  
Zion United Church (Silverton, B.C.) fonds  
Ainsworth Presbyterian Church fonds  
St. Andrew's United Church (Sandon, B.C.) fonds  
Smithers United Church fonds  
Renfrew United Church (Vancouver, B.C.) fonds  
Boswell United Church fonds  
Riverview United Church (Vancouver, B.C.) fonds  
Calvary United Church (Valemount, B.C.) fonds  
Bamfield United Church fonds

Quadra Island United Church (Cape Mudge, B.C.) fonds  
Central Park Presbyterian Church (Burnaby, B.C.) fonds  
Central Burnaby United Church (Burnaby, B.C.) fonds  
Royal Heights United Church (Delta, B.C.) fonds  
St. George United Church (Vancouver, B.C.) fonds  
North Surrey United Church fonds  
Marpole United Church (Vancouver, B.C.) fonds  
Cordova Bay United Church (Victoria, B.C.) fonds  
Trinity United Church (Vancouver, B.C.) fonds  
Windsor United Church (Vancouver, B.C.) fonds  
West Point Grey United Church (Vancouver, B.C.) fonds  
River Avenue United Church (Vancouver, B.C.) fonds  
Ahousat United Church fonds  
St. Paul's United Church (Burnaby, B.C.) fonds  
Westridge United Church (Burnaby, B.C.) fonds  
Cedar United Church fonds  
Rosedale United Church (Chilliwack, B.C.) fonds  
Coalmont Pastoral Charge fonds  
Comox United Church fonds  
Cumberland United Church fonds  
Koksilah Indian Mission (Duncan, B.C.) fonds  
St. Andrew's United Church (Enderby, B.C.) fonds  
St. Stephen's United Church (Field, B.C.) fonds  
Francois Lake Mission Field fonds  
Knox United Church (Giscome, B.C.) fonds  
Greenwood Pastoral Charge fonds  
First Presbyterian Church (Columbia, B.C.) fonds  
St. Andrew's United Church (Golden, B.C.) fonds  
Gabriola United Church (Gabriola Island, B.C.) fonds  
West Howe Sound Pastoral Charge (Gibsons, B.C.) fonds  
St. John's United Church (Grand Forks, B.C.) fonds  
Hullcar United Church fonds  
Illecillewaet Mission fonds  
Rutland United Church (Kelowna, B.C.) fonds  
Windermere Valley Pastoral Charge (Invermere, B.C.) fonds  
Keremeos United Church fonds  
St. Paul's United Church (Kelowna, B.C.) fonds  
Langley United Church fonds  
St. Andrew's United Church (Fort Langley, B.C.) fonds  
Albion United Church (Maple Ridge, B.C.) fonds  
St. Andrew's United Church (Haney) (Maple Ridge, B.C.) fonds  
Hammond United Church (Maple Ridge, B.C.) fonds  
Whonnock-Websters Corners Pastoral Charge (Maple Ridge, B.C.) fonds  
Whonnock United Church (Maple Ridge, B.C.) fonds  
Moyie United Church fonds  
Phoenix Methodist Church fonds  
Hatzic United Church (Mission, B.C.) fonds  
Oyama United Church fonds  
Revelstoke Rural Pastoral Charge fonds  
Shiloh United Church (New Westminster, B.C.) fonds  
St. Paul's United Church (McBride, B.C.) fonds  
First United Church (Salmon Arm, B.C.) fonds  
Clayton United Church (Surrey, B.C.) fonds  
Elgin United Church (Surrey, B.C.) fonds  
Sunnyside United Church (Surrey, B.C.) fonds  
Union Bay United Church fonds  
First Memorial United Church (Vanderhoof, B.C.) fonds  
St. Paul's United Church (Wynndel, B.C.) fonds  
Naramata United Church fonds  
Peachland United Church fonds

Garden City United Church (Victoria, B.C.) fonds  
St. Aidan's United Church (Victoria, B.C.) fonds  
Victoria West United Church fonds  
Wilkinson Road United Church (Victoria, B.C.) fonds  
West Vancouver United Church fonds  
Westbank United Church fonds  
Clayburn United Church (Abbotsford, B.C.) fonds  
Winfield United Church fonds  
Brentwood United Church (Central Saanich, B.C.) fonds  
Canal Flats United Church fonds  
Alert Bay United Church fonds  
Augsburg Lutheran Church (Hagensborg, B.C.) fonds  
Bella Coola Pastoral Charge fonds  
Milner United Church (Langley, B.C.) fonds  
Cowichan Lake Pastoral Charge (Lake Cowichan, B.C.) fonds  
Barkerville United Church fonds  
First United Church (Houston, B.C.) fonds  
Fraserview United Church (Vancouver, B.C.) fonds  
Ryerson United Church (Vancouver, B.C.) fonds  
St. John's United Church (Vancouver, B.C.) fonds  
St. Stephen's United Church (Vancouver, B.C.) fonds  
Canoe United Church fonds  
St. Andrew's United Church (North Vancouver, B.C.) fonds  
One Hundred Mile House Pastoral Charge fonds  
St. Stephen's United Church (Qualicum Beach, B.C.) fonds  
Michel-Natal Pastoral Charge (Sparwood, B.C.) fonds  
First United Church (White Rock, B.C.) fonds  
Zion United Church (Ashcroft, B.C.) fonds  
Como Lake United Church (Coquitlam, B.C.) fonds  
Duncan United Church fonds  
Ladner United Church (Delta, B.C.) fonds  
Mount Paul United Church (Kamloops, B.C.) fonds  
Saltspring Island United Church (Pastoral Charge) fonds  
Grace Memorial United Church (Vancouver, B.C.) fonds  
Knox United Church (Vancouver, B.C.) fonds  
Wilson Heights United Church (Vancouver, B.C.) fonds  
Centennial United Church (Victoria, B.C.) fonds  
Maple Ridge United Church fonds  
St. Paul's United Church (Okanagan Centre, B.C.) fonds  
Okanagan Landing United Church fonds  
Ocean Falls United Church fonds  
St. Matthew's United Church (West Vancouver, B.C.) fonds

### **University of British Columbia Library Rare Books and Special Collections:**

Mike Aspey research collection  
Bill Barlee mining research collection  
G. Vernon Wellburn collection  
Fishing Vessel Owners Association fonds  
Jack Petley collection  
William Douglas Powell fonds  
Jean Sheils research collection  
Heather Spears fonds  
Association of Book Publishers of British Columbia fonds

### **White Rock Museum and Archives:**

Coronation Day Committee fonds  
Red Ensign Club of Canada, White Rock Branch No. 2 collection

White Rock Choral Society fonds  
White Rock Amateur Swimming Association fonds  
James and Edith Vidal fonds  
Golden Age Centre fonds  
Hilltop Youth Centre fonds  
White Rock Overture Concert Association fonds  
White Rock Climatological Station fonds  
Elizabeth Keeling fonds  
Ladies Division of the White Rock Lawn Bowling Club fonds  
White Rock Summer Theatre Company fonds  
White Rock Chamber of Commerce scrapbook collection

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## Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### 1) Maple Ridge Museum and Archives

New email address: [mrmuseum@telus.net](mailto:mrmuseum@telus.net)

New web address: [www.mapleridge.org/community/heritage/museum\\_archives.html](http://www.mapleridge.org/community/heritage/museum_archives.html)

### 2) City of Surrey Archives

New hours of operation: Tuesday-Saturday, 9:00-4:00

New web site: [www.city.surrey.bc.ca/Living+in+Surrey/Heritage/Heritage+Services+and+Facilities/What+To+See/City+of+Surrey+Archives/default.htm](http://www.city.surrey.bc.ca/Living+in+Surrey/Heritage/Heritage+Services+and+Facilities/What+To+See/City+of+Surrey+Archives/default.htm)

### 3) Kelowna Museum

New contact name: Donna Johnson, Archivist

### 4) Salt Spring Island Archives

New web address: [saltspringarchives.com](http://saltspringarchives.com)

### 5) Hallmark Society

Contact: Helen Edwards , Administrative Director

New address: 10 Centennial Square, Victoria, BC

New mailing address: 810 Linden Avenue, Victoria, BC V8V 4G9

New hours of operation: Monday and Tuesday: 11:30 am - 3:00 pm; Wednesday: 8:30 am - 12:30 pm; Thursday: Noon-3:00 pm

New holdings summary: The current holdings are approximately 5000 files on building in the Capital Region District (Victoria, B.C.), approximately 8000 slides on buildings and architecture, approximately 1000 files on B.C. architects, 6,000 photographs in the millennium collection, and approximately 1000 files on general history and the Society's activities.

### 6) City of Coquitlam Archives

New web site: [www.coquitlam.ca/City+Hall/City+Government/Archives.htm](http://www.coquitlam.ca/City+Hall/City+Government/Archives.htm)

### 7) Quesnel and District Museum and Archives

New email address: [rstubbs@city.quesnel.bc.ca](mailto:rstubbs@city.quesnel.bc.ca)

### 8) Archives of the Roman Catholic Archdiocese of Vancouver

New contact name: Anthea Seles , Archivist  
New email address: [aseles@rcav.bc.ca](mailto:aseles@rcav.bc.ca)

### **9) Kootenay Lake Archives**

New web address: [www.klhs.bc.ca/archives.htm](http://www.klhs.bc.ca/archives.htm)

### **10) Nelson Museum**

New web address: [museum.kics.bc.ca](http://museum.kics.bc.ca)

### **11) Trinity Western University Archives**

New web address: [archives.twu.ca:8080](http://archives.twu.ca:8080)

### **12) Ktunaxa-Kinbasket Tribal Council Archives**

New email address: [mteneese@kktc.bc.ca](mailto:mteneese@kktc.bc.ca)

### **13) Anglican Diocese of Kootenay Archives**

New web address: [www.kootenay.angli.net](http://www.kootenay.angli.net)

### **14) Capilano College Library**

New web address: [www.capcollege.bc.ca/student-services/library/index.xhtml](http://www.capcollege.bc.ca/student-services/library/index.xhtml)

### **15) Delta Museum and Archives**

New web address: [www.corp.delta.bc.ca/sitebuilder.asp?topic=Delta+Museum+and+Archives&rootname=Discover+Delta](http://www.corp.delta.bc.ca/sitebuilder.asp?topic=Delta+Museum+and+Archives&rootname=Discover+Delta)

### **16) Legal Archives of British Columbia (Law Society of BC)**

New web address: [www.lawsociety.bc.ca](http://www.lawsociety.bc.ca)

### **17) Satellite Video Exchange Society**

New web address: [www.videoinstudios.com](http://www.videoinstudios.com)

### **18) Silvery Slocan Museum**

New web address: [www.newdenver.ca/museum/museum.php](http://www.newdenver.ca/museum/museum.php)

### **19) Sooke Region Museum**

New web address: [sooke.museum.bc.ca](http://sooke.museum.bc.ca)

### **20) West Vancouver Museum and Archives**

New hours of operation: Wednesdays and Thursdays, 12:00-4:30 pm  
New web site: [wvma.net/archives/index.html](http://wvma.net/archives/index.html)

### **21) White Rock Museum and Archives**

New web address: [www.city.whiterock.bc.ca/leisure\\_services/museum\\_info.htm](http://www.city.whiterock.bc.ca/leisure_services/museum_info.htm)

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 13 No. 3 Summer 2003

## AABC Education and Advisory Service

By Linda Wills

After an unsettled year for the AABC Education and Advisory Service, during which the Advisory Archivist position was vacant, I recently agreed to take on that position for the term 2003-2004, for two days a week. In the north, and locally here in the Okanagan, I have already been teaching and visiting sites, and enjoying it immensely. As many of you do not yet know me, allow me to take this opportunity to introduce myself, and give you some of my background.

My career as an archivist began suddenly in the late 1970's, at Fort Steele Historic Park. While working with their photo collection, my supervisor asked me to "do something with the photos!" Despite my lack of archival training (I was trained as a high school teacher, in Math and English), by researching what other institutions were doing I was able to work out a system that, in fact, still serves me well today. Later, after moving from the East Kootenays to Vernon in the early 80's, the Vernon Museum hired me to reorganize their photo collection. After a four-month contract there – during which I re-ordered a subject-sorted 4500-item collection according to provenance or donor – I was hired as archivist, and have been there ever since.

By necessity, my training was on-the-job; I would have loved to have the time to take the post-grad MAS course at UBC, but it was an impossible undertaking living in the BC Interior, with a young family. So I did the next best thing; I worked my way through all the AABC courses, and did an internship week at the provincial archives. I struggled with appraisal, and it took me a long time to realize the importance of context. However, I believe my years of experience in coming up with practical solutions to the very real problems of limited budgets and lack of staff (and perhaps my training as a teacher), have prepared me well.

After 2 months of being the EAS advisor, I have realized that the position is very much like the position I have working at the Vernon archives. I've taught many of the AABC courses and have met many of the archivists from far-flung parts of BC already. I have also spent many days at work with visiting archivists from near and far with clipboards and list of questions for me to answer. I have already visited six archives and look forward to visiting many more. After compiling a list of institutions visited over the past three years by archival advisors, I realized that certain sections of BC have not had a visit, and I will try to make up that deficit.

Last week, at the Vernon archives, I was helping a researcher from eastern Canada who had very kind words to say about archives in general in BC. He mentioned BCAUL and the help that it gave him before he ventured out of Ontario. As well, he had found that each archival institution that he visited had excellent resources, helped him in an efficient and comprehensive manner. I was very pleased to hear this unsolicited comment on the archival community in BC and couldn't help but think again about the AABC's leadership role when it comes to innovation in access to archives. I like to think that the education programs that the AABC has offered over the years have played no small part in bringing BC's history to the forefront. The list of small archives throughout BC that have contributed their descriptions to BCAUL is testament to the initial and ongoing work of Bill Purver, the first of AABC's advisors.

Over time, the AABC courses have changed and grown in response both to members' requests and to requirements for national standards. AABC's planned standards for institutional membership will further upgrade the level of professionalism in all archives.

A survey of AABC members indicated that the best way to provide educational opportunities for those members outside the Lower Mainland and Southern Vancouver Island was through a correspondence course. I'm pleased to say that the correspondence version of "Introduction to Archival Practice" is being worked on right now, and we hope to offer it for the first time this fall. I've already had excellent feedback just on the idea of the course! Watch for an announcement of yet another AABC innovation.

Although the role of the advisory archivist has been somewhat reduced, the enthusiasm for the position has not. I'm available for inquiries and advice at [lwills@abc.bc.ca](mailto:lwills@abc.bc.ca), by mail at the address below, or by phone, during the day at 250-542-3142, in the evenings at 250-549-1466. I've already had inquiries about copyright, photographs, description, workshops, databases, management, and acquisition policies, and I'm ready for more. We can offer workshops on a sponsored basis, so do remember to contact your regional representative and let them know what your interest is. At present, regional representatives on Vancouver Island are contacting their members to see what demand there may be for a course on DBText with Archives Online (permission has been granted by Andornot Consulting to offer this course). If enough people indicate an interest, the course will proceed.

The Education and Advisory Service is available at all times for comments, suggestions, and new ideas. Please share your thoughts and questions with me.

Linda Wills  
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# AABC Newsletter

Volume 13 No. 3 Summer 2003

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

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 :

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Submission deadlines:

Winter - December 15, 2003

Spring - March 15, 2004

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

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## **Symposium 2003 – Preservation of Electronic Records: New Knowledge and Decision Making: A Conference Review**

Symposium 2003 – Preservation of Electronic Records: New Knowledge and Decision Making was held September 15 – 18 at the Library and Archives of Canada in Ottawa. The symposium was jointly organized by the Canadian Conservation Institute (CCI), the Library and Archives of Canada (LAC), and the Canadian Heritage Information Network (CHIN).

The purpose of the symposium was to bring together participants from the heritage sector (archives, libraries, art galleries and museums) in order to increase awareness of the issues regarding the creation and preservation of electronic records. The symposium also hoped to offer papers that would assist in decision-making and to offer practical solutions that could be implemented immediately. They succeeded.

To kick off the symposium and to engage a wider audience in the topic of electronic record preservation the symposium organizers included a half-day event designed for the general public. The event "Preservation Quest: How to preserve you home movies, CDs, videos, and more" proved to be very popular attracting a large number of participants. For the "Preservation Quest" event five FAQ sheets were prepared on the following topics: Caring for CDs and Their Longevity; Caring for Computer Hard Disks and Diskettes; Caring for Electronically Created Media in General; Caring for Photographs, Digital Images and Films and Caring for Video and Audio Recordings. These FAQ sheets are available for download from the CCI web site: [www.cci-icc.gc.ca/PID/faq-e.pdf](http://www.cci-icc.gc.ca/PID/faq-e.pdf)

The symposium, itself, was organized into several broad topic areas. Appraisal and Authenticity of Electronic records was the first topic covered. I must, at this point, confess my bias for "case study" papers which are practical in nature and which attempt to offer a solution or at the very least to attempt to problem solve. Of particular note in this session was the paper by Nancy Marelli (Concordia University Archives) "Selecting for Survival: Developing a Model for Selecting Audiovisual Archival Documents for Preservation Reformatting". This paper was interesting in that not only did she outline the challenges of simply identifying all of the various magnetic and electronic media one may have in an archive but she described the creation and use of an appraisal grid or matrix in order to allow for less biased and responsible decision making in the appraisal of and establishing priorities for the preservation reformatting of AV archival records. This should be a very useful tool in the archival community.

The second topic covered was "Developing a Preservation Strategy for Electronic Records." This section included two particularly interesting and provocative papers. The first of these by Deborah Woodyard and Helen Shenton (The British Library) "Developing a Digital Preservation Strategy at the British Library: Application of the 'Preservation Management of Digital Materials' Handbook" was very welcome as it focused on the 'how to's' of dealing with electronic records. The British Library's 'Preservation Management of Digital Materials' which formed the basis for this paper is available for download from the British Library web site:

[www.dpconline.org/graphics/handbook/index.html](http://www.dpconline.org/graphics/handbook/index.html)

Woodyard stressed, of course, that any handbook simply offers a framework from which to work and that all

institutions will have to adapt their digital preservation strategy to their own specific needs.

Vanessa Griffith (Art Gallery of Western Australia) gave the second paper of note in this session "Record, Play, Fast Forward – Developing Strategies for the Care of Electronic Media Art at the Art Gallery of Western Australia. This paper outlined the problems encountered at the AGWA with the description, condition reporting and preservation of modern media as 'installation art'. Griffith noted that while the AGWA has a conservation staff "electronic media and new technology artwork can tend to fall into a type of conservation 'no-mans land". This is only exacerbated in institutions that do not have conservation staff. The AGWA conservation staff has developed two forms to improve the acquisition and documentation processes. A questionnaire is given to artists when a 'technology based' artwork is acquired inquiring about the original format, equipment used to made and needed to display and copyright etc. The second form is a condition report template specifically designed for 'technology based' artworks.

The third topic covered was Preservation Strategies for Electronic Records.

Jane Dalley (Conservation Consultant) in "Preserving Audio-Visual Records of the University of Manitoba Archives and Special Collections" outlined the assessment procedure leading to a preservation strategy for the Archives and Special Collections analog media (film, videotapes, audiocassettes and reel-to-reel audiotape). Dalley outlined the pros and cons associated with vendor choice for media migration and also discussed the analog media assessment form she designed.

The final session entitled "Media Knowledge" included topics relating to "Preservation of Electronic Records – Status of ISO Standards by Peter Adelstein (Image Permanence Institute). To check on the status and publication dates of ISO standards consult the ISO website at: [www.iso.ch](http://www.iso.ch)

Hannah Frost (Stanford University Libraries) in her paper "Waiting to Happen: Lessons from Preserving Disaster-afflicted Electronic Media in an Archival Collection" stressed the vital importance of obtaining a full and accurate description of the electronic media at the time of appraisal and accessioning.

Without this accurate descriptive information about the record (including type of software, operating system etc) disaster recovery is virtually impossible.

Tours were offered on Wednesday afternoon to either the LAC Gatineau Preservation Centre ([www.archives.ca](http://www.archives.ca)), the Canada Science and Technology Museum ([www.science-tech.nmstc.ca](http://www.science-tech.nmstc.ca)) or to Tunstall & Tunstall Data Recovery Services ([www.datarecoveryservices.com](http://www.datarecoveryservices.com)).

My tour was made to the Gatineau Preservation Centre ([www.archives.ca](http://www.archives.ca)). The preservation centre opened in June 1997 and includes the storage vaults for the Archives and preservation labs. The lab tour included short stops in the "traditional media" labs, such as the works of art on paper, photography, and the book labs, and longer visits to the "modern media" labs, including the A-V labs and film. Also provided an overview of the hardware, software and technical expertise required to successfully reformat or migrate records.

One of the primary benefits of attending this Symposium was that participants came from all over the heritage sector – not just archives or conservation. This diverse gathering resulted in a wide range of papers and provided varying perspectives on the issues related to the preservation of electronic media. And to quote the first speaker, Tom Strang (CCI), when it comes to electronic media "Move it or lose it. Something is better than nothing."

The Symposium 2003 Postprints publication will be produced by CCI and will be available for \$50.00 and can be ordered from the CCI web site: [www.cci-icc.gc.ca](http://www.cci-icc.gc.ca). To find out when this publication will be ready to order please contact the publication department at CCI: [cci-icc\\_publications@pch.gc.ca](mailto:cci-icc_publications@pch.gc.ca).

Also of note on the preservation front – **The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures** by Henry Wilhelm with contributing author Carol Brower originally published in 1993 is now available as a PDF file from the Henry Wilhelm's web site at: [www.wilhelm-research.com](http://www.wilhelm-research.com).

## The Records of BC Packers Limited at the City of Richmond Archives

The records of BC Packers Limited (BCP Limited) were scattered to the four winds. Some have come to rest at the University of British Columbia Library Special Collections division, some at the City of Richmond Archives. Others are in a number of community archives in the Lower Mainland and the North. Many important records apparently remain in the custody of the holding company that succeeded BCP Limited after the shutdown of its operations. While this lack of consolidation cannot be said to wholly positive development (there are a number of practical and theoretical reasons that we won't go into here), it was probably inevitable, given the nature of the beast that was BC Packers – a geographically diverse entity that grew and evolved over many years, largely through the acquisition of companies and their assets that were going concerns, often with a existing presence and history in communities scattered throughout BC and elsewhere.

Often records were left behind when operations were closed down, to be found by local people interested in the historical significance of the BC Packers site to their own community. Community historians looking to preserve and develop heritage assets may have felt that the records should be considered the cultural property of the locality, and ensured that these were donated to local heritage institutions. These locals, and otherwise interested people, may have worked with BCP Limited people to acquire these records for preservation. They may have been the records' only willing saviours.

As well, over the years, there were also examples of managers taking the records of their company with them upon their departure, as if they were their own. Some such records have been found within their personal records donated years later to archival institutions, and later identified as a part of the recorded history of BC Packers.

The body of records that are being arranged and described in the current project – formally titled "City of Richmond Archives Accession BCP 2001-34" – reflects, at least to some degree, the way this growing, evolving, consolidating, and "downsizing" company administered the records produced by their business operations. However, the bulk of the material in BCP 2001-34 is "documentary" in nature; rather than being business records *per se*, it was apparently produced in an effort to visually document the company's operations, the nature and extent of its physical assets, and its corporate culture. While a good part of this material could also be attributed to a public relations function, it seems increasingly clear that BCP Limited was, at some level, a company vitally concerned about posterity and its place within it.

As the project continues, we hope to learn more about how the business of BCP Limited was documented. With information about the context of these records, the documents themselves will become an increasing rich source of knowledge about this company and its place in the history of BC and Canada.

Robert J. Edwards  
Project Archivist, City of Richmond Archives

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## Réseau canadien d'information archivistique (RCIA) : Les conseils et associations provinciaux et territoriaux

Par : Anick Arsenault et Josée Thireau

**English Summary:** This is the second of a series of three articles to be published in French, with English summary, regarding the Canadian Archival Information Network (CAIN). This paper presents the CAIN project in general along with detailed information about each provincial or territorial network. The information presented in this paper is a summary of the information available in the AAQ's most recent publication, the *Guide de participation au Réseau canadien d'information archivistique (RCIA)*. A free copy of the *Guide* can be ordered from the AAQ or be consulted online on the AAQ's web site ([www.archivistes.qc.ca](http://www.archivistes.qc.ca)). This project was made possible through the Canadian Culture Online Program of Canadian Heritage, the National Archives of Canada and the Canadian Council of Archives.

Au *RCIA*, chaque service d'archives produit des descriptions de ses documents et les envoie à son réseau qui est, pour sa part, administré par le conseil ou l'association de sa province ou de son territoire. En fournissant des points d'accès interrogeables à ces descriptions et des liens vers plus de 800 services d'archives participants, la base de données du *RCIA* permet d'accéder aux descriptions en provenance des réseaux provinciaux et territoriaux. Le développement du *RCIA* implique la participation des services d'archives de toutes catégories, des divers paliers gouvernementaux, etc. Cependant, il ne faut pas oublier la participation des conseils et des associations d'archives de partout au Canada qui travaillent sur le terrain auprès des archivistes afin de mettre en ligne les archives et, par le fait même, faire la promotion du *RCIA*. Leur appui et leurs conseils s'avèrent nécessaires pour mener à bien tous les projets de petite ou de grande envergure.

### *Rôle des conseils provinciaux et territoriaux dans la gestion du programme RCIA*

Les conseils provinciaux et territoriaux doivent veiller à ce que les projets soient conformes aux directives établies par le *Conseil canadien des archives (CCA)*. Chaque conseil provincial ou territorial peut répartir l'aide financière du *CCA* entre les cinq volets de financement. Cependant, la priorité sera accordée aux projets qui contribuent à la réalisation de l'objectif visant à ce que tous les fonds d'archives soient décrits au niveau du fonds, conformément aux *RDDA*, et que les originaux soient numérisés. De plus, le *RCIA* contribuera à l'augmentation du contenu français sur le web.

Dans le cadre de ce programme, les conseils provinciaux et territoriaux peuvent :

- Approuver des projets s'étendant sur une période plus longue qu'un exercice financier, mais ils doivent savoir que le *CCA* ne peut garantir une aide que pour un seul exercice à la fois;
- Adopter des directives et des critères d'admissibilité supplémentaires;
- Se doter d'un mécanisme d'appel pour régler les litiges découlant de la procédure d'octroi des subventions;
- Transmettre leurs recommandations concernant les projets retenus et, après approbation finale par le Comité de

direction du CCA, en informer les demandeurs;

- Établir un ordre de priorité pour chacun des projets soumis et indiquer cet ordre sur le formulaire de demande.

À partir de ces directives, il est possible de constater que les conseils et associations provinciaux et territoriaux ont un rôle primordial dans la promotion et l'application du programme auprès de leurs membres qui désirent faire partie officiellement du RCIA.

### ***Sites Internet des conseils et des associations d'archives provinciaux et territoriaux***

En plus du programme RCIA, les conseils et associations provinciaux et territoriaux administrent divers programmes et activités. Ils offrent également des services sous différentes formes à leurs membres. Partout au Canada, ces conseils et associations travaillent à promouvoir les archives auprès de leurs membres et le grand public en leur offrant des services, des informations et des renseignements. Notre tour d'horizon tentera de vous faire connaître toute la richesse informationnelle qui regorge de leurs sites Internet.

#### **Alberta**

*Archives Society of Alberta (ASA)*

Adresse Internet: [www.archivesalberta.org/](http://www.archivesalberta.org/)

Le site de l'ASA contient une section qui offre un lien avec les différents réseaux d'archives de la province, c'est-à-dire avec le *Archives Network of Alberta (ANA)* et le réseau partagé *Canadian North West Territories Archival Network (CaNWAN)*. Il propose aussi une section qui offre des services et des informations aux membres, une autre portant sur les séminaires de formation, une troisième qui présente les expositions et une présentant les événements à venir, etc. Évidemment, on vous offre aussi une section où vous pouvez obtenir toute l'information pertinente concernant l'ASA, par exemples les personnes à joindre, les services offerts par les différents conseillers, etc. Ce site témoigne vraiment de tout le travail réalisé pour faciliter celui des membres, pour les informer et pour leur offrir un soutien.

#### **Colombie-Britannique**

*Archives Association of British Columbia (AABC)*

Adresse Internet: [aabc.bc.ca/aabc/index.html](http://aabc.bc.ca/aabc/index.html)

Les sections disponibles permettent de mieux connaître les services offerts par le AABC. Vous pouvez obtenir de l'information sur l'organisation de l'Association, sur les services offerts, sur les membres et les procédures à suivre pour le devenir, sur les nouveautés et les nouvelles provenant du milieu archivistique, sur les programmes de subvention, les événements, etc. On offre également un lien pour le *BC Archival Information Network (BCAIN)* et par le fait même pour le réseau partagé *Canadian North West Territories Archival Network CaNWAN*. Prenez le temps d'aller jeter un coup d'œil!

#### **Île du Prince-Édouard**

*Archives Council of Prince Edward Island (ACPEI)*

Adresse Internet: [www.library.pe.ca/acpei](http://www.library.pe.ca/acpei)

Les sections du site s'apparentent à celles des conseils et associations des autres provinces ou territoires du pays. Ainsi, vous y retrouverez une section qui vous donne toute l'information sur le *Conseil* (organisation, buts et comment devenir membre). Il y a également une section sur les services d'archives membres, une section sur les activités, les liens utiles, une section pour les expositions virtuelles, etc. De plus, vous pouvez avoir un accès au *Prince Edward Island Information Network (PEIAIN)* et au RCIA. Ce site contient de l'information et des renseignements très

pertinents.

## **Manitoba**

*Association for Manitoba Archives (AMA)*

Adresse Internet: [www.mbarchives.mb.ca](http://www.mbarchives.mb.ca)

Le site du Manitoba reprend les mêmes sections. Il est important de dire qu'il y a une section destinée aux expositions. Vous avez accès aux sections suivantes : informations sur les contacts, l'admission des membres, les activités éducatives, les relations publiques, les bourses offertes, etc. Le site du Manitoba est très invitant et permet de découvrir différentes facettes de la culture et des archives manitobaines.

## **Nouveau-Brunswick**

*Conseil des archives du Nouveau-Brunswick (CANB)*

Adresse Internet: [moondog.usask.ca/cca/index.html](http://moondog.usask.ca/cca/index.html)

Le CANB affiche clairement son mandat dès la première page de son site et surtout les coordonnées des personnes qui offrent leur aide sous différentes formes. Il y a une section sur l'exécutif, l'admission des membres (liste des services d'archives qui sont membres), les conseillers et les événements à venir.

## **Nouvelle-Écosse**

*Council of Nova Scotia Archives (CNSA)*

Adresse Internet: [www.councilofnsarchives.ca](http://www.councilofnsarchives.ca)

Le site du CNSA vous offre une panoplie de possibilités afin de mieux mesurer leur présence et leur impact dans le monde archivistique de la Nouvelle-Écosse. Vous pouvez accéder, à partir de ce site, au réseau ARCHWAY. De plus, vous pouvez obtenir de l'information concernant le Conseil (organisation, buts, etc.), également sur les différents services offerts, sur les modalités d'admission en tant que membre, sur les expositions, etc. On ne manque pas de vous donner toutes les coordonnées pertinentes afin de pouvoir rejoindre les conseillers qui sont disponibles pour offrir leurs services.

## **Ontario**

*Association des archives de l'Ontario (AAO)*

Adresse Internet: [aao.fis.utoronto.ca](http://aao.fis.utoronto.ca)

Le site Internet de AAO est l'un des plus complets. Il contient un lien direct au réseau ARCHEION, mais surtout toute une section qui lui est entièrement consacrée où l'on peut retrouver tous les renseignements concernant la base de données de la province. Tous ceux qui désirent faire partie du réseau se doivent de consulter cette section. De plus, le site contient des sections, telles que sur l'admission des membres, sur des groupes d'intérêt, sur le développement professionnel, sur des liens utiles à connaître, sur les expositions virtuelles, sur l'organisation, sur les buts de l'Association, sur les nouveautés et les événements spéciaux, sur les programmes de subvention du CCA, etc. C'est donc dire que ce site aborde des sujets tous aussi diversifiés les uns que les autres. Il ne faut surtout pas passer à côté de ce site, car il déborde de renseignements.

## **Saskatchewan**

*Saskatchewan Council for Archives and Archivists (SCAA)*

Adresse Internet: [scaa.usask.ca](http://scaa.usask.ca)

D'entrée de jeu, le SCAA vous présente ses principaux objectifs et réserve une section sur sa page principale aux plus récentes nouvelles. De plus, on vous donne un lien pour accéder au *Saskatchewan Archival Information Network (SAIN)* et par le fait même au *Manitoba Archival Information Network (MAIN)* qui sont deux réseaux (bases de données) partagés. Vous avez accès à d'autres sections, telles que : celle destinée à l'admission des membres, celle pour les bourses, celle pour les documents concernant la politique, celle permettant d'obtenir les coordonnées des archivistes (*Outreach*), etc. Donc, ce site vous tiendra bien occupé et vous en ressortirez évidemment mieux informés.

## **Terre-Neuve**

*Association of Newfoundland and Labrador Archives (ANLA)*

Adresse Internet: [www.anla.nf.ca](http://www.anla.nf.ca)

Afin de mieux connaître le milieu des archives de Terre-Neuve, ANLA met à votre disposition dans son site Internet un bagage impressionnant d'informations et de renseignements. On vous offre un lien afin d'accéder au prototype du futur réseau d'information archivistique de la province : *PLANET*. Vous avez accès également à de l'information concernant l'organisation, les buts, la politique de l'Association, concernant l'admission, concernant des liens vers d'autres sites Internet, des nouvelles et des événements à venir, etc. De plus, il y a une section consacrée à l'affichage des postes offerts. Ce site devient incontournable lorsque l'on désire en savoir plus sur la culture de cette province.

## **Territoires du Nord Ouest**

*Northwest Territories Archives Council (NWTAC)*

Adresse Internet: [www.pwnhc.learnnet.nt.ca/nwtac/nwtac.html](http://www.pwnhc.learnnet.nt.ca/nwtac/nwtac.html)

Vous désirez connaître ce qui se passe dans le monde des archives des Territoires du Nord-Ouest : il faut passer par le site du NWTAC. Tous les renseignements vous sont présentés sur une page unique. Ainsi, il vous est possible d'obtenir de l'information sur, entre autres, la formation et les objectifs du *Conseil*, l'aide offerte par le *Conseil canadien des archives (CCA)*, les événements et les nouvelles récentes, etc. De plus, ce site vous donne un lien avec le réseau d'information partagé : le *Canadian North West Territories Archival Network (CaNWAN)*.

## **Yukon**

*Yukon Council of Archives*

Adresse Internet: [www.whitehorse.microage.ca/yca](http://www.whitehorse.microage.ca/yca)

Le YCA offre un accès au *Yukon Archival Union List (YAUL)*. Il offre également un accès à de l'information et des renseignements pour l'admission des membres, la constitution du conseil, mais aussi sur le rôle du conseiller aux archives, les nouvelles et événements, les programmes d'éducation et d'entraînement, etc. Ce site offre en définitive une vue d'ensemble des activités et des divers développements dans le domaine. Il est important de savoir que le Yukon utilise également le *Canadian North West Territories Archival Network (CaNWAN)*.

Le succès du RCIA dépend de plusieurs facteurs, mais le plus important est celui qui met en scène les conseils et associations des provinces et des territoires canadiens. Ils servent de liens entre le grand réseau et tous les petits et grands services d'archives canadiens. Leur travail quotidien permet d'offrir à tous leurs membres des informations, des services et des conseils afin d'augmenter le nombre de participants au RCIA. Donc, n'hésitez pas à visiter leurs sites Internet et à les contacter.

## **Adresses Internet**

**Réseau canadien d'information archivistique (RCIA)**

[www.cain-rcia.ca](http://www.cain-rcia.ca)

Chaque conseil et association provinciaux et territoriaux administre un réseau d'archives, à l'exception du Nunavut. Sur le site du RCIA, vous pouvez accéder à ces différents réseaux et, par le fait même, aux sites Internet des conseils et associations provinciaux et territoriaux.

***Conseil canadien des archives***

[www.cdncouncilarchives.ca](http://www.cdncouncilarchives.ca)

Le CCA est responsable du programme RCIA et offre des services de plusieurs types à ceux et celles qui sont intéressés à y participer.

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## Introduction to Archival Practice - Distance Education

For many years, the AABC has offered an Introduction to Archival Practice as a two or three day workshop. In recognition of the expense and inconvenience of travel to a "live" presentation of the course, the AABC would now like to deliver an introductory course through a correspondence distance education model. Because students will work through a text over a three-month period, the Association is able to offer a more thorough introduction than is possible in a weekend workshop, but the territory covered remains the same.

The ANLA Resource Binder for Small Archives (1998) will be used as the basic textbook for the course. Using the binder for reference, students will be introduced to archival theory and practice in five modules. The first introduces archival theory and terminology; students will understand what distinguishes archival materials from library and museum materials, and the principles by which archival materials are organized. They will also learn how to develop a Mandate and Acquisition policy document for their repository. The second module is concerned with the appraisal, acquisition, and selection of materials; students will learn the principles and practical considerations that guide appraisal and acquisition decisions. The third module offers a practical approach to administering and processing acquisitions, and introduces the principles of archival arrangement. The fourth module introduces the concepts necessary for description of archival holdings, and the Rules for Archival Description. The last module introduces students to preventive conservation and disaster planning.

A Self-Study Guide for each module accompanies the text. The guide provides directions for each module, supplementary readings where applicable, self-study questions, and a practical project. All work will be carried out under the supervision, and with the e-mail or regular mail feedback of Linda Wills, the AABC's Education and Advisory archivist. Students will receive a certificate of completion at the end of the course.

Registration is being accepted now for the distance education course starting January 1 and finishing March 31, 2004. AABC members' cost for the course is \$240, which includes a copy of the ANLA Resource Binder. Non-members can register for \$290, which includes a one-year individual AABC membership. Once the course has begun, registration fees are non-refundable. Registration forms may be downloaded from the AABC web site at [www.aabc.bc.ca](http://www.aabc.bc.ca). The deadline for registration is Dec. 19, 2003.

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# AABC Newsletter

Volume 13 No. 4 Fall 2003

## Response From the Minister of Community, Aboriginal and Women's Services

Dear fellow members of the Archives Association of British Columbia,

The following is the text of a letter recently received from the provincial Minister of Community, Aboriginal and Women's Services. It was written in response to two letters written this past summer and sent with my signature as association president, requesting the reinstatement of the Community Archives Assistance Program or the establishment of a new community archives funding program. The letters noted the loss of CAIN funding due in part to the lack of matching provincial funding, and comparing/contrasting this to the situation in Alberta where generous provincial funding has been used to leverage federal funds. The response from Minister Abbott is presented for your information and without further comment.

Erwin Wodarczak  
President, AABC

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Oct 2 2003

Erwin Wodarczak  
President  
Archives Association of British Columbia  
P.O. Box 78530 University Post Office  
Vancouver BC V6T 1Z4

Dear Erwin Wodarczak:

Thank you for your letters of July 16 and September 10, 2003 regarding the need for provincial level funding of community archives.

My colleague, The Honorable Sandy Santori, Minister of Management Services, stated in his letters to community archives in August 2001, "where a program is not essential to the priorities of government and the public, and where alternative community resources would more appropriately be a source of support for an activity, government is discontinuing discretionary grants to the program."

The 2001 decision of the government's core review process to discontinue funding to the Community Archives Assistance Program remains valid. There are no plans to re-instate the Community Archives Assistance Program nor a similar community archives program next year or in the foreseeable future.

Thank you again for your letter. I regret my response cannot be more favourable.

Sincerely,

George Abbott  
Minister

pc: Honourable Gordon Campbell, Premier

Honourable Sandy Santori  
Minister of Management Services

Pauline Rafferty, Chief Executive Officer  
Royal British Columbia Museum

Gary Mitchell, Provincial Archivist and Director

Fred Farrell, Chair, Canadian Council of Archives

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# AABC Newsletter

Volume 13 No. 4 Fall 2003

## The ACA and AABC Mentorship Pilot Programme

The Association of Canadian Archivists (ACA) and the Archives Association of British Columbia (AABC) are pleased to announce the launch of a mentorship pilot project at the University of British Columbia - School of Library, Archival and Information Studies (UBC-SLAIS). The goal of the ACA mentoring program is to facilitate the integration of new archivists into the Canadian archival community by matching them with mentors who may advise and guide them on work and career management issues.

Any student currently enrolled at UBC-SLAIS is invited to sign up for a mentor from the Canadian archival community.

Archivists who are members of either ACA or AABC and who have been active in the profession for a minimum of five years are encouraged to apply to mentor a student. Mentors may be from any part of Canada, but those from the Vancouver area are particularly encouraged to apply.

There is no budget allocated to the mentoring program other than the volunteer time spent by the committee and by mentors. Yes, that means no free trips to Vancouver for those who sign up as mentors. :)

For complete pilot project guidelines and for mentored and mentor applications, go to the ACA Website at: [archivists.ca/prodev/mentorship.aspx](http://archivists.ca/prodev/mentorship.aspx). Any questions about this pilot project, the mentorship guidelines, or applications, may be directed to

Jennifer Mohan ([Jennifer.Mohan@gems6.gov.bc.ca](mailto:Jennifer.Mohan@gems6.gov.bc.ca)) or Denise Jones ([Denise.Jones@gnb.ca](mailto:Denise.Jones@gnb.ca)).

If you are not from UBC and you would like a mentor, please be patient. It is our hope that the mentorship program will be expanded in the spring of 2004 to include students at all Canadian archival programs, and other individuals who have recently entered the archival profession.

Jennifer Mohan, ACA Membership Committee  
Denise Jones, Chair, ACA Membership Committee Chair  
Erwin Wodarczak, AABC President

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## President's Report

### Message from the President

In my last message in the Summer Newsletter I noted that the previous few months had been "interesting", for various reasons. Well, things have settled down somewhat, but that doesn't mean that the AABC has been idle. As the season changes from the hottest, driest summer in years to a typically wet BC fall, it's time to review the activities and events of the last few months.

### BC Archives / RBCM Amalgamation

The AABC received a second letter from George Abbott, Minister of Community, Aboriginal and Women's Services, dated July 31, in response to AABC's continued inquiries regarding the amalgamation of the BC Archives and the Royal British Columbia Museum. In this letter the Minister confirmed that the name "British Columbia Archives" would be retained as part of its public identity; that the regular scheduling and transfer of public records to the archives will continue unchanged; and that there are at present no plans to establish user fees for accessing public records. He also argued that while the title "Provincial Archivist" is no longer in the *Document Disposal Act*, the new *Museum Act* actually gives the Provincial Archivist and the BC Archives greater statutory authority. While this letter was more substantive and more responsive to archivists' concerns than the Minister's first message, the AABC will continue to observe events at the new RBCM with interest.

### CCA Funding

As noted this past summer, all four of British Columbia's applications for funding through CAIN were rejected. Since then, based on our communications with the Canadian Council of Archives, it has become clear that the lack of provincial government matching funding (after Victoria's decision in 2002 to abandon the Community Archives Assistance Programme) was a major factor in the outright rejection of our request for federal grants. In response to this, over the summer AABC sent two letters to Minister George Abbott, pointing out how the elimination of CAAP not only led to the rejection of BC's CAIN grant applications, but also threatens federal funding for archives in BC in the future. Accordingly, the AABC has requested either the reinstatement of CAAP or the establishment of a new provincial grant programme for archives. To date, no response from the minister to either letter has been received.

On a related note, CCA will be holding its annual general assembly in October, at which time we hope that some indication of CCA's future directions – in particular, the future of federal archival funding programmes – will be presented. Past-president Lara Wilson has kindly agreed to act as AABC's representative at the general assembly, and I am sure that she will ably represent the Association's concerns on this issue.

### Private Sector Privacy

I continue to work with Lara Wilson and Richard Dancy of the Public Awareness, Advocacy, and Legislation Committee in co-ordinating AABC's response to Bill 38, the *Personal Information Privacy Act*. The Association

continues to be concerned about Section 35, which tells organisations they must destroy records containing personal information once the purpose for which the information was created has been served. However, elsewhere in the *Act* it states that some records with archival value can be retained for business purposes. We will be asking for a clearer definition of "business purposes", as well as asking for wording regarding the disposal of records to include transferring them to an archives.

### **Greater Vancouver Regional Representative**

AABC Individual Member-at-Large Siôn Romaine recently sent a message to the archives-bc e-mail list regarding the Greater Vancouver Region and its lack of an Association representative. Not only is he asking for somebody to come forward to serve as the regional representative, he is calling for feedback on the possibility of splitting the region in some way, in order to better serve the many members in the area. The region could potentially be split geographically (e.g. east/west, or along the Fraser River); by type of archives (e.g. government/corporate/religious/etc.); or even by size. I urge members in Greater Vancouver to contact Siôn and help him revitalize the region and make it an active part of the AABC again.

### **Launch of AABC Distance Education Workshop**

Earlier this month the AABC launched its distance education programme with the announcement of the latest "Introduction to Archival Practice" workshop. For many years the Association had offered this as a two or three day workshop. In recognition of the expense and inconvenience of travel to a "live" presentation of the course, the workshop will now be delivered through a correspondence distance education model. Because students will work through the course material over a three-month period, a more thorough introduction to archival theory and practice will be offered than is possible in a weekend workshop, but the territory covered will remain the same. More information is available elsewhere in the Newsletter, and on-line at [aabc.bc.ca/aabc/workshops.html](http://aabc.bc.ca/aabc/workshops.html).

Congratulations to Education and Advisory Archivist Linda Wills and to the AABC Education Committee on the launch of this exciting initiative.

### **Archives Week**

Archives Week 2003 is scheduled for November 16-22, and happens to coincide with the annual conference of the Association of Moving Image Archivists in Vancouver. In recognition of this, the theme for Archives Week is "Sound and Vision: Preserving Audio-Visual Archives". The PAAL Committee is working hard behind the scenes to organize a special Archives Week event in Vancouver – expect an announcement soon (if there hasn't been one by the time this report goes to press).

### **Future Directions**

The AABC Executive and its programme committees (Education, Internet, and Preservation) are continuing to consider the Association's future, and also still welcome input from our membership. To that end, the institutional members' questionnaire that was distributed earlier this year will be sent to associate institutional members to solicit their feedback regarding the Association's current activities and programmes as well as possible future directions.

In conclusion, thanks (as always) to my colleagues on the Executive – especially for their moral support over the past few months as I've done my best to juggle work, new fatherhood, and presidential duties. Thanks also to our committees, committee chairs, regional reps, and contractors for their continuing efforts on behalf of the AABC and archives around the province.

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## Executive Minutes

### AABC Executive Committee Meeting Minutes: 30 May 2003

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Boardroom.

**Present:**

**Erwin Wodarczak**, President  
**Christine Meutzner**, Vice President  
**Lisa Beitel**, Secretary  
**Jian Liu**, Treasurer  
**Sion Romaine**, Individual Member-at-large

**Regrets:**

**Kathy Bossort**, Institutional Member-At-Large

**Guests:**

**Karen Blimkie**

**1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 3:25 pm.

**2. Approval of Minutes of 7 April 2003 Meeting:** Approved, pending spelling corrections

**3. Business Arising**

**3.1 Financial Report**

Karen Blimkie presented 6 budget reports for the month of April 2003, including the AABC Audit Sheet; AABC General Fund; Statement of Revenue and Expenses; BCAPS; Education and Advisory Service; and Archival Network Service. For the benefit of new Executive members, Karen explained the various statements and funding sources. Karen will continue to prepare these statements every month and Jian Liu will report on them at the Executive meetings.

**Action:** Jian Liu will send out an email to all Committees regarding their yearly budget allocation and rules of use.

Erwin Wodarczak inquired about the status of applying for Gaming Commission money. Although the AABC missed this year's deadline (May 1, 2003), an application will be worked on in the spring for 2004 money. Application restrictions state that you cannot get funding for programs already sponsored by government money, so we may have to set-aside some money for 2004 programs in order to lower the amount of our 'unrestricted funds'.

**Action:** Executive and Karen Blimkie to work on 2004 application in the fall.

### **3.2 Conference Roundtable Report**

On behalf of Kathy Bossort, Lisa Beitel presented the Roundtable Report based on notes taken by Erica Hernandez and Kathy Bossort on April 26, 2003 at the AABC Conference.

**Action:** All Executive members will read the minutes and discuss them at the next meeting.

### **3.3 CAIN Update**

Erwin Wodarczak reported on recent events surrounding the rejection of the four CAIN applications sent in by British Columbia, two from the AABC. It appears that the Canadian Heritage branch adjudicated the applications, by-passing CAIN in the process. Heather Gordon and Ann Carroll solicited reaction from other members of the Internet Committee regarding the change of adjudication and put together a list of questions for Fred Farrell, CCA President. The email sent by Ann to Fred Farrell on May 27, 2003 included questions asking for the explanation of the adjudication process, who was involved, and the future funding of CAIN. No response from Fred has yet been received. Heather has spoken with Louise Charlebois about the rejected applications outside of B.C. which don't seem to follow any decision pattern. Louise stated that a list of rejected projects will be produced and that any attempts to change any adjudication decision would be futile. Heather will keep the Executive up to date on the situation and would like to know the formal response the AABC is going to take as this is the first year that the AABC had been completely rejected from receiving any CAIN monies. The Executive decided that Ann should wait until Tuesday, June 3rd for a response from Fred Farrell. If none is received by that date, she should follow up with an email asking for a request for response on the email sent May 27, 2003. If no response is heard from Fred Farrell by Friday, June 13, 2003, the AABC will send a formal letter to the CCA.

**Action:** Christine Meutzner will contact Ann Carroll and inform her of the response deadlines. Christine will also ask Ann and Bill Purver to contact their provincial counter-parts to see what their reactions to the CAIN adjudication process are. If no response is heard from Fred Farrell by June 13, 2003, the Executive will draft a formal letter to the CCA.

## **4.0 President's Report**

**4.1** Erwin Wodarczak reported on outstanding items in progress from the last Executive Committee meeting.

### *CCA and cuts to CAIN funding*

Lara Wilson was trying to get in touch with Fred Farrell, CCA President, regarding the CCA's position on cuts to CAIN funding. Lara was also in the progress of contacting other provincial associations to gauge their reactions to funding cuts. In light of recent CAIN news, this item has been superseded.

### *BC Archives / RBCM Amalgamation*

The AABC received a form letter from Minister Abbott on March 4, 2003 that did not respond to the one sent by the AABC addressing our concerns over the amalgamation of BC Archives and RBCM. In reply, the AABC will be sending another letter to Minister Abbott.

**Action:** Lara Wilson will finish the draft of this letter and send it to the new Executive for comments. The letter will then be sent to Minister Abbott.

### *AABC Records Storage*

David Mattison, BC Archives, has sent Erwin Wodarczak a temporary receipt for the transfer of 12 boxes of AABC records sent from UBC Archives. The records have not been accessioned and will remain un-processed until an accession decision is made. David Mattison will provide access to the records if the Executive requires them.

### *U.K. Society of Archivists*

Lara Wilson was contacted by the U.K. Society of Archivists who wanted to use the AABC membership list to send out information about their new journal publication. As AABC membership information is private, Lara did not allow it, but offered to include information about their journal in an upcoming AABC Newsletter. The U.K. Society of Archivists decided to use other means of promotion.

**4.2** Erwin Wodarczak presented an update on the BC Archives/Royal BC Museum merge. There is now a statement on the BC Archives website that states that the Crown Trust was established April 1, 2003 so there is no way to get the BC Archives back. It is now referred to as "Archives Services" and the archival holdings are part of the Royal BC Museum collection. The records management component has been severed from the Archives and exists as a Corporate Records Management Branch. The service plan document detailing this and other information can be found at: [www.royalbcmuseum.bc.ca/corporateservices/serviceplan03-04-04-05-2.pdf](http://www.royalbcmuseum.bc.ca/corporateservices/serviceplan03-04-04-05-2.pdf).

## **5.0 Treasurer's Report**

**5.1** Jian Liu thanked Karen Blimkie for her presentation on the current Finance Reports. Prior to the meeting, Jian met with both Karen Blimkie and Carrie Stevenson to go over past procedures for the Treasurer's position. Jian predicts that most of the committee work can be completed as per last year's trend (primarily by email and with one formal meeting). Jian also inquired about past resolutions that stated required members of the Finance Committee. Erwin Wodarczak stated that last year's committee was made up the current Treasurer; the President; the immediate past President; the past Treasurer; and any other interested AABC members. Jian would like to start looking for someone who would be interested in joining the committee who would then take over as Chair in two years.

**Action:** Jian Liu will contact Carrie Stevenson (past Treasurer) and Lara Wilson (past President) to see if they will join the 2003-2004 committee. Jian will look through past minutes to see if there are any other major Finance Committee related decisions.

**5.2** Jian Liu proposed research into the Director's Insurance Policy held by the AABC. This was a project proposed by the past Treasurer, Carrie Stevenson, but was not acted upon last year. Erwin Wodarczak would like to get more background information on this project before any policy review is done. If required, Erwin suggested that Lynne Waller could be contacted to review the policy and contact other associations to ask what they have as insurance amounts. Based on Lynne's recommendations, the policy could be then be reviewed by the AABC Executive in an informed fashion.

**Action:** Jian Liu to obtain a copy of the Director's Insurance Policy and meet with Carrie Stevenson to discuss the rationale for this project.

**5.3** Jian Liu was asked by Carrie Stevenson, past Treasurer, to look into the status of culling past financial records that are currently being stored at Karen Blimkie's house. As these records must be kept for 7 years, they will continue to remain there. For accountability, Jian has asked that it be recorded that Karen Blimkie will hold all of the original financial records, the official records of the AABC, while Jian will keep and work with copies of the records in her capacity as current Treasurer.

## **6.0 Committee and Program Reports**

### **6.1 Education**

#### *Travel Subsidy Re-imbusement*

Erwin Wodarczak reported on recent emails from Jane Turner which stated that the Travel Subsidy fund was oversubscribed from the recent AABC Conference. In order to accommodate the requests and ensure monies still left over in the fund for future 2003 workshops, Jane asked for the Executive's permission to reduce the total subsidy to 70% and reduce the maximum hotel subsidy from \$70 to \$50 per night. All Executive members were informed of this proposal and were in agreement of the proposed changes. Karen Blimkie also agreed that this was a sound financial decision.

#### *Archives Advisor Summit Meeting, ACA Conference, Toronto*

Erwin Wodarczak received an email stating that a Roundtable Meeting for Archives Advisors was going to be held at the upcoming ACA Conference in Toronto. Erwin forwarded this information to Jane Turner who was already scheduled to attend the conference and will attend the meeting. Linda Wills is also interested in attending this meeting but this will be dependent upon obtaining funding to attend the conference.

## **6.2 Grants**

On behalf of Kathy Bossort, Lisa Beitel stated that there is nothing new to report.

## **6.3 Membership**

Lisa Beitel reported that she has spoken with both Dovelie Buie (past Chair) and Jana Buhlmann (new Chair) who are working together to update the membership database before full duties are transferred to Jana on June 2, 2003. The current membership statistics are as follows: Individual: 39; Student/Volunteer: 24; Sustaining: 6; Institutional: 72; Associate Institutional: 33; Honorary Life: 8; Honorary Patron: 1; Newsletter: 1. Total membership to date is 184 members and there are 154 members who still have not renewed their membership for 2003-2004.

Dovelie asked Lisa to ask the Executive if there is a way to streamline or advance Committee Chairs funds to offset major costs (i.e. the photocopying and mailing incurred by Membership and Newsletter Cmts.) that have to be borne the Chairs until they are reimbursed. Providing it is feasible with Karen Blimkie, the Executive thinks that a reasonable solution would be to advance committees such as Membership and Newsletter some of the funds to offset large expenditures.

**Action:** Lisa Beitel will contact Committee Chairs and put together a monthly time line of major costs incurred by Committees. She will present this information to Karen Blimkie (cc. Jian Liu) to see if an advance (in the month where the cost is made) is possible.

## **6.4 Conference**

Christine Meutzner proposed that we refund half of the conference registration fees paid by Ramona Rose, who as one of the AABC Regional Representatives, was unable to attend the conference due to illness. The Executive agreed to refund Ramona \$66.00 (half of her \$132.00 registration fee).

**Action:** Karen Blimkie will send a refund cheque in the amount of \$66.00 to Christine Meutzner who will then send it to Ramona Rose.

On behalf of the Program Committee and the Local Arrangements Committee, Lisa Beitel presented the final report and budget for the 2003 AABC Conference (see attached). Lisa will write up an article to appear in the summer Newsletter that will include photographs of the Lt. Governor at the Opening Reception. All 2003 conference records have now been compiled and Lisa will store them until they are passed on to the 2004 Conference Committees.

Erwin Wodarczak made a move of thanks to Lisa Beitel, Christine Meutzner, Sion Romaine and Glenn Dingwall for all their hard work and for arranging all of the sessions, food and entertainment that made for a very successful Conference.

Erwin Wodarczak reported that the North Vancouver Museum and Archives will be hosting the 2004 Conference and that conference committees should be in place by the end of the summer in order to start planning in September.

**Action:** Erwin Wodarczak will contact Francis Mansbridge and all Executive members will brainstorm suggestions for people to serve on the 2004 Conference Committees.

## **6.5 Internet**

On behalf of Heather Gordon, Christine Meutzner presented a report on the Internet Committee. The Committee has been working with Ann Carroll on recent CAIN developments as reported earlier. In June Bill Purver will be doing some 'prototype' work using donated media server software as this was an expected project whether or not CAIN funding was received. Heather will schedule the next committee meeting in June or late July, depending on when the AABC hears back from the CCA and will be discussing the next steps of the Internet Committee in terms of funding issues and when, if, and how to replace our aging servers.

## **6.6 Preservation**

Sion Romaine was unable to get ahold of Dorothy Lawson so there is nothing to report on at this time.

## **6.7 PAAL**

### *Bill 38 - Personal Information Privacy Act*

Erwin Wodarczak presented an update on the work by Lara Wilson and Richard Dancy during the draft stages of Bill 38. Erwin worked with Lara and Richard drafting a response to the bill that was sent to AABC members stating that the AABC supports Bill 38 in general because it expands the principal of archives, however, Section 35, Paragraph 2 allows for the destruction of records rather than having them severed or sent to an archives. It is hoped that a change to this paragraph will be made before the Bill is finalized or when the Bill is reviewed in the future.

### *Archives Week Collaboration*

Peter Johnson (past Chair) will arrange a meeting with Geoff Wong at CBC to further develop partnership ideas for news stories or interviews that would run during Archives Week.

**Action:** Peter Johnson will inform the Executive when the meeting with Geoff Wong from the CBC has been arranged.

Laura Cheadle is planning the next meeting of the PAAL Committee for June.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that the Spring newsletter was recently sent out on Arcan-L. Erwin Wodarczak will forward Christine some recent newsletter-related emails from Bob Edwards, Newsletter Editor.

**Action:** Erwin Wodarczak will forward Christine Meutzner emails from Bob Edwards, Newsletter Editor.

## **7.0 Other Business**

### **7.1 2004 Conference Workshop**

Erwin Wodarczak presented an email from Evelyn McLellan from the City of Vancouver Archives who has proposed to do a workshop on administering access to archival records under FOIPPA. The Executive thinks that this would be a wonderful addition to the 2004 Conference Program.

**Action:** Erwin Wodarczak will forward Evelyn's email to Jane Turner, Education Chair, for workshop consideration at the 2004 Conference.

## **7.2 B.C. Arts Council Funding**

Erwin Wodarczak reported that Bill Purver has looked into the use of this funding and found that it is not really appropriate for the AABC.

## **7.3 Fire at Nelson Museum and Archives**

Erwin Wodarczak reported on recent emails on the Archives BC list-serve that have talked about the recent fire at the Nelson Museum and Archives. The Executive has decided that the AABC should send a letter of support to the museum.

**Action:** Erwin Wodarczak, on behalf of the AABC, will draft a letter of support to the Nelson Museum and Archives.

## **7.4 BC Heritage Society**

Erwin Wodarczak reported that he received a copy of the Annual Report of the BC Heritage Society and noted a number of granting funds that could be available to the AABC. As a provincial association, the AABC is not well known to the Heritage Society and it is suggested that we take an "advertising" approach to introduce ourselves and inquire if the AABC is eligible to apply for any of the funds.

**Action:** Christine Meutzner will draft a letter to Rick Goodacre, Executive Director of the BC Heritage Society, stating that we are interested in working with them and inquire about the possibility of applying for funds. Erwin Wodarczak will ask Bill Purver to unofficially contact Graham Turnbull for more information.

## **7.5 Greater Vancouver Regional Representative**

Sion Romaine inquired about the status of finding a new AABC representative for the Greater Vancouver Region as the position is currently empty. Erwin Wodarczak stated that there has been some discussion in the past to restructure and sub-divide the region because it has so many institutions and archivists representing different interests (i.e. corporate, religious). Erwin suggested that Lynne Waller could be approached for suggestions on the issue.

**Action:** Sion Romaine will contact Lynne Waller to see if she has any suggestions for restructuring the Greater Vancouver Region or finding a new representative.

## **8.0 Adjournment**

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 6:00 pm.

\* \* \*

### **AABC Executive Committee Meeting Minutes: 25 August 2003**

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Boardroom.

#### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large  
**Kathy Bossort**, Institutional Member-At-Large

## **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 3:30 pm.

## **2. Approval of Minutes of 30 May 2003 Meeting**

Approved by Christine Meutzner, seconded by Erwin Wodarczak

## **3. Business Arising**

### **3.1 Conference Roundtable Report**

Kathy Bossort presented the minutes taken from the Roundtable held at the 2003 Conference. Kathy is concerned that there seems to be some confusion surrounding issues discussed at the Roundtable and suggested that the Executive provide some type of clarification for members. There also appears to be some confusion as to how education programs and workshop fees are allocated in the budget. Kathy would like to see this resolved at the upcoming AABC budget-planning meeting.

**Action:** Erwin Wodarczak will summarize issues discussed during the Roundtable and provide relevant background information where applicable. If possible, this will be included in the Fall Newsletter (September 15th) or it will be posted to the AABC list-serve.

At the Roundtable the Executive also promised to send out the Institutional Membership Questionnaire to Associate members. The results from these surveys will be compiled with those surveys returned in March and were analyzed by Kathy and Carrie Stevenson.

**Action:** Lisa Beitel and Kathy Bossort will send out the Institutional Membership Questionnaire (with cover letter) to Associate Institutional Members by September 15. Kathy will compile and summarize the results.

### **3.2 Conference Travel Subsidy Reimbursement**

Carrie Stevenson has approached the Executive with concerns over the recent adjudication of CCA Travel Subsidy funds from the 2003 conference. Primarily, she is concerned with the reduction of the subsidy amount (from 100 % to 70%); the decision process taken by the Executive; and what will happen if there is money left over in the Travel Subsidy account at the end of the year. The Executive originally handled Carrie's concerns with email discussions (see attached) and consulted both Jane Turner and Karen Blimkie prior to reaching what they felt was a conscientious and fair decision. Erwin Wodarczak has also confirmed with Jane Turner that the subsidy monies paid out during the 2003 conference were in line with past conference travel reimbursements. If there is money left over in the fund at the end of the year, the Executive proposes that it will be distributed to those who applied for travel subsidies during the past year. Jane Turner will be consulted as monies may be distributed as a straight percentage, equal share, or based on the original subsidy amount requested.

**Action:** Erwin Wodarczak will contact Carrie Stevenson and inform her that the Executive stands by its original decision supporting the decreased subsidy amount and that at the end of the year any remaining monies will be distributed to subsidy applicants.

## **4. President's Report**

### **4.1 BC Archives/Museum Merge - Letter from George Abbott**

Erwin Wodarczak reported that a letter was received from George Abbot in response to the AABC letter sent on

June 16, 2003. Mr. Abbot's letter explained the background of the BC Archives/Museum merge and stated that a number of elements of the BC Archives will remain the same; i.e. website, URL, public access procedures, the scheduling and transfer of records, and preservation functions. Although "Provincial Archivist" has been removed from the Document Disposal Act, Gary Mitchell is still involved in the process and the Archives now has a statutory mandate.

#### **4.2 Nelson District Museum fire**

Erwin Wodarczak reported that on behalf of the AABC, he sent a letter of support to Shawn Lamb in regards to the fire that damaged the Nelson District Museum. Kathy Bossort recently visited the Kootenays and reported Shawn was very appreciative of the letter and that although cleanup was still underway, the museum was open again.

#### **4.3 Heritage Society Legacy Fund**

Erwin Wodarczak reported that he received a letter from Rick Goodacre in response to the AABC's inquiry into applying for Legacy Fund monies. Unfortunately, it is not possible, quoting Mr. Goodacre: "Supporting the archives program is not a priority of past funding and we are not able to do so with reduced funding this year".

#### **4.4 Heritage Resource Centre Library Closure**

Erwin Wodarczak reported that he received a letter in response to the AABC's concern over the closure of the Heritage Resource Centre Library. Although the library is now closed, the collection has been divided and access to the resource materials is still available: archeology permits and materials have been moved to the Ministry of Sustainable Resources Management; while all other information has been transferred to BC Archives.

#### **4.5 2003 AABC Scholarship Prizes to UBC Development Association**

Erwin Wodarczak reported that receipts have been received from the UBC Development Association for the 2003 scholarship prizes offered by the AABC.

#### **4.6 AABC records stored at BC Archives**

Erwin Wodarczak reported that Gary Mitchell has inquired about the status of the AABC records currently being stored at the Provincial Archives in Victoria because ownership has not been transferred yet, thus impeding their arrangement and description. The AABC Constitution states that the BC Archives is the official repository of the AABC records.

**Action:** Erwin Wodarczak will send an email to Gary Mitchell stating that the ownership of the AABC records has been officially transferred to BC Archives.

#### **4.7 2003 CCA General Assembly**

Erwin Wodarczak reported that the CCA has contacted him requesting the name of the AABC delegate who will be attending the CCA General Assembly in October. The Executive believes that in order to have a strong voice at this meeting, the delegate will need to have a knowledgeable background regarding AABC issues and concerns and feel comfortable bringing forward the AABC mandate. Kathy Bossort also suggested that the delegate should meet with committee chairs (specifically the Internet Committee and Ann Carroll) and the Executive before they attend the meeting. Lara Wilson was suggested as a possible representative.

**Action:** Erwin Wodarczak will approach Lara Wilson and see if she is interested in attending this meeting on behalf of the AABC.

Erwin has also completed a request by the CCA to update the AABC contact information.

#### **4.8 J. Chicanot - Strategic Planning Meeting**

Erwin Wodarczak was contacted by Lara Wilson who was informed by Mr. Chicanot that he had not received his payment as Facilitator of the 2003 AABC Strategic Planning Meeting. Karen Blimkie confirmed that a cheque was mailed, but never cashed, indicating that in all probability it had gotten lost in the mail. A stop payment was issued on the original cheque and new one has been issued and sent to Mr. Chicanot.

#### **4.9 "Sustainable Archives: Self-Study Guide for Institutional Membership"**

Erwin Wodarczak reported that Jane Turner and her committee have completed the guide titled "Sustainable Archives: Self-Study Guide for Institutional Membership" and it is now available on the AABC website.

#### **4.10 AABC/ACA Mentoring Program**

Erwin Wodarczak reported that Jennifer Mohan, on behalf of the ACA, has contacted him with a proposal for a joint AABC/ACA Mentoring Program. The proposal letter invites the AABC to participate for one year in a trial program and states that the ACA will handle all of the advertising and organization of the program. The Executive thinks that this is a good program idea but would like some more clarification as to what the AABC's involvement would be - i.e. "advertising" space in the Newsletter and/or posting information on the AABC list-serve.

**Action:** Erwin Wodarczak will contact Jennifer Mohan for further clarification.

#### **4.11 AABC membership for new SLAIS students**

Erwin Wodarczak has been approached by Jennifer Mohan inquiring if someone from the Membership Committee will be visiting new and returning SLAIS students offering them AABC membership. Membership is free for first year students.

**Action:** Lisa Beitel will ask Jana Buhlman to see if someone from the membership committee is available to talk to the SLAIS students.

#### **4.12 Terry Reksten Award**

On behalf of the AABC, Erwin Wodarczak will be helping adjudicate applicants for this award. He has just received the submission packages and will be reviewing them over the next couple of weeks.

#### **4.13 CAIN Funding**

Erwin Wodarczak reported that Heather Gordon drafted a letter to George Abbott requesting the reinstatement of provincial funding as it was one of the reasons why the AABC didn't receive any CAIN grant monies this year. The letter was sent in mid July and no response has been received yet. Heather will talk to Ann Carroll and discuss the possibility of sending another letter.

### **5 Treasurer's Report**

#### **5.1 Upcoming Finance Committee Meeting**

Jian Liu reported that a Finance Committee meeting is going to be held on Thursday, August 28. Member of this year's committee include Lara Wilson, Erwin Wodarczak, Carrie Stevenson, Karen Blimkie, Heather Gordon, and Chris Hives. Issues on the agenda include:

1. review of the current financial status
2. review of the March 31, 2003 audited statements
3. review of the Director's Insurance Policy (what to review, policy amount, who will do review)
4. AABC financial records - who and what will be kept
5. Use of the Reserve Funds - Jian would like to find a new young member for the committee who will have a

role in making finance decisions for the 2005-2006 budget and will later take over as Treasurer

## 5.2 July 2003 Financial Statements

Kathy Bossort has proposed that the budget format be adjusted so that it shows a breakdown of workshop fees for the EAS and Preservation programs (instead of one combined figure currently shown in the budget).

**Action:** Jian will look into adjusting the budget format to show a breakdown of workshop fees for the EAS and Preservation Programs.

## 6. Committee and Program Reports

### 6.1 Education

Erwin Wodarczak reported that Jane Turner has compiled "Guidelines for Application to Travel Subsidy Fund". These guidelines will be included with the Travel Subsidy form application and will be posted on the web. A copy of the guidelines is attached to these minutes.

Evelyn McLellan's conference workshop proposal was forwarded to both Jane Turner and Francis Mansbridge (will be working on the 2004 Conference). As Jane coordinates the workshops presented at the conference, she is the appropriate person to be in contact with Evelyn about workshop ideas.

**Action:** Erwin Wodarczak will ask Jane Turner to contact Evelyn McLellan regarding her workshop proposal.

### 6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

### 6.3 Membership

Lisa Beitel reported that she submitted a proposal to Karen Blimkie requesting an advance of monies for major costs incurred by the Secretary, Newsletter and Membership Chairs. This would cover expenditures such as mailing the newsletter, AGM copying, and the membership directory mailout. Karen has approved Lisa's proposal and requested that guidelines be put in place. The Executive agreed with this request and will try this procedure for one year on a trial basis. Guidelines for the process include that monies must be requested from Karen one month in advance (via email) and all final receipts must be sent to Karen within 2 weeks of the receipt date in order to reconcile monies owed. The monetary advance will be based on an approximation of 2002 expenses.

**Action:** Lisa Beitel will draft guidelines for the advance of monies and submit it to Karen Blimkie for approval. Lisa will also liaise with the Newsletter and Membership Chairs and discuss the new procedure with them.

Lisa also reported that the Membership Committee is currently evaluating the Institutional Membership application submitted by St. Margaret's School. This is the first application received by the committee using the new "Sustainable Archives: Self-Study Guide for Institutional Membership". They are not ready to make a recommendation yet and have asked Jane Turner and Linda Wills to help them with the evaluation. Lisa has also offered to review the submission if they would like input from a member of the Executive.

Maintenance of the Membership database has become a bit problematic since Marnie Burnham has gone on maternity leave. Jana Buhlmann, her co-chair does not have MS Access software on her computer and must rely on Marnie to update the database from home, making it difficult to have an up-to-date membership list. Jana and Dovelie Buie (past Membership Chair) have proposed that a more practical solution would be to contract-out one person to maintain the database (approx 4-8 hours per month). This would ensure continuity of the membership records and alleviate the problem of when a committee member doesn't have the appropriate software. Christine Meutzner suggested that perhaps Karen Blimkie could do this since she is already maintaining other AABC databases. Karen's contract would have to be reviewed and if she is interested, additional negotiations to adjust

her contract would have to take place.

**Action:** Jian Liu will email Lara Wilson to get a copy of Karen Blimkie's job description.

#### **6.4 Conference**

Christine Meutzner reported that all conference records have been given to Lisa Beitel who is storing them at the Gulf of Georgia Cannery. Lisa will contact Francis Mansbridge and have the records sent to North Vancouver Museum and Archives. Archivists working in North Vancouver should be contacted to serve as committee members.

**Action:** Christine Meutzner will contact Francis Mansbridge and confirm if he is willing to be the Chair of the Local Arrangements Committee. She will also discuss with him possible committee members.

#### **6.5 Internet**

Christine Meutzner reported that she has talked to Heather Gordon about the means to obtain funds to replace our aging media servers. Christine has asked Bill Purver to prepare a breakdown of costs for new servers that can be incorporated into future grant proposals.

Christine has printed out the application forms for the Direct Access Program Grant (Gaming Commission Grant) and is confident that the AABC meets the eligibility requirements. Our application can be used to request money for technical equipment. The Finance Committee will have to be involved in the application process because we will need to submit a 2-year proposed budget and restructure some of our accounts.

**Action:** Lisa Beitel will forward Jian Liu and Erwin Wodarczak the Direct Access Program Grant documents so they can be discussed at the upcoming Finance meeting. Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents.

#### **6.6 Preservation**

Siôn Romaine reported that he attended the July 4th committee meeting. Minutes from the meeting are attached. Committee members also suggested that workshop fees could be raised as they would reflect the quality of education and teaching that the workshops currently offer. The Committee will work on submitting a formal proposal to the Executive.

#### **6.7 PAAL**

Erwin Wodarczak reported that he attended the July 25th committee meeting. Four main items were discussed at the meeting:

1. Archives Week - Lara Wilson will see if there will be a formal proclamation for Archives Week; Laura Cheadle is following up with Peter Johnson on joint efforts with AMIA and the CBC; the PAAL Committee is working on a "How to Kit" for community archives so that they can do their own events in conjunction with Archives Week
2. CAIN Funding Cuts - PAAL is asking the Executive to endorse an article that will be posted on the main page of BCAUL that will inform users about CAIN cuts and encourage them to contact their MP's and MLA's. Lara Wilson is drafting the article and will submit it to Erwin Wodarczak for Executive approval.
3. Bill 38 - Lara Wilson and Richard Dancy are following up on the AABC response to Bill - 38 asking for further clarification of "business purposes" as written thus far in the Bill. Lara will also be setting up a meeting with Chris Norman and Sharon Plater
4. Fundraising - Barb Towell is keen on using her fundraising skills and will be working with Lara Wilson and Carrie Stevenson on ideas

#### **6.8 Newsletter Editorial Board**

Christine Meutzner has contacted Bob Edwards as Committee Liaison. After the Fall Issue we will no longer have a Technical Editor and after the Spring Issue next year, Bob's term as Editor is finished. In the next couple of months, we need to find someone who is interested in serving as the Editor and/or Technical Editor.

**Action:** Christine Meutzner will contact Bob Edwards and see if he is interested in serving as both Editor and Technical Editor for the upcoming newsletter issues.

## **6.9 Regional Representatives**

Siôn Romaine reported that he received reports from Joan Cowan (Okanogan); Sister Margaret Cantwell (South Vancouver Island); Val Hughes (Central and North Vancouver Island); and Kitimat (BC Northwest). These reports are attached.

Siôn also reported that the Greater Vancouver region still does not have a representative. He will contact the other regional representatives and Vancouver institutions and inquire as to the strategies/ideas that can be used to break up the district into smaller, more manageable sub-districts.

**Action:** Siôn Romaine will contact the other regional representatives and Vancouver institutions discuss strategies that were/can be used to break up the Greater Vancouver district into sub-districts.

## **7. Other Business**

### **7.1 Executive Travel Subsidy Budget**

Erwin Wodarczak reported that Karen Blimkie has proposed that a \$100 limit per trip be exercised for Executive members when traveling to meetings (specifically Christine from Nanaimo and Siôn from Seattle). The Executive has agreed to this limit and will maintain conservative use of these funds over the next year in order to keep the Executive Travel Subsidy Budget within check.

**Action:** Erwin Wodarczak will follow this up with Christine Meutzner who was absent at this point of the meeting.

## **8. Adjournment**

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 7:05 pm.

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# AABC Newsletter

Volume 13 No. 4 Fall 2003

## British Columbia Archival Network News

### Archivist's Toolkit an International "Hit"

The AABC's online "Archivist's Toolkit" continues to be recognized and cited as a recommended resource on a number of international web sites. These include not only those of bodies such as the Academy of Certified Archivists and the American Library Association but also of national and state groups such as the National Register of Archives and Manuscripts (New Zealand), the State Library of Queensland (Australia), and the Council of State Historical Records Coordinators (United States). In addition, a variety of graduate schools in the United States, Australia and the United Kingdom list the "Toolkit" as an important resource, as do a number of local, state and provincial archival and library associations.

Here is a sample of what people have been saying:

*"Professionals who are charged with starting archives should visit The Archivist's Toolkit. The functions of archival work - appraisal, arrangement, reference, automation, and preservation - are broken down, with links to Internet-based guides on each step. Case studies under Establishing an Archives is useful. This is another Canadian site that discusses archival principles in a universal fashion." -- The Library Journal (United States)*

*"The Archives Association of British Columbia hosts a web site called the "Archivist's Toolkit", that is an excellent resource for those working in small and medium-sized archives." -- Minnesota State Archives*

*The Archivist's Toolkit, provided by the Archives Association of British Columbia, offers resources, procedures, guidelines and forms for small institutions. Very handy site." -- New England Association of City and Town Clerks*

The Archivist's Toolkit is a community resource and suggestions for new and improved listings are always welcome. Please forward such suggestions to the AABC at [aabc@aabc.bc.ca](mailto:aabc@aabc.bc.ca). The "Toolkit" is accessible on the AABC web site at [aabc.bc.ca/aabc/toolkit.html](http://aabc.bc.ca/aabc/toolkit.html).

### New and Notable on the Web

#### 1. United Church BC Conference Archives - Online Finding Aids

The United Church of Canada British Columbia Conference Archives has now completed a major project to mount on the web finding aids for all congregational records of the United Church and its predecessors in BC. At present these are available in pdf format by direct link from BCAUL descriptions. To view an example, go directly to [aabc.bc.ca/access/aabc/archbc/display/UCCBC-356](http://aabc.bc.ca/access/aabc/archbc/display/UCCBC-356) and click on the highlighted online finding aid url.

Stay tuned for more news about the United Church Archives upcoming web revision project and for information about the further exploits and thoughts of Bob Stewart and his sometimes-faithful companion, Archie the Wonder Dog.

## 2. Alberta InSight -- the Alberta Provincial Photograph Database

"Alberta InSight", the Archives Society of Alberta's provincial photograph database, has reached a major milestone with 10,000 images from 14 participating repositories now available online. The database, as an integrated part of the Archives Network of Alberta (ANA), has been made possible by generous funding from the Alberta provincial government.

You can check out this growing image database by going to the ANA home page at [www.archivesalberta.org/general/database.htm](http://www.archivesalberta.org/general/database.htm).

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## British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aacbc.bc.ca](mailto:bpurver@aacbc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aacbc.bc.ca/aabc/bcaul.html](http://aacbc.bc.ca/aabc/bcaul.html):

### British Columbia Archives:

Connaught Seamen's Institute fonds  
Liquor Control Board fonds  
Executive Council of British Columbia fonds  
Cadboro Bay School District fonds  
Craigflower School District fonds  
Mission School District fonds  
North Gabriola School District fonds  
Osyoos School District fonds  
South Gabriola School District fonds  
South Saanich School District fonds  
Yale School District fonds  
Academic Council of British Columbia fonds  
Canadian Scottish Regiment (Princess Mary's) fonds  
16th Battalion (Canadian Scottish) fonds  
Board of Steamboat Inspection fonds  
Department of Customs and Inland Revenue fonds  
Department of Indian Affairs and Northern Development fonds  
Department of Transport fonds  
Indian Advisory Committee fonds  
Joint Reserve Commission fonds  
Sooke School District fonds  
Civil Service Commission fonds  
Coal and Petroleum Control Board fonds  
Environment and Land Use Committee Secretariat fonds  
British Columbia Marketing Board fonds  
Energy Board fonds  
British Columbia Energy Commission fonds  
Hospital Insurance Inquiry Board fonds  
British Columbia Heritage Trust fonds

Post Office Dept. of the Colony of British Columbia fonds  
Division of Vital Statistics fonds  
Cranbrook Board of Commissioners of Police fonds  
Williams Lake Council fonds

### **City of Burnaby Archives:**

Legal Department fonds  
Planning Department fonds

### **City of Richmond Archives:**

Grauer expropriation litigation case collection  
Duncan McDonald fonds  
"Immigration and Identity" Latin American women's oral history project collection  
Boy Scouts of Richmond fonds  
Eric Rathborne fonds  
Graham Elliston photograph collection  
Mitchell School collection  
Noel McConnell fonds  
Richmond '79 Centennial Society fonds  
Richmond Gateway Theatre fonds  
Richmond General Hospital Society fonds  
Richmond Swim Club fonds  
Steveston Baptist Sunday School fonds  
Steveston Community Society fonds

### **Langley Centennial Museum:**

Len and Isabella Rowlatt fonds

### **Simon Fraser University Archives:**

Ceremonies and Events Office fonds  
School for the Contemporary Arts fonds  
TeleLearning Network Inc. fonds  
Office of Analytical Studies fonds  
Faculty Council fonds  
Office of the Registrar fonds

### **St. Paul's Hospital Archives:**

School of Nursing fonds  
Ethel M. Gable fonds

### **United Church of Canada British Columbia Conference Archives:**

Edgar Memorial United Church (Klemtu, B.C.) fonds  
Shady Creek United Church (Saanich, B.C.) fonds  
Methodist Indian Mission (Chilliwack, B.C.) fonds  
Kemano United Church fonds  
St. Peter's and St. Paul's United Church (Gold River, B.C.) fonds  
Pender Island United Church fonds  
Pierce Memorial United Church (Port Essington, B.C.) fonds  
Grace United Church (Port Simpson, B.C.) fonds  
Fraser Valley Japanese United Church (Mission, B.C.) fonds

St. Andrew's United Church (Prince George, B.C.) fonds  
Bridgeview United Church (Surrey, B.C.) fonds  
Knox United Church (Slocan City, B.C.) fonds  
Steveston United Church (Richmond, B.C.) fonds  
Pierce Memorial United Church (Kispiox, B.C.) fonds  
Hazelton Pastoral Charge fonds  
South Hill United Church (Vancouver, B.C.) fonds  
Riverview United Church (Vancouver, B.C.) fonds  
St. George United Church (Vancouver, B.C.) fonds

### **University of British Columbia Archives:**

Association of Administrative and Professional Staff fonds  
Department of Economics fonds  
Fisheries Centre fonds  
Cole Harris fonds  
Department of Health, Safety and Environment fonds  
Sustainable Development Research Institute fonds  
Angus family fonds  
Faculty of Arts fonds  
Charles B. Bourne fonds  
Michael Bullock fonds  
School of Family and Nutritional Sciences fonds  
William E. Fredeman fonds  
Philip G. Haddock fonds  
Information Services fonds  
Geoffrey Riddehough fonds  
Department of Slavonic Studies fonds  
Dorothy Blakey Smith fonds  
UBC Librarians and Archivists Association fonds

### **University of Victoria Libraries Special Collections:**

Douglas Goldring fonds  
George Barker collection  
T.S. Eliot collection  
John Betjeman fonds

### **White Rock Museum and Archives:**

White Rock Concerts Society fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) University of British Columbia Museum of Anthropology Archives**

New email address: [archives@moa.ubc.ca](mailto:archives@moa.ubc.ca)  
New web address: [www.moa.ubc.ca/collections/archives.php](http://www.moa.ubc.ca/collections/archives.php)

### **2) National Archives of Canada. Vancouver Office**

New contact name: Jana Buhlmann

New email address: [jbuhlmann@archives.ca](mailto:jbuhlmann@archives.ca)

### **3) Anglican Provincial Synod of British Columbia and Yukon Archives**

New email address: [anglican-archives@vst.edu](mailto:anglican-archives@vst.edu)

### **4) Anglican Diocese of New Westminster Archives**

New email address: [anglican-archives@vst.edu](mailto:anglican-archives@vst.edu)

### **5) St. Paul's Hospital Archives**

New contact name: Melanie Hardbattle , Archivist

New address: 348 Comox Building, St. Paul's Hospital, 1081 Burrard Street, Vancouver, B.C. V6Z 1Y6

New phone number: (604) 682-2344, loc. 62128

New email address: [mhardbattle@providencehealth.bc.ca](mailto:mhardbattle@providencehealth.bc.ca)

New hours of operation: Monday, 9:00-5:00

### **6) Crofton House School Archives**

New contact name: Deidre Brocklehurst , Archivist

### **7) Bulkley Valley Museum**

New contact name: Wendi Croft , Archivist

### **8) City of Burnaby Archives**

New contact name: Arilea Sill , Archivist

New hours of operation: Monday and Tuesday: by appointment only. Wednesday, Thursday and Friday: 1:00 pm to 4:00 pm

New holdings information: Total volume - 170 m ; Inclusive dates - 1892-2002 ; Predominant dates: 1911-1933, 1970-1999

### **9) Cowichan Valley Museum and Archives**

New contact name: Priscilla Lowe , Curator/Manager

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabbc.bc.ca/aabc/bcans.html](http://aabbc.bc.ca/aabc/bcans.html).

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## AABC Education and Advisory Service

### Expect the Unexpected

When I first took on the position of Education and Advisory archivist, I had no idea what kind of questions I would be asked via e-mail, phone, and snail mail. Patti O'Byrne, the EAS archivist at the beginning of the year, had been inundated with IT questions; this, I must admit, was not a line of questioning I was looking forward to. However, I have found that the variety of enquiries is always a surprise and never dull, ranging from pink mould on architectural plans (quickly passed on to Rosaleen Hill, AABC conservator) to digitization of photographs.

I've been amazed at the number of new small archives springing up, a high percentage of which have the impetus of an anniversary to get them going. Dedicated volunteers have been inundated with historic photos after advertising in their club newspaper or they have embarked on an ambitious program of recording oral histories in time for a 75th or 100<sup>th</sup> anniversary. Of course, these inquiries always include an extra question about available funding. How I regret that I can't steer them to the old, now dry well of provincial funding for their start-up costs. It's difficult to advise that photographs be stored in archival standard material when the organization has no funding. Back to the bake sales, the garage sales, the plant sales. We've all done it.

Another question that arises constantly is the old one of "what do I keep and how do I decide?" When the question comes from Northern BC and I know it's impossible to pay the particular archives a visit, I resort to long e-mails with lots of examples, including references to the AABC web site. How I wish I could transport myself to help with the sorting. It's not only archival material that small repositories have to contend with. If a small institution is connected to a school, a sports club, or a local history group, donors will often donate artifacts along with their photos and records. With no viable museum nearby, the archives ends up storing them on the top shelf and wondering how they fit in.

Small archives often have to contend with a board of directors that is either willing to let them operate with little or no direction, or one that is insistent about coming in to check every day. Where is it written that boards never tread the middle ground? We all wish for one that would provide guidance at arm's length, yet be a willing listener to suggestions and a backup in a dispute. I have run into many board members that must have just purchased a digital camera and are very keen to digitize everything in sight. It's wonderful if they are willing to take the time and have the expertise to accomplish this chore, but sometimes it's hard to explain about photo descriptions being necessary, preferably first. Enthusiasm must be tempered with good archival practice.

Talk about unexpected or serendipity perhaps. The AABC Preservation Service is hosting 'Emergency and Disaster Preparedness for Cultural Institutions' on October 20 -21. With the recent rash of forest fires in B.C., haven't we all been thinking of what we would grab first if fire threatened the archives? I'm sure Chase, Kelowna, Barriere, Lytton, and Penticton had a few moments where they wished they had taken such a course. If you haven't seriously thought about what you would save first, do so now and sign up for a course on emergency planning.

As most of you know, the Education and Advisory Service has launched a distance education course "Introduction to Archival Practice" using the ANLA (Association of Newfoundland and Labrador Archives) binder as a reference book. Imagine my surprise when the first registrant turns out to be from Newfoundland! Unexpected indeed.

May the remainder of the year provide more of the unexpected - it makes opening up those e-mails and letters such a pleasant task.

Linda Wills  
AABC Education and Advisory Archivist

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# AABC Newsletter

Volume 13 No. 4 Fall 2003

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# AABC Newsletter

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### Archivia Enterprises

[Archivia Enterprises](http://www.archiviaent.com) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

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# AABC Newsletter

Honorary Patron:

*The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia*

Volume 14 No. 1

Winter 2004

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

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 :

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Submission deadlines:

Spring - March 15, 2004  
Summer - June 15, 2004

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

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# AABC Newsletter

Volume 14 No. 1 Winter 2004

## "Hopefully, it won't happen until after I retire": The Private Sector Privacy Legislation Conference

- By Bob Stewart

About ten years ago I was chatting with someone about the Freedom of Information and Privacy legislation that was being enacted at the time. Not having much in my archives that came under this legislation, I was breathing a happy sigh of relief that I would not be put through what seemed a confusing and time consuming process of compliance with the new legislation. I was horrified when my colleague said "and what will you do when they bring in the private sector legislation?" It seemed unimaginable at the time, so I said something like "hopefully, it won't happen until after I retire." Alas, I am not yet retired, and the new Private Sector privacy legislation has been enacted, and is quickly coming down the track, arriving at our station as of January 1, 2004, in both federal and provincial guises. And in particular, the B.C. legislation includes all organizations, from the large corporations to the smallest non-profit bodies.

In order to learn enough about complying with the legislation to be able to sleep at night, and avoid huge fines, I attended the "New Wave of Privacy Protection in Canada – Understanding and Implementing the New Legislation", held at the Hotel Vancouver in late November, 2003. The federal Act covers "commercial" activities of businesses, but the B.C. Act covers all businesses and non-profit organizations in B.C., commercial or otherwise, and will enforce broader and higher standards and practices for the protection of personal information in the private sector than does the federal Act. I attended the event as a complete greenhorn. My institution has not really been affected by earlier legislation, and I had not studied the matter. I am also generally incapable of understanding legalese.

A breach of the privacy rights of employees (and volunteer staff), clients, or customers can lead to fines of up to \$100,000. Thus any organization (1) must now follow specific rules; (2) must ensure that adequate policies and procedures are in place to protect such information as the law requires; and (3) must create a process for managing inquiries, complaints and requests from people for access to their own information. The conference aimed to provide the basics on the new federal and provincial legislation, (they are both similar and different!) and practical tools for implementing these principles on a daily basis.

The conference was structured around both plenary presentations and three "breakaway" sessions for managers, for the health care sector, and for the marketers and e-commerce sector. The first Keynote Speaker was David Loukidelis, the B.C. Information and Privacy Commissioner, who spoke on "Making Privacy Law Work in the Real World." This was followed by an excellent expert panel, consisting of lawyer Murray Rankin; Heather Black, Asst. Privacy Commissioner of Canada; the B.C. Management Services Executive Director (Chris Norman); and the Alberta government Executive Director of the Information Management, Access and Privacy, Tom Thackeray. They identified which of the Federal and Provincial laws apply, and where and how they apply. There seems to be a fair bit of a grey area regarding "cross border" information issues – when an organization is sharing personal information within two different provincial jurisdictions, or between a Canadian jurisdiction and other countries.

It must be emphasized that the B.C. law affects all organizations, whether big or small, commercially based or

voluntary. Donor records and employment records of non-profit bodies come under the B.C. Act. Alberta and B.C. have worked closely in developing their privacy legislation, though the Alberta legislation has not yet passed third reading.

What is "Personal Information?" It is any information about an "identifiable individual," but does not include the information found on a business card – name, job title, business address, or work phone number. It includes home phone number and address, S.I.N. number, and birth date. It includes the contents of a personnel file, employment history, any medical information, age and education, financial information, credit card information, and salary. It includes photographs; this may affect what we put up on (or perhaps take down from!) our web sites.

Fortunately -- and sensibly -- most privacy complaints up to now have been settled by mediation, rather than by formal orders or fines. I have never attended a conference where I heard the words "sensible" and "reasonable" as frequently as I did at this event. And when I hear the overuse of words like "sensible" and "reasonable," I start thinking I am being snowed. I may be thickheaded, but there are aspects about the legislation that I find simply baffling. I mean this in a practical sense, of how my life will change as an archivist, dealing with historians and researchers, who come through my archival door looking for historical records that may have imbedded in them information that is now declared personal. How long do we deny access? Or how much time will it take me to eliminate personal information, or third party personal information? What did not happen at the conference was any specific archivally-based conversation.

That aside, it was a great conference. The staff of the Privacy Commission genuinely wishes to support organizations as they implement their privacy programs. The provincial government Management Services branch and the Office of the B.C. Privacy Commissioner have been developing various tools on their websites at: [www.msar.gov.bc.ca](http://www.msar.gov.bc.ca) and [www.oipcbc.org/private](http://www.oipcbc.org/private). They are extraordinarily eager to be "sensible and reasonable." But what if the program simply isn't sensible and reasonable enough for historians and archivists to be able to conduct their business?

A session on "The New Privacy Laws and the Workplace," looked at issues relating to employment records and the physical management of such material and the workplace, and the presenters were lawyers Murray Rankin and Roger McConchie. This was an excellent panel, and without going into details, it is clear that Human Resources offices will have to be sensitive to the new law in their management of employee records, if they are not already.

The final event on the first day was a plenary panel on "How to reap the benefits, reduce the risks and avoid the legal liabilities of privacy laws." The discussion was generally focused on the business risks to inadequate privacy systems, though there was some broader discussion of conducting a "privacy audit" of all records of your organization. Highly sensitive records should be kept in one location, in order to maintain a high degree of control and security. As well, I was reminded of the importance of care regarding donor records for non-profit organizations, and the risks involved in swapping donor lists.

On the second day, the Keynote speaker from was the Privacy Commissioner from Alberta, Frank Work, who spoke on "Creating a Culture of Privacy." While I admit to being no great friend of the phrase "a Culture of Privacy", he gave an excellent presentation, emphasizing the simple human right to privacy, and the challenges that information technology today present to personal privacy. In my view, there is a tension between the "right to know" and the "right to privacy" that is not going to go away. And as our times lead us to think about acts of terrorism, we find ourselves within a "culture of fear." Thus we face increasing demands for surveillance, and we give up our rights as free citizens to create the appearance of security. Even as crime rates decline, we grow increasingly insecure. The Canadian Bankers Association presses for higher standards for identity cards, while the banks send us mail loads of "pre-authorized" credit cards. There seems to me to be something crazy in all of this.

Following this Keynote address, I attended the "breakaway" sessions for managers, on "What every manager needs to know about the new privacy legislation." These three sessions were wonderfully well led by lawyer Janina Kon, a privacy law specialist, and by Charmaine Lowe, a corporate Privacy and Information advisor from the B.C. Ministry of Management Services. Their three sessions were the highlight of a conference loaded with highlights. The central principle in all of this is that people should have control over their personal information. A second principle, implied by the first, is that personal information must not be collected, used, or disclosed without prior knowledge and consent.

In this province, for transactions conducted wholly within provincial boundaries, the B.C. the *Protection of Personal Information Act (PIPA)* will apply. But where personal information from BC is sent across provincial or international boundaries, or where information originating in other provinces is received in BC, the federal act (the *Personal Information Protection and Electronic Documents Act (PIPED Act)*) will apply. I may be confused about this, as I am also of the impression that those who send personal information across borders must assure that the receivers of such information will meet the B.C. legal standards. Perhaps this is why they describe inter jurisdictional legislation as a "grey area", requiring further interpretation.

The presenter identified ten key principles for implementing a privacy system:

- **Accountability:** have a Privacy Officer; develop and implement privacy policies; protect all personal information.
- Identify the purposes collecting personal information.
- Obtain consent for collecting, use and disclosure of personal information.
- Limit the collection of personal information.
- Limit the use, disclosure, and retention of personal information.
- Ensure the accuracy of personal information.
- Use appropriate safeguards.
- Communicate your privacy policies and practices.
- Give individuals access to their personal information.
- Have a process in place to deal with complaints or challenges.

To create a privacy policy, the first step is to conduct an internal "privacy audit." While not required by law, it is a useful self-assessment tool for getting to compliance. It is an inventory of where all of the personal information is located, and what the current practices are for managing it. It then asks about the personal information needs of the various functions within your organization. Some functions in the office may not require the personal information they have. The information gathered from your internal privacy audit should help you determine the scope of your privacy program, and help determine your privacy needs and best practices.

**Accountability:** With the audit completed, and the ten key principles in mind, you are ready to prepare your Privacy Policy. In easy to understand language, prepare it in sections based on the ten key principles. You must ensure that it has contact information on your Privacy Officer. It is best to start with the purpose of the statement first, and then move through the sections. Often it is best to have two different Privacy Policy statements, an external one for customers, clients, and donors, and an internal one for employees or volunteers. It is best to have the statement reviewed by a lawyer who has experience in business or with development of non-profit organizations. Finally, it is the implementation of the Privacy Policy, and not its mere creation, that will bring your organization into compliance. A critical part of implementation is staff training. The staff must know what the policy is, and act as if they actually believed it!

When (or if) your organization transfers personal information to a third party, it is necessary that you include a privacy protection clause in the contract. While this whole area of "outsourcing" personal information is an important issue to some organizations, many will not be touched by it. The important thing is that if you do send personal information, you must continue to take steps to protect that information.

**Obtaining consent:** The issue of managing consent requirements is a big one. You must identify to the individual the purpose for which the personal information is collected, and limit the amount of information as much as possible. You must also limit the use or disclosure of the personal information to the identified purpose. If you wish to use the personal information for other purposes, you need to get new consent.

Consent may be explicit or implicit. The explicit consent can be either written or verbal, but if verbal you should document it. Implicit or implied consent exists where, in the circumstances, the purpose for which the information is collected is obvious, and the information is given voluntarily. There is also opt-out and opt-in consent. Opt-out consent cannot be used for sensitive information, but can be for things like mailing lists. Opt-in consent is better, as it asks the individual to agree to give permission actively rather than passively. Consent is not required for either medical

emergencies, or for the investigation of a breach of agreement, of fraud, or other criminal matters. Consent cannot be made a condition of supplying a product or service. An individual may withdraw consent.

An important distinction needs to be made between personal information generally, and the personal information of an employee. Where employee personal information is to be gathered by an employer for the purpose of establishing, maintaining, or administering the employment relationship, consent is not required – provided that the employee is notified.

The B.C. Act also has a limited grandfather clause. If you have collected personal information prior to the new law, you don't have to seek new consent, so long as you are continuing to use the information for the original purposes. However, if the prior collection was done for purposes that are not reasonable (that is, they not pass the "reasonable person" test), the information cannot be used.

**Complaint Handling Processes:** The session then moved on to deal with how to develop an internal complaint handling process. If the Privacy Officer receives a complaint, his office must respond within 30 working days. All complaints must be investigated. Thus it is critical that you have an appropriate record keeping system for personal information. There are several tips that make this system work:

- Start a new file for every complaint.
- Record the date and nature of the complaint.
- Contact the complainant (if necessary) to clarify the complaint.
- Assign a person who has the skills to investigate the complaint fairly and impartially.
- Ensure that the investigator has access to all records, and employees who handled the personal information, or whose actions are related to the complaint.
- Notify the complainant of the outcome of the investigation clearly and promptly.
- Modify policies and procedures based on the outcome of the investigation.

While it is always best to have a complaint made in writing, there are times when an individual is reluctant to do so, and might challenge the right of the organization to require written complaints. Some people with handicaps may have limited ability to write their complaint. The main point in having a complaint in writing is that one needs to control the risk of the nature of the complaint changing as the investigation goes forward. So even if the initial complaint is verbal, it is appropriate for the Privacy Officer to have the complaint written up and signed by the complainant as to its accuracy.

Individuals have the right of access to their own personal information. It follows then that careful filing is important so as to avoid misfiling another employee's information. It is also best to give a photocopy of the record rather than the original, and that you make a record of what was provided. As well, there may be personal information on several individuals, so you may need to blank out such information on the other individuals on the photocopy you are providing.

**Personal Information Records Retention:** Under B.C. PIPA law there are records retention requirements. Thus it is important to have personal information properly managed. It must be kept for a minimum of a year, so that individuals affected by any private information decisions can examine the material before it is destroyed. As well, personal information must not be kept after it is no longer necessary for the purposes for which it was collected, or for legal or business purposes.

Never have pejorative records; write them in an objective and neutral language. It is important to know where all personal information is kept, to collect only what you need, and to periodically cull files that contain records no longer needed. Set records retention schedules, and follow them.

Finally, no fees can be charged to an employee seeking to have access to their files.

B.C. PIPA law requires that the personal records be kept secure. Your organization is responsible for the records even when they are not kept in the office. Many recommendations are simply reasonable. Sensitive information requires higher security than does less sensitive information. It is best that there should be stratified access to records. For

example, the accounting office needs access to financial records, not personnel records. Sensitive records should not be left lying around on the desk for anyone to casually examine. It is important to have rigorous methods of disposal of records. (The horrible example of the Bella Bella Hospital records being burned on the beach was used!) Internal security threats are also very critical. (The case of the Delta Police officer seeking personal information from license plate information on cars parked near the abortion clinic was raised here.)

The conference was very worthwhile. At the same time, I as an archivist I remain unsure of where the legislation takes us. The conference was not targeted at archivists. As an archivist who works within a church organization in B.C., yet one that is a national body as well, I wonder about our internal personal information records. Do I generate a privacy policy for my archives? Or does the B.C. Conference organization generate one for all of its offices, including the archives? Or do we have two policies, one specific to the archives and the needs of donors and users? Or does the national body of the United Church create a master Privacy Policy that would have regional and archival subsections? While my archives may generate an archival privacy policy and seek to be compliant, it is not clear how such a policy would work within both the regional levels of the church, under the BC *PIPA*, and within the federal legislation, given that the United Church also operates as a national organization. And what of the privacy policy needs of local congregations? In non-profit and voluntary organizations, unpaid volunteers generate many records, and holding them to privacy standards could be a challenge. Further, many of our offices have no formalized records management program, and I am of the view that at the moment, records management is a prerequisite to an adequate personal privacy system. Thus we are operating with real limitations as to how access and privacy can be efficiently managed under the new law. And if we have difficulty managing our paper records, the management of electronic records remains a distant dream. I may, as archivist, say that I am only responsible for the privacy issues that I encounter in my archives. Perhaps, given the complexities of our life as a voluntary non-profit association, that is enough. If we all look after our own journey toward compliance, we may actually get there.

On top of these systemic or structural problems are the problems of what we do as archivists, dealing with historical researchers. Are archival records going to be lost? I fear that many of the records that we (and our users) have come to expect archives to preserve may well be destroyed. When institutions collect personal records (even photographs!) from individuals, they generally collect them for administrative, operational, and public relations reasons, rather than for historical research in some far off future. I fear that the framers of the Act have not adequately attended to our archival interests. Perhaps some of these matters can be discussed by the upcoming AABC Education Committee workshop on the privacy legislation, as this relates specifically to archives.

The Private Sector legislation is coming down the track. Right now, it does not feel quite like a Glory Train on the track to Privacy Heaven. What happens to the lost souls who are not compliant on January 1<sup>st</sup>? The legislation has many grey areas that will require interpretation. To listen to the B.C. and Alberta Privacy Commissioners, there seems to be a certain spirit of grace and a recognition that we are not all going to be on board on January 1<sup>st</sup>. Many small, one-person archives are going to need a fair bit of TLC to get to compliance. There are tools available, and more are being created. Sooner or later, and likely sooner, we are all going to have to attend to the privacy issues. Yet I remain confused about the archival consequences of the Acts. While I am perhaps more ready to migrate toward a privacy system at my local archives, I am not sure what the entire "United Church" is going to do, and I trust that those better placed than I will soon be dealing with the "larger picture." Perhaps that is their problem, not mine! Our United Church archival network will likely work to develop some simple tools to help local churches and some other offices work within the new culture of privacy. Yet I doubt that we will be creating "one size fits all" templates!

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# AABC Newsletter

Volume 14 No. 1 Winter 2004

## An Interview with Frances Woodward, UBC Map Librarian

On December 10th, 2003, VHS member Frances Woodward retired as Map Librarian in the Rare Books and Special Collections Division of the UBC library. Frances' knowledge of and passion for the value of Fire Insurance Maps (FIMs), as well as other historical maps, has guided many local historical research projects.

Donna Jean MacKinnon, who is past president of the Vancouver Historical Society and is also passionate about Fire Insurance Maps, interviewed Frances Woodward in November 2003.

**DJM:** Can you recap your career as a map librarian?

**FW:** I worked for 5 years in the Provincial Archives of British Columbia looking after the map collection, and providing reference service, especially in the field of geography.

I then moved to Special Collections at UBC Library as a reference librarian, in charge of the historical map collection. The map collection had begun to really develop under the guidance of Dr. Coolie Verner and Dr. Bert Farley.

In 1964 Basil Stuart-Stubbs and Dr. John Howes of the Asian Studies Department had acquired a large collection of Japanese maps of the Tokugawa Era (1600-1868). This collection remained in the University Librarian's office until Basil became director of the School of Library and Information Studies.

I have been at UBC for a long time now, over 37 years. I have seen a lot of changes, including the growth of the University Archives, and the separation of the division into two separate units: Rare Books and Special Collections, and the University Archives. We still share space and staff to some extent.

**DJM:** How and why did you become interested in FIMs?

**FW:** I first encountered fire insurance plans when I was working in the Provincial Archives. One of the real estate or insurance agents deposited a couple of large heavy volumes. At the time, agents generally kept these large atlases in very heavy covers, like super oversize ledgers, with post fasteners so that individual sheets could be replaced when needed. Maps have always fascinated me, and the detail on these plans was remarkable. However, I had a lot to do, the binders were very heavy, and I didn't know much about them.

When I moved to UBC, we periodically received old fire insurance plans, mostly removed from the binders. That is when I began to see the value and learned more about them. Since then, I have been hooked.

I just wish more people would use them in their research. They are heavily used for environmental assessment, but they have so much more potential. If we had had the plan of Barkerville when the government was planning its restoration, for example, how much easier it would have been! There is so much history, geography, urban planning, architecture, etc., to be found in these plans.

As far as I can make out, cannery (fire insurance) plans for the BC coast are unique. There is nothing similar for American canneries. Some may be included in the plans for an adjacent urban area, such as the mills and canneries in

other parts of BC. I believe there is a series of plans for cotton or tobacco warehouses in the southeastern states, but I haven't seen any of them.

**DJM:** Can you speak about other kinds of historical maps and your work with them?

**FW:** As I said, I have always been fascinated with maps. I can spend ages just pouring over a map, looking at the place names and other features.

Shortly after I came to UBC, the map librarian received an invitation to attend a meeting at the National Archives in Ottawa. This was 1967. She asked if I would be interested in going too. Since I had already arranged to go to Montreal for Expo I took a few days more days and went to the meeting in Ottawa. That was the beginning of the Association of Canadian Map Libraries and Archives. I have been active in ACMLA ever since.

Some years later Dr. Richard Ruggles hosted a meeting at Queen's University on the state of the history of cartography in Canada. That prompted me to hold a meeting here of people in the Lower Mainland and Victoria who had some interest in maps and historical geography and cartography. That was the beginning of the Map Society of British Columbia. I have attended several meetings of the International Conference for the History of Cartography and was one of the founding members of the International Society for Curators of EarlyMaps.

Yes, I love old maps, and I have done some research and writing about them when I have had time. I have given some papers at the ACMLA and WAML conferences, a few of which were published.

**DJM:** What is the future of these and other historical maps?

**FW:** Map collections tend to be the unwanted stepchild in a library or archives. Many people are cartographically illiterate. Maps are often large, awkward to handle, take a lot of room, we don't understand them and we don't know what to do with them. Pass them on to someone else to take care of, or put them away someplace, and hope no one wants to see them.

Few archives do much with maps if they can avoid them, other than store them. If there are staff cutbacks, the map librarian or archivist is generally moved to some other area.

These days, with the growth of GIS, the map librarian is often part of a data library.

**DJM:** What are your plans for post-retirement?

**FW:** I would like to do some traveling, and there are a few projects I'd like to pursue in the field of history/geography/maps. I also plan to remain active in the Map Society of B.C.

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# AABC Newsletter

Volume 14 No. 1 Winter 2004

## UNBC Archives opens expanded facility



The University of Northern British Columbia is pleased to announce the official opening of an expanded archival facility at the Geoffrey R. Weller Library. **The Northern British Columbia Archives & Special Collections** is now housed on the 4<sup>th</sup> floor of the Weller Library. Renovations expanded the Archives from 158 to 400 sq metres, including increased collections permanent storage rooms and an enlarged Research Room for public research. The new facility includes an environmentally controlled HVAC system designed to preserve historical collections and high-density mechanical storage units for efficient space storage.



The expanded facility was officially opened on November 20 as part of *Archives Week in BC* festivities. Dr. Charles Jago, President of UNBC led the ceremonies, and Ramona Rose, Head of Archives and Special Collections, provided the 100 guests with an overview of the extensive collections now housed in the new Archives. Murray Sadler, Q.C., founding President of the Interior University Society, performed the ribbon cutting. The festivities included a tour of the archives permanent storage where the collections are now housed.

The Northern BC Archives holdings comprise more than 950 metres of textual records and 15,000 photographs related to the development of Northern B.C. Included are records of Cassiar Asbestos Mining Corporation, Northwood Pulp & Timber Ltd., Carrier-Sekani Tribal Council Flying Mission, Grand Trunk Pacific Railway and Pacific Great Eastern Railway, and over 5000 volumes related to Northern BC and Northern Canada.

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# AABC Newsletter

Volume 14 No.14 Winter 2004

## President's Message

By the time you read this, the annual Christmas/Hanukkah/Yule/Kwanzaa season will have come and gone, and the new year will be well underway. I hope your holidays were both enjoyable and restful, and that 2004 proves to be a good year for you and yours. It is again time for me as AABC President to present a report on your Association's activities over the past three months. As always, there's some good news, and some not-so-good news, and some news that perhaps defies categorization.

### **2004/05 Programme Budgets**

The major focus of the Association Executive through the fall was to determine how our share of the Canadian Council of Archives' funding would be divided between our institutional members and our three centrally-controlled programmes (the Education and Advisory Service, the Archival Network Service, and the Archival Preservation Service programmes).

At the CCA's General Assembly in October, AABC's representative Lara Wilson, together with the other provincial/territorial council representatives, was informed that funding for the Control of Holdings Programme was being reduced by 20%. The reason given was that when Heritage Canada cut CAIN funding for 2002/03 by 26%, CCA reduced the blow to provincial/territorial budgets by cutting its own budget by 20% -- but apparently they should not have done this. During its recent audit by the National Archives, CCA was informed that, as those were funds diverted from the Secretariat, that was considered an inappropriate use of funds, and so was ordered to institute that reduction this year.

We are now feeling the full force of that original 2002/03 CAIN cut. While our CPCAR (Conservation Plan for Canadian Archival Records) funding, which pays for the Archival Preservation Service, remains the same, the 20% cut to Control of Holdings directly affected the determination of institutional funding as well as funding for EAS and ANS.

As Institutional Member-at-Large Kathy Bonsort explained in her letter to institutional members in November, CPCAR Preservation Management funds will again be directed towards the Archival Preservation Service. Although institutions will again not have direct access to CPCAR funds in 2004/05, by keeping the service operating at about the same levels as 2003/04 we believe that our members will continue to be adequately served. However, to make as much funding available as possible to institutions and our other programmes, the Executive opted to transfer 10% of CPCAR funds to those budgets. Of the resulting total, the Executive directed approximately half to institutional projects funded by Control of Holdings -- it will work out to approximately the same amount that institutions applied for last year.

Remaining CCA funds were divided between the Archival Network Service and Educational and Advisory Service budgets. The Executive solicited budget proposals from the two programme committees, and also did some number-crunching of its own. It was determined that in order to maintain these services at a viable level the Association again will have to use some of its cash reserves to top up CCA funding -- more so, in fact, than for 2003/04. Even so, the budgets of both ANS and EAS were cut compared to the previous year -- ANS only slightly, EAS more so. However,

the Executive is confident that both programmes will continue to provide the same high calibre of service to AABC members.

On behalf of the AABC Executive I would like to thank the three programme committees -- Education, BC Archival Preservation Service, and Internet -- and in particular their chairs -- Jane Turner, Dorothy Lawson, and Heather Gordon, respectively -- for both their advice and their patience during the budget process.

### **Archives Week**

As I reported in the Fall 2003 issue, Archives Week 2003 was scheduled for November 16-22, and coincided with the annual conference of the Association of Moving Image Archivists in Vancouver. In recognition of this, the theme for Archives Week was "Sound and Vision: Preserving Audio-Visual Archives". The Public Awareness, Advocacy, and Legislation Committee worked hard behind the scenes to organize a special Archives Week event in Vancouver. Planning documents from last year's special event held in Victoria, "Archives In Your Attic", were included on the AABC Web site as templates for local archives wishing to hold similar events for this year's Archives Week.

Unfortunately, as they say, "The best-laid plans...", etc. The showcase event was to be a "Home Movie Day", held at the CBC Studios in downtown Vancouver, where the public would be invited to bring their home movies and videos for screening and learn how to preserve them. Unfortunately, by mid-October there had been no commitment from the CBC to provide the venue -- with less than six weeks to go, it was felt that there was insufficient time to organize the event. Plans to publish a commemorative poster (similar to last year's) also fell through.

There was an official proclamation for Archives Week issued by the provincial government and signed by our honorary patron Lieutenant-Governor Iona Campagnolo. Unfortunately, neither the PAAL Committee nor the Executive were informed that it was pending, and the proclamation document itself was not received until Archives Week was almost over. However, we have scanned the proclamation and made it [digitally available for you to view](#).

We hope that at least some local archives made use of the on-line planning documents to hold their own Archives Week events. If you did, please submit a report of your activity or event for publication in the next Newsletter.

### **CCA News**

As I mentioned earlier, Lara Wilson served as the AABC representative at the annual CCA General Assembly in Ottawa, October 17-19. I've already discussed the funding issues that came up during those meetings. Her complete report will be posted to the <archives-bc> e-mail list (hopefully by the time you read this), and should be in the next issue of the *Newsletter*, so I will not go into detail about all the other news she brought back. However, I do wish to publicly congratulate Lara on being elected to the CCA Board of Directors.

The main issue I want to highlight at this time is the continuing need for advocacy on behalf of the Canadian archival system. This year the Federal Treasury Board will be reviewing CCA and its funding programmes. There will be a survey for all institutions and provincial/territorial councils (including AABC) -- by the time you read this it should already be available on-line. It will be vital to complete this survey and give CCA hard facts to back up our position that archives are worth Ottawa's support. Also, write to your MPs and MLAs in support of CCA's programmes, and encourage your regular patrons and supporters to do so as well (AABC's on-line "Call for Public Support for CAIN" is part of this initiative ([aabc.bc.ca/aabc/cainsupport.html](http://aabc.bc.ca/aabc/cainsupport.html))).

Finally, not only is Lara Wilson now on the CCA Board of Directors, two other prominent BC archivists are also involved in the federal review of CCA. Heather Gordon (City of Coquitlam) is on the grants review committee, and Ian Forsyth (Simon Fraser University) is on the CAIN advisory committee. Although Heather and Ian sit on those committees in their own capacity and are not representing AABC, their willingness to do so deserves our recognition and appreciation.

In the wake of the General Assembly came a call for a joint meeting of representatives of the four western archival councils, to discuss how best to contribute to the lobbying effort required to re-establish sustaining funding for the archival community through the CCA, as well as continued funding for CAIN. The Executive initially felt that the

AABC's financial situation did not allow us to send a representative to the meeting, to be held in Edmonton in December. However, at the last minute the Archives Society of Alberta kindly offered to pay travel costs for one representative from BC. AABC Secretary Lisa Beitel attended the one-day meeting; the general consensus, she reported, was that there was a need to re-focus our energy and look for supporters for archives, the existing archival system, and the vital importance of the upcoming CCA institutional survey.

On behalf of the AABC, I would like to thank the ASA for their kind support, and Lisa for making the trip and representing the Association.

### ***Provincial News***

As noted in the last issue, over the summer AABC sent two letters to George Abbott, Minister of Community, Aboriginal and Women's Services and minister responsible for archives. The letters pointed out how the elimination of the Community Archives Assistance Program led not only to the rejection of BC's CAIN grant applications, but also served to threaten federal funding for archives in BC in the future. We requested the reinstatement of CAAP, or alternatively, the establishment of a new provincial grant programme for archives. Just before the Fall Newsletter was published, a response was received from the Minister, and was included in that issue. (Response From the Minister of Community, Aboriginal and Women's Services)

### ***Private Sector Privacy***

AABC's submission to the provincial government regarding Bill 38, the Personal Information Privacy Act, was forwarded to the government in September. Later that month, members of PAAL met with representatives from the Corporate Privacy and Information Access Branch. At that meeting, they were told that the Bill would be passed soon and that further submissions regarding changes would not be accepted. However, AABC was encouraged to make a further submission regarding certain explanations for possible incorporation in the upcoming manual/interpretive guide for the government's Private Sector Privacy web site. Lara Wilson, Richard Dancy, and Debra Barr collaborated on this document, which was formally submitted in October.

In November a conference was held in Vancouver, entitled "The New Wave of Privacy Protection in Canada". Presented by the BC Freedom of Information and Privacy Association, it was aimed at administrators in general rather than archivists in particular, and was intended to introduce them to the basics of the new privacy laws (both federal and provincial), and provide them with practical know-how and tools for implementing these principles on a daily basis.

AABC was given the opportunity to act as a Supporting Organization for this conference, and as such had the option of sending a representative at an extra-special rate. After some deliberation, the Executive decided to make this opportunity available to any AABC individual member who was interested in learning about the potential impact of new federal and provincial private-sector privacy legislation. Apart from being given the opportunity to attend this conference at such a drastically-reduced rate, the AABC did not offer any other financial support. In return for this opportunity, that person was asked to present a report on the conference to the Executive, and have that report (or an article based on it) published in the Newsletter.

Bob Stewart, of the United Church of Canada B.C. Conference Archives, agreed to attend the conference as the AABC representative. [His report](#) is included elsewhere in this issue of the Newsletter. On behalf of the AABC I would like to thank Bob for attending the conference and submitting such a comprehensive report, and Darrell Evans of the BC Freedom of Information and Privacy Association for providing the AABC with this unique opportunity.

### ***AABC Conference 2004***

The Programme Committee for the AABC 2004 Conference recently announced on <archives-bc> that the conference is scheduled for April 23 and 24 in North Vancouver. The focus of the conference will be on acquisition strategies. More information will be available elsewhere in this issue.

### ***Greater Vancouver Regional Representative***

AABC Individual Member-at-Large Siôn Romaine spent part of the fall soliciting volunteers to serve as the AABC regional representative for Greater Vancouver. At our December Executive meeting he announced that Anthea Seles, Records Manager / Archivist for the Roman Catholic Archdiocese of Vancouver, has agreed to be the Greater Vancouver Regional Representative. I look forward to hearing about her plans to revitalize the region.

***That's it for now....***

In conclusion, thanks (as always) to my colleagues on the Executive for their hard work, patience, and good humour -- the latter two qualities are especially welcome now that I am carrying out my presidential duties from home while on parental leave. Thanks also to the committees, committee chairs, regional reps, and contractors for their continuing efforts on behalf of the AABC and archives around the province -- without you, there would not be an archives association in BC worth writing or talking about.

Happy 2004,  
Erwin Wodarczak

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## Executive Minutes

AABC Executive Committee  
Meeting Minutes: 28 September 2003

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Board Room.

**Present:**

**Erwin Wodarczak**, President  
**Christine Meutzner**, Vice President  
**Lisa Beitel**, Secretary  
**Jian Liu**, Treasurer  
**Siôn Romaine**, Individual Member-at-large  
**Kathy Bossort**, Institutional Member-At-Large

**1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 2:40 pm.

**2. Approval of Minutes of 25 August 2003 Meeting**

Approved by Erwin Wodarczak, seconded by Siôn Romaine

**3. Business Arising**

**3.1 Conference Roundtable Report**

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. He will try to have it completed for submission in the Fall newsletter, if not, it will be posted on the AABC list-serve.

**Action:** Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

**3.2 Conference Travel Subsidy Reimbursement**

Erwin Wodarczak reported that he emailed Carrie Stevenson in regards to her concerns about the adjudication of the travel subsidy reimbursement from the 2003 Conference. Erwin has not heard anything back from her at this time.

### **3.3 AABC Records at BC Archives**

Erwin Wodarczak reported that he contacted Gary Mitchell and confirmed that the ownership of the AABC records has been officially transferred to the BC Archives. The Executive is now awaiting the formal paperwork from the BC Archives.

### **3.4 2003 CCA General Assembly**

Erwin Wodarczak reported that Lara Wilson has agreed to represent the AABC at the upcoming CCA General Assembly meeting in Ottawa.

### **3.5 AABC/ACA Joint Mentoring Program**

Erwin Wodarczak reported that he has confirmed with Jennifer Mohan via email the role of the AABC in the Mentoring Program. The ACA has recently approved the guidelines of the program and the AABC is awaiting our copy.

### **3.6 E. McLellan Conference Workshop Proposal**

Erwin Wodarczak reported that Jane Turner has contacted Evelyn McLellan in regards to her proposal to teach a workshop at the upcoming AABC conference. At this time Jane has declined Evelyn's proposal as the Education Committee is planning a similar workshop to be given by Ian Forsyth from SFU (to be confirmed).

### **3.7 Executive Travel Subsidy Budget**

Erwin Wodarczak reported that he has confirmed with Christine Meutzner that a \$100 limit per trip be exercised for Executive members when travelling to Committee meetings.

## **4. President's Report**

### **4.1 Executive Liaison Duties -- PAAL and Education Committees**

Erwin Wodarczak reported that in light of his impending parental leave from work, Christine Meutzner will be taking over the liaison responsibilities for PAAL and Education Committees from October 2003 - April 2004.

**Action:** Erwin Wodarczak will inform Laura Cheadle and Jane Turner that Christine Meutzner will be taking over Executive liaison duties and will forward the Executive his home contact information.

### **4.2 2003 CCA General Assembly Prep Meeting**

Erwin Wodarczak reported that a CCA General Assembly prep meeting was held earlier today (September 28, 2003) from 1:00 - 2:30pm. The meeting included the Executive, Lara Wilson, Heather Gordon (Internet Cmt.), and Dorothy Lawson (Preservation Cmt.). Jane Turner was unable to attend the meeting, but did send along concerns of the Education Committee. Main issues discussed at the meeting included:

- a) concerns re the future of the "network or network" system - will this be supported or eliminated in favour of a direct-funding application process
- b) the AABC would like a response from the CCA regarding the CAIN adjudication process and criteria. Was the availability of provincial matching funds a deciding factor? If yes, will this be continued in the future for other funding projects?
- c) what will be included in the AABC report that will be presented at the CCA General Assembly

### **4.3 Letter to George Abbott re: Lack of Provincial Funding for Archives (CAIN funding)**

Erwin Wodarczak reported that a second letter was drafted by Heather Gordon and Ann Carroll and sent to George Abbott regarding the lack of provincial matching funds for archives and asking for reinstatement of funds.

To date, no response has been received for either letter. The letters were also cc'd to Gary Mitchell, Fred Farrel, Gordon Campbell, Pauline Rafferty and Sandy Santori.

#### **4.4 Email from Gary Mitchell re: funding for archives in light of Kettle Valley Railway destruction**

Erwin Wodarczak reported that he had received an email from Gary Mitchell who noted that provincial money was going to be made available for the restoration of the Kettle Valley Railway Tresses and asked if we could use this to ask why similar money is not available for archives. Erwin forwarded this email on to Laura Cheadle for further discussion. In keeping with this discussion, the Executive feels that this is not the correct forum to approach the government for archives funding.

#### **4.5 2003 Letter of Thanks from Glenn Dingwall re: Mary Ann Pylypchuk Memorial Award**

Erwin Wodarczak reported that the AABC received a letter of thanks from Glenn Dingwall who was the recipient of the 2003 Mary Ann Pylypchuk Memorial Award during the second year of his studies at SLAIS.

#### **4.6 Terry Reksten Award Adjudication**

Erwin Wodarczak reported that the adjudication of the Terry Reksten Award has been completed and will be awarded shortly.

### **5 Treasurer's Report**

Jian Liu presented the August 2003 Financial Statements and the AABC Audited Financial Statements for the year ending March 31, 2003.

Jian also reported on the August 28, 2003 Finance Committee Meeting (a copy of the minutes is attached). A number of items from the Finance Committee were brought forward for the Executive's approval including:

1. Motion to set aside \$35,000 from general reserve into a restricted savings fund. This money would ensure that the AABC has enough money to keep programs going for 2-3 months in the advent that the AABC has to suspend operations and would also provide a cushion for cash flow purposes if we encountered a delay in receiving CCA moneys. Restructuring our banking accounts in this fashion will also allow us to apply for gaming funds.

**Action:** The Executive agrees with this motion, but would like some clarification as to what type of fund (Contingency or Development) the money should be put into.

2. The Director's Insurance Policy currently held by the AABC will expire on January 12, 2004. Jian presented reasons for re-insuring this policy and keeping the policy amount at equal to or no more than the current insured amount (1 million dollars).

**Action:** The Executive agrees with the recommendation by the Finance Committee to re-insure the policy at its' current amount. Karen Blimkie will take care of this when the current policy expires in January 2004.

3. Jian has confirmed that Karen Blimkie, AABC Financial Manager, will keep all of the finance records.
4. Jian presented a motion from Karen Blimkie who has proposed a return to an annual review of the AABC financial records rather than the annual audit. The accounting process for AABC monies is becoming more straightforward and there is less money coming into the association. Switching to a review would cost approx. \$3,000 as compared to an audit that costs approx \$5,000 annually.

**Action:** The Executive agrees that we should switch to an annual review instead of an annual audit. AABC

members will be informed of this at the 2004 AGM.

## 6. Committee and Program Reports

### 6.1 Education

Erwin Wodarczak reported that the AABC distance education workshop has been launched on the AABC website as of September 9, 2003. The program uses a resources binder for small archives and the lessons are set up as modules so they can be completed at the participants' own pace. Fees for the workshop are paid upfront and include 1-year membership to the AABC. Linda Wills provides both regular mail and email correspondence and when completed, the participants receive a certificate for the program.

**Action:** The Executive would like to thank the Education Committee and the Education Advisor for all of their dedicated work over the past couple of years to get his new program set up and off the ground.

### 6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

### 6.3 Membership

Lisa Beitel reported that she and Kathy Bossort sent out the membership survey to the 44 Associate Institutional Members on September 22, 2003. The submission date for completed surveys is October 15, 2003 and Kathy will be tabulating the survey results.

Lisa reported that on behalf of the Membership Committee, Yau Min Chong will be speaking to SLAIS students in the next week about joining the AABC.

Lisa reported that she has drafted a document titled "Guidelines for the Advance of Funds - Membership, Secretarial & Newsletter Costs" which has been approved by Karen Blimkie. These guidelines with an explanatory email have been sent to both Jana Buhlman (Membership) and Bob Edwards (Newsletter). There has been some correspondence regarding the guidelines (primarily for further clarification) and the process will be performed on a trial basis over the next year.

On behalf of the Membership Committee, Lisa presented the recommendation to approve the application by St. Margaret's School Archives for Institutional Membership (see attached email from Jana Buhlmann). The Executive agrees with the Committees' decision and would like to ensure that it is made clear to St. Margaret's the concerns identified by the Membership Committee regarding future funding and the completion of RAD-compliant descriptions.

**Action:** Lisa Beitel will inform the Membership Committee that the Executive has approved the application of St. Margaret's School Archives for Institutional Membership pending the identification of concerns regarding future funding and the completion of RAD-compliant descriptions.

Lisa reported on the on-going issues regarding the maintenance of the Membership database. Lisa has emailed Jana Buhlmann with specific questions about the database and will use this as a basis to email Karen Blimkie and inquire if she is 1.) able and 2.) willing to take on updating the membership database.

**Action:** Lisa Beitel will email Karen Blimkie and ask if she will maintain (update) the Membership database.

Lisa also reported that in light of access problems to the Membership database (approximately 50 renewals need to be updated) the AABC Membership Directory, usually sent out in the beginning of October, will be late this year. The Executive has decided that it is better to have it complete and sent out later than to send it out with

incorrect information.

**Action:** Lisa Beitel will contact the Membership Committee and ask them to post a message to the list-serve explaining the delay in the mailing of the Membership Directory.

#### **6.4 Conference**

Christine Meutzner reported that she has confirmed with Francis Mansbridge that he will be the Chair of the Local Arrangements Committee. His other committee members are the new West Vancouver Archivist Lois Enns and the new Assistant Archivist at the North Vancouver Museum and Archives. They are looking into booking conference space at Capilano College.

Christine reported that to date there is no Program Committee. The Executive brainstormed names of people who could serve on this committee.

**Action:** Christine Meutzner will contact Francis Mansbridge and discuss with him possible Program Committee members. Erwin Wodarczak will ask Alan Doyle who is working at the UBC Archives and Lisa Beitel will get in touch with Yau Min Chong who will be speaking with SLAIS students this week.

#### **6.5 Internet**

Christine Meutzner reported that Bill Purver has prepared a breakdown of costs for new media servers required by the AABC (including Cinemage quote for \$7,500). Christine will use this information to fill out the Direct Access Program Grant (Gaming Commission Grant) that is due May 2004. The Internet Committee has identified new servers as a priority and in light of this, Bill did not complete a prototype report on uploading photographs to BCAUL.

**Action:** Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents. Christine will also look into alternate funding sources such as the Vancouver Foundation.

#### **6.6 Preservation**

Siôn Romaine reported that there is nothing new to report at this time. The next Preservation Committee meeting will be held in October (date and place to be announced).

#### **6.7 PAAL**

Erwin Wodarczak reported that Archives Week, aptly titled "Sound and Vision: Preserving Audio-Visual Archives" will be held November 16-22, 2003 to coincide with the AMIA Conference in Vancouver. The showcase event "Home Movie Day" will be held November 16 at the CBC Studios downtown where the public will be invited to bring their home videos for screening and learn how to preserve them. Archives Week announcements and information is being worked and when ready will be posted on-line.

Erwin reported that Lara Wilson has completed an article about CAIN cuts and how it is affecting archives. The article, intended to target and broaden the awareness of non-archivists using BCAUL asks people to write to their local MLA's and Sheila Copps. Erwin has forwarded this letter to the Executive and Heather Gordon for input and all have agreed that its content is appropriate. The Executive feels that this should be posted on-line before Lara goes to the CCA General Assembly.

**Action:** Erwin Wodarczak will forward Lara's letter to Bill Purver who will post it on the cover page of BCAUL. Christine Meutzner will ask Bill Purver if he has any contacts to have a possible article published in the Vancouver Sun.

Erwin reported that Lara Wilson, Richard Dancy and Debra Barr met with Chris Norman and Sharon Plater

regarding Bill 38. The wording of the legislation is now set as it will be presented to legislature next month. However, we still might have a role in influencing the Interpretive Guide that accompanies the legislation.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that she contacted Bob Edwards regarding reasons why the newsletter was late. As Bob has two more issues left as Editor, a new Editor needs to be appointed. If possible, the new Editor could work with Bob on the Winter Issue, therefore overlapping responsibilities to get a sense of what needs to be done. The Technical Editor has also announced his resignation after the Fall newsletter.

**Action:** Christine Meutzner will contact Bob Edwards and see what his plans are for the Winter Issue. Erwin Wodarczak will also confirm with Leslie Field his plans.

## **6.9 Regional Representatives**

Siôn Romaine reported that he posted a memo on the AABC list-serve calling for suggestions about a Greater Vancouver representative. He has had very little response back to date and the Executive discussed the likelihood of operating without a regional representative for Vancouver. Erwin Wodarczak reported that he put a call for a Greater Vancouver Regional Rep. in his President's Report that will be included in the upcoming AABC newsletter.

## **7. Other Business**

**7.1** Lisa Beitel reported on the email sent to the AABC email address by Elsie Wollaston titled "Canadian Deacidification Facility: Vancouver Discussion Opportunity". The contents of the email are inviting input from BC archivists regarding interest in a US Pacific Northwest deacidification facility (rather than one based in Ottawa) and what type of demand they would place on it. The Executive decided that this email should be forwarded to Rosaleen Hill and Dorothy Lawson for comment.

**Action:** Lisa Beitel will forward the original email to Rosaleen Hill and Dorothy Lawson for comment.

## **8. Adjournment**

Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 4:50 pm.

\* \* \*

AABC Executive Committee  
Meeting Minutes: 2 November 2003

Executive of the Archives Association of British Columbia  
Location: Gulf of Georgia Cannery Society Board Room.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

**Kathy Bossort**, Institutional Member-At-Large

**1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 2:10 pm.

## **2. Approval of Minutes of 28 September 2003 Meeting**

Pending changing of wording in 4.2.c. from "report that will be presented at the roundtable" to "report that will be presented at the CCA General Assembly". Approved by Kathy Bossort, seconded by Erwin Wodarczak.

## **3. Business Arising**

### **3.1 CCA General Assembly Report - Lara Wilson**

Erwin Wodarczak reported that due to illness, Lara Wilson was unable to attend today's Executive meeting as previously scheduled. Lara will be submitting a report to the Executive based on her trip to Ottawa to attend the CCA General Assembly. Per Lara's email, highlights from the meeting included:

1. Control of Holdings money has been cut by 20%
2. CPCAR funding is the same as last year
3. Lara Wilson was appointed to the CCA Board
4. CCA has sent out a draft copy of a survey for comments to provincial associations. Lara, Erwin and Christine will edit and send comments to CCA
5. No update or news on CAIN (now renamed Archives Canada) and Heritage Canada has not revealed the 20 point grading system they used to adjudicate funds this year

### **3.2 Canadian Deacidification Facility**

Lisa Beitel reported that she forwarded the email from Elsie Wollaston to Rosaleen Hill and Dorothy Lawson on September 29, 2003. Rosaleen has already been in contact with Sue Bigelow and Sue will be in contact with the Preservation Technology representatives to set up a meeting. Rosaleen will keep the Executive posted with any forthcoming details.

### **3.3 Restructuring Bank Accounts**

Jian Liu has contacted Karen Blimkie and confirmed that \$35,000 from the general reserve will be put aside into a restricted saving fund named "Development Fund". This will be kept as a minimal reserve.

### **3.4 Summary of Conference Roundtable Report**

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. Once completed, it will be posted on the AABC list-serve.

**Action:** Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

### **3.5 Archives Workshop on Privacy Legislation**

Jian Liu reported that the Privacy Commissioner has been contacted in order to set up a Privacy Legislation workshop focussing on Archives application. Jane Turner is working with the Commissioner's office to formalize a date and location in either January or February 2004.

## **4. President's Report**

### **4.1 Privacy Legislation Conference**

Erwin Wodarczak reported that no one from the Education Committee or PAAL Committee is available to attend the upcoming Privacy Legislation Conference. Erwin will post a notice to the list-serve advertising 'first-come-first-served' discounted conference registration, however, in exchange for discounted registration, they will have to provide a report to the Executive and submit an article for the Winter 2004 newsletter.

**Action:** Erwin Wodarczak will post a notice on the AABC list-serve advertising 'first-come-first-served' registration to the Privacy Legislation Conference.

#### **4.2 MAP Program Grant Funding**

Erwin Wodarczak reported that Heather Gordon contacted him about an opportunity to apply for funding from the MAP program. She suggested that we could use our rejected CCA application and try to see if we could get funding for our web server and virtual project. Although applying for this money might be a long shot, it is at least an attempt to secure funds from a previously unsubscribed program.

**Action:** Erwin Wodarczak will work with Heather Gordon to submit the application for MAP Program funds.

#### **4.3 Letter from George Abbott**

Erwin Wodarczak reported that the AABC received a letter from George Abbott in effect stating that provincial funding for archives programs will not be reinstated anytime in the near future. Erwin submitted the content of the letter to be included in the upcoming newsletter for the information of the entire membership.

#### **4.4 Revenue Canada "Charitable Status" Report**

Erwin Wodarczak reported that he has received an email from Karen Blimkie stating that she has received confirmation from Revenu Canada/Canada Customs and Revenue Agency that the AABC's annual charitable return filed last month was accepted as filed and that things are in order for another year.

#### **4.5 ACA/AABC Mentorship Program**

Erwin Wodarczak reported that the ACA has finished setting up the pilot mentoring program and in support, the AABC has posted an announcement on our website.

### **5 Treasurer's Report**

Jian Liu presented the September 30, 2003 Financial Statements. Kathy Bossort has asked for further clarification of what "workshops other" included on the Statement of Revenue and Expenses by Fund unaudited means. Christine Meutzner also inquired as to how the accounts are set up (savings or chequing) and suggested that if they are chequing, that they could be switched to savings accounts to gather more interest.

**Action:** Jian Liu will clarify the details of what "workshops other" includes and will confirm what type of account (chequing or savings) are set up.

Jian Liu also reported that she will soon set up a meeting with Karen Blimkie, Erwin Wodarczak and Christine Meutzner to prepare budgets for programs/grant applications and to review year to date results versus current budgets. At the December 1, 2003 Executive meeting, she will present the meeting results for Executive review.

### **6. Committee and Program Reports**

#### **6.1 Education**

Christine Meutzner presented Linda Will's Quarterly Report (see attached). She also reported that she has had a request from Jane Turner regarding budget figures for next year.

#### **6.2 Grants**

Kathy Bossort reported that Lara Wilson informed her that the AABC has a delinquent grant report for 2003-2004 due to the CCA. Kathy has written a letter to the Director of the White Rock Museum and Archives requesting that their final report be sent.

**Action:** Kathy Bossort will follow up correspondence with the White Rock Museum and Archives and ensure that their 2003-2004 grant report is sent to the CCA as soon as possible.

Kathy reported that there are changes to the Control of Holding Grant guidelines. Lara Wilson has sent a request to the CCA for further clarification and Kathy will communicate these changes to the membership in the next couple of weeks.

**Action:** Kathy Bossort will inform the membership of changes to the Control of Holding Grant guidelines as soon as information is available from the CCA.

Kathy has completed a compilation of the results from the Associate Institutional Members Survey (see attached). She received 10 responses back from the 44 surveys that were sent out in September by Lisa Beitel.

Kathy presented a report she created based on past grant allocations from the last 3 years (see attached). This report was welcomed by the Executive and will be used during the budget allocation discussion at the end of the meeting.

### **6.3 Membership**

Lisa Beitel reported that St. Margaret's has been notified that the Executive has approved their acceptance as a full institutional member of the AABC.

Jana Buhlman, Co-chair of the Membership Committee has sent out a message on the list-serve notifying members that the 2003/2004 Membership Directory will be delayed this year. Marnie Burnham is currently working on completing all of the updates and the Membership Committee will be working with Dovelie Buie to have the directory completed and mailed out by the end of November.

The Membership Committee has had a few inquiries from Associate Institutional Members who are in the process of completing the self-study guide for full Institutional Membership.

Lisa reported that over the past month she has been actively engaged in a conversation with the Membership Committee and Karen Blimkie in order to find a viable solution to maintain the Membership database. Marnie Burnham has suggested that a position titled "Membership Coordinator" be created with the responsibility of maintaining the database for a 2-year term. The Executive also discussed contracting Karen Blimkie to complete this work, but in light of budget restrictions, moved to support the creation of a Membership Coordinator.

**Action:** Lisa Beitel will contact the Membership Committee and inform them of the Executive's decision and will formally ask Marnie Burnham if she would be willing to assume the role of Membership Coordinator for the remainder of 2003 and 2004. On behalf of the Executive, Lisa will continue to provide any assistance to the Membership Committee regarding database work and the production of the Membership Directory.

### **6.4 Conference**

Christine Meutzner reported that Francis Mansbridge is contacting Capilano College as a potential conference site. However, to date, she does not have any confirmed members for the Program Committee. Lisa Beitel stated that in light of program planning and budget deadlines, that if no Program Committee members can be found by December 1, 2003, the conference might have to be cancelled and scheduled merely as a one-day workshop/AGM. The Executive agreed that a 'call for committee members' should be sent out on the list-serve to underscore the dire situation of looking for a conference program committee.

**Action:** Christine Meutzner will post a 'call for program committee members' to the AABC list-serve.

### **6.5 Internet**

Christine Meutzner reported that AABC website user numbers have increased. She has talked to Heather Gordon

who has expressed concerns over the financial requirements of the Internet Committee. Software maintenance for the AABC is paid up with Cinemage until December 31, 2005 and SFU (who hosts the server) is paid up until 2004. In order to maintain the current status of service, these fees must be taken into account when planning future budgets.

## **6.6 Preservation**

Siôn Romaine reported that the Preservation Committee is awaiting budget numbers in order to plan for next year.

## **6.7 PAAL**

Erwin Wodarczak reported that events tentatively scheduled during Archives Week including 'Home Movie Day' and the production of an Archives Week poster have been cancelled due to limited planning time (see attached email from Laura Cheadle).

Lara Wilson, Debra Barr and Richard Dancy have put together an entry that will be included in the Interpretive Guide that will accompany Bill 38 legislation. Erwin Wodarczak moved a vote of thanks to Lara, Debra and Richard for all of their hard work and dedication representing the AABC and putting together an entry for the Interpretive Guide. Seconded by Christine Meutzner.

Erwin reported that Lara Wilson will be leaving the PAAL Committee because she has been appointed the board of the CCA.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that Bob Edwards will be stepping down as Editor of the Newsletter after the Winter 2004 issue as his two-year term is over. Christine will contact Leslie Field to see if he is interested in being both editor and technical advisor of the newsletter.

**Action:** Christine Meutzner will contact Leslie Field regarding his future involvement with the newsletter.

## **6.9 Regional Representatives**

Siôn Romaine reported that he has nothing to report from the Regional Representatives at this time.

# **7. Other Business**

## **7.1 Western Councils Joint Meeting**

Erwin Wodarczak reported that he received an email from Jo-Ann Munn Gafuik about setting up a meeting between the western provincial associations to discuss provincial lobbying. The Executive is unsure if anything productive will come out of such a meeting at this time and we do not have any extra budget funds to send someone. However, the Executive feels that there might be merit in such a meeting at a future date (perhaps combined with an ACA conference) with the involvement of the Provincial Archivist.

**Action:** Erwin Wodarczak will inform Jo-ann Munn Gafuik of the Executive's decision and will forward her email to Gary Mitchell for comment.

## **7.2 Reassessing the AABC - Independent Consultant**

Kathy Bossort proposed that the AABC look at hiring a consultant to evaluate the future of the AABC. This person would assess the present situation of the association (structure, function, services) and propose future funding directions and fundraising options. Money for this contract could be allocated from the reserves as part of the 2004-2005 budget. The Executive feels that Kathy's idea has merit and Erwin has asked Kathy to write up a formal proposal to be sent to the Executive, Committee Chairs and to Regional Reps. for consideration.

**Action:** Kathy Bossort will write up a proposal for hiring a contractor to evaluate the AABC and present it to the Executive, Committee Chairs and Regional Reps.

### **7.3 2004-2005 Budget Planning**

Erwin Wodarczak presented figures allocated by the CCA to BC for 2004/2005:

-Control of Holdings, Special Projects, Training: \$67,712.00

-CPCAR: \$ 49,400.00

Grand total for BC: \$117,112.00

The Executive has agreed to move 10% of CPCAR funds to regular programs as done last year. (moved by Kathy Bossort, seconded by Erwin Wodarczak). The Preservation Committee will be advised that their budget for 2004-2005 will remain at status quo. The Executive discussed a number of options as to the allocation of the remaining funds (lower by 20% this year) and has decided to set aside approximately half of the regular program money to fund member institutions through Control of Holdings grants.

Christine Meutzner will contact Education and ANS Program Chairs who will be asked to prepare budget scenarios based on allocations of the remaining funds. Jian Liu, Karen Blimkie, Erwin Wodarczak and Christine Meutzner will then review submitted budgets prior to the 2004-2005 budget being finalized.

**Action:** Christine Meutzner will contact Education, ANS, and Preservation Program Chairs and request that they submit tentative budgets by November 17, 2003.

## **8. Adjournment**

The next Executive meeting is tentatively scheduled for Monday, December 1, 2003 at the Delta Museum and Archives in Ladner, BC. Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 5:45 pm.

\* \* \*

## AABC Executive Committee Meeting Minutes: 1 December 2003

Executive of the Archives Association of British Columbia  
Location: Delta Museum and Archives -- Board Room -- Ladner, B.C.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

**Kathy Bossort**, Institutional Member-At-Large

### **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 11:10 am.

### **2. Approval of Minutes of 2 November 2003 Meeting**

Pending edits identified by Kathy Bossort, approved by Christine Meutzner, seconded by Erwin Wodarczak.

### **3. Business Arising**

### **3.1 CCA General Assembly Report - Lara Wilson**

Erwin Wodarczak presented Lara Wilson's report from the CCA General Assembly, noting that Heather Gordon is also on the CCA Evaluation Advisory Committee. Kathy Bossort suggested that Erwin and Lara work together to put together a 'timeline of CCA activities' outlining the issues/activities to be addressed, when actions should be taken and noting dates when the AABC should be involved.

**Action:** Erwin Wodarczak moved to accept Lara Wilson's CCA report with sincere thanks and will ask Lara if she can prepare a version of the report for inclusion in the upcoming newsletter/aabc list-serve. Seconded by Siôn Romaine.

### **3.2 Privacy Legislation Conference**

Erwin Wodarczak reported that Bob Stewart from the United Church Archives attended the Privacy Legislation Conference. As stipulated in return for receiving discounted registration, Bob has submitted a conference report to the Executive (see attached). Jian Liu noted that there is one clarification re: non-profit organizations that needs to be adjusted, and pending this correction, the Executive accepts the report.

**Action:** Erwin Wodarczak will contact Bob Stewart and pending correction, ask Bob to submit his Privacy Legislation Conference report for inclusion in the upcoming newsletter.

### **3.3 Western Councils Joint Meeting**

Erwin Wodarczak reported that Jo-Ann Munn Gafuik has asked the AABC to reconsider its original decision declining attendance at the December 8 Western Councils Joint Meeting in Edmonton. The ASA has offered to pay the airfare costs so that an AABC representative can be at the meeting. Based on schedules, Lisa Beitel is the only Executive member who could possibly attend the meeting.

**Action:** Lisa Beitel will confirm with her Manager if she can attend the upcoming meeting in Edmonton. If able, she will confirm meeting and travel details with Jo-Ann Munn Gafuik and prepare a report outlining the current status/concerns of the AABC.

### **3.4 Clarification of "Workshops Other"**

Jian Liu reported that she has contacted Karen Blimkie in order to clarify what falls under "Workshop Other" included on the Statement of Revenue and Expenses by Fund Unaudited. As noted by Karen, this category is used for Workshop Expenses which do not fall under the regular Educ & Advisory program or BCAPS. Sponsored workshops and the CCI workshop are the main items which fall into this category.

### **3.5 Contractor/Task Force to Assess the AABC**

Kathy Bossort proposed to set up a Task Force rather than hire a contractor to assess the AABC as a Task Force would be cheaper and provide for continuity and better sharing of knowledge between the membership (an ideal Task Force would be comprised of people with memory of the Association). A budget could be allocated to the Task Force to cover any travel costs and provide for secretarial support to complete their report. Alternately, the Task Force could be formed to create guidelines/mandate for the assessment and be involved in the consultant selection process.

The Executive agrees that this is an important project to follow-up on and has set deadlines so that an informed decision can be made at the February 2004 Executive meeting. Christine Meutzner is confident that we could apply for sustainability grants to fund this project.

**Action:** Kathy Bossort will draft "Terms of Reference" for the proposed AABC assessment and Christine Meutzner will get quotes from consultants by the end of December. Erwin Wodarczak will summarize the pro/cons of striking a Task Force or hiring a Consultant and with information from Kathy and Christine, will

circulate a document to the Executive, Regional Reps, and Committee Chairs for comment in early January.

### **3.6 2004/2005 AABC Budget Allocation**

Erwin Wodarczak presented Karen Blimkie's 2004/2005 Grant Analysis report based on grant options submitted by the ANS and Education Committees. Using this report and other information provided by the committees, the Executive proposed the allocation of 2004/2005 grant funds as follows:

Institutions: \$36,334.50 (funds from CCA)

Education: \$21,150.00 (\$18,000.00 from CCA, \$3,150.00 from AABC reserves)\*

ANS: \$43,766.10 (\$18,317.50 from CCA, \$25,448.60 from AABC reserves)\*

Total amount of 2004/2005 funding from AABC reserves: \$28,598.60

\*Note: These budget amounts reflect grant options submitted by both the Education and ANS Committees.

Christine Meutzner motioned to accept the proposed 2004/2005 budget/grant allocation. Seconded by Erwin Wodarczak. All in favour.

**Action:** Christine Meutzner will contact the Education and ANS committee regarding budget allocations and offer some recommendations discussed by the Executive that could potentially maximize committee budgets.

The Executive discussed a proposal to increase 2004/2005 membership rates in an incremental fashion. Siôn Romaine also proposed that the AABC website could be re-structured so that non-members have restricted access to sections, while members have full access (via password) to all areas of the website.

**Action:** Erwin Wodarczak will research current membership rates for different associations and come up with a proposal for presentation at the AGM.

## **4. President's Report**

### **4.1 2004-2005 CCI Workshop Catalogue**

Erwin Wodarczak reported that the AABC received a copy of the 2004-2005 CCI Workshop catalogue with the invitation for the AABC to host subsidized workshops. Siôn Romaine stated that Rosaleen Hill has also received a copy of this catalogue and didn't think that there were any appropriate preservation workshops at this time.

**Action:** Erwin Wodarczak will forward the 2004-2005 CCI Workshop Catalogue to Jane Turner for information and the opportunity to follow-up on any relevant education workshops.

### **4.2 BC Historical Federation Membership Renewal**

Erwin Wodarczak reported that the AABC received its 2004 membership renewal form from the BC Historical Federation.

**Action:** Erwin Wodarczak will forward the membership renewal form to Jian Liu and Karen Blimkie for payment.

### **4.3 Land Conservancy -- Membership Package**

Erwin Wodarczak reported that the AABC received a membership information package from the Land Conservancy.

**Action:** Christine Meutzner will review the membership information package and determine if it is relevant for the AABC to become a member.

### **4.4 2004 Heritage Society of BC Posters**

Erwin Wodarczak reported that the AABC received 5 posters from the Heritage Society of BC for their 2004 Heritage Week titled "Defending Canada: Heritage of Canada's Military Places".

#### **4.5 2003 Archives Week Proclamation**

Erwin Wodarczak reported that the AABC received a Proclamation for Archives Week (2003) accompanied by a cover letter from George Abbott.

**Action:** On behalf of the AABC, Erwin Wodarczak will write a thank you letter to George Abbott. He will also look into ways of scanning the document and posting it on the AABC website.

#### **4.6 BC Historical News Archives Column**

Erwin Wodarczak reported that he has been approached by Sylvia Stopforth, Editor of the BC Historical News Archives Column, to submit an article on the current status of the BC Archival community to be included in the February 2004 issue.

**Action:** Erwin Wodarczak will write an article (based on his Presidential Report for the Winter newsletter) for submission in the upcoming February 2004 issue of the BC Historical Federation newsletter.

#### **4.7 Recruiting plans for upcoming vacancies in Vice-President/President Executive positions**

Erwin Wodarczak presented four recruitment options for upcoming President/Vice-President vacancies including:

- a) recruit positions as normal and get someone (with prior Executive experience) to serve as President for 1 year
- b) recruit positional as normal, Christine Meutzner moves into President and then resigns, the new executive has to find someone
- c) Erwin Wodarczak resigns from current Executive and Christine Meutzner moves into President, find someone to serve as new Vice President who would then move immediately into President
- d) recruit Vice President as normal, Erwin remains as President for a second year (however this is unconstitutional and Erwin can't serve as President for second year)

Erwin has talked to Heather Gordon, Chris Hives and Lynn Waller about these options and the Executive agrees with their opinion that the best choice is option A.

**Action:** Erwin Wodarczak will make some inquiries to potential Chairs and see if they are interested, or could recommend someone to serve as President for one year (2004/2005).

#### **4.8 CCA Evaluation Advisory Committee Report**

Erwin Wodarczak presented Heather Gordon's CCA Evaluation Advisory Committee report (see attached).

### **5 Treasurer's Report**

Jian Liu presented the October 30, 2003 Financial Statements. She reported that there has been a revision to the Executive Committee expense account as Karen Blimkie mis-posted a \$200.00 charge. This has since been adjusted and is reflected in the October statement.

The Executive also inquired about different types of term deposits and rates that could be used in order to get the maximum interest for \$20,000.00.

**Action:** Jian Liu will ask Karen Blimkie what options are available for the best term deposit rate.

### **6. Committee and Program Reports**

#### **6.1 Education**

Christine Meutzner reported that Jane Turner, on behalf of the Education Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive.

## **6.2 Grants**

Kathy Bossort reported that she has sent Institutional Members a letter regarding the availability of CCA Control of Holdings grant funds. This information has also been posted on the AABC website.

Kathy presented and asked for approval of the names on the Grant Adjudication Committee. The 2004 Committee will consist of Kathy Bossort, Siôn Romaine, Val Billesburger, Sylvia Stopforth, Chris Hives and Barb Towell.

**Action:** The Executive approved the names put forth by Kathy Bossort to serve on the 2004 Grant Adjudication Committee.

## **6.3 Membership**

Lisa Beitel reported that the Membership Committee has completed the 2003/2004 Membership Directory and will be mailing it out in the next couple of days. Also included in the mailout were any last renewal receipts, and the newsletter for those members who receive it in hard copy.

Marnie Burnham has migrated the database to ACCESS 2000 (the issue was that Dovel Buie has been assisting Marnie and Jana and couldn't view the database if they needed her to, as she only has ACCESS 97).

The Membership Committee has received an application from the Union of BC Indian Chiefs Resource Centre for full institutional membership. Jana is in the process of circulating the application with the hope that the committee can meet in December to discuss and forward a recommendation to the January Executive meeting.

Yau Min did the AABC presentation to the MASers in October, alongside Jennifer Mohan for the ACA.

## **6.4 Conference**

Christine Meutzner reported that as a result of the "Conference SOS" she put out on the list-serve, the Program Committee now has 6 members: Lisa Codd, Anthea Seles, Susan Hart, Lois Enns, and Deirdre Brocklehurst. They will be meeting with Francis Mansbridge to confirm details and get going on program planning. Capilano College has been booked as the conference venue.

## **6.5 Internet**

Christine Meutzner reported that Heather Gordon, on behalf of the ANS Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive. Bill Purver has also submitted his quarterly report.

## **6.6 Preservation**

Siôn Romaine presented the Preservation Committee Report dated November 23, 2003 (see attached). Siôn reported that the Preservation Committee would like clarification regarding services that non-members can access (i.e. preservation services and all parts of the AABC website).

## **6.7 PAAL**

Christine Meutzner stated that there is nothing new to report at this time from the PAAL Committee.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that the Fall 2003 newsletter is now available on the AABC website. Christine has

contacted Leslie Field and he is not interested in serving as Newsletter Editor or Technical Advisor. Christine will ask members of the Newsletter Editorial Board if they are interested in serving as Editor. Siôn Romaine has indicated that he might be interested in becoming the Newsletter Editor.

**Action:** Christine Meutzner will contact members of the Newsletter Editorial Board and see if they are interested in serving as either Newsletter Editor or Technical Advisor.

## **6.9 Regional Representatives**

Siôn Romaine reported that Anthea Seles has agreed to be the Greater Vancouver Regional Rep.

## **6.10 Constitution and Bylaws**

Lisa Beitel reported that Wendy Hunt will no longer be serving as Committee Chair for the Constitution and Bylaws Committee. Lisa has contacted Jennifer Mohan, Chair of Nominations and Election, and let her know that we will need to find a new chair for the 2004/2005 Constitutions & Bylaws Committee.

## **7. Other Business**

### **7.1 Electronic approval of Executive Minutes**

Siôn Romaine inquired if minutes from the Executive meeting could be approved electronically rather than delayed-approval at the next meeting. This change will expedite the time between the Executive meeting and posting the minutes to the web and provide our membership with timely information/decisions made by the Executive. It will also help to streamline the Executive meetings.

**Action:** Lisa Beitel will contact Bill Purver to see if there are any past precedents regarding this.

## **8. Adjournment**

The next Executive meeting is tentatively scheduled for January 18 or 19, 2004. Final date and location will be confirmed in early January 2004. Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried. Meeting adjourned at 3:10 pm.

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## British Columbia Archival Network News

### AABC/BCAIN Web Site Usage Continues to Grow

In the first half of the current 2003-2004 program year, a significant increase in the use of the Archives Association of British Columbia (AABC) / BC Archival Information Network (BCAIN) web site was measured as compared to the same time period in the previous year. For Quarters 1 and 2 of this program year, the number of unique visits to the AABC/BCAIN site increased by 61% over the same period in 2002-2003. On average, current figures show well over 1,000 unique visits are made to the AABC/BCAIN site every day.

On a statistical basis, the most popular resource is the British Columbia Archival Union List (BCAUL), followed by the online Guide to Archival Repositories in BC and the AABC's "Archivist's Toolkit". From April through September of 2003, the number of database (BCAUL) sessions established (a session can consist of any number of searches and results) increased by 58% over the same period in the previous year. For the first six months of the 2003-2004 program year, 134,565 individual database sessions were established.

### New and Notable on the Web

#### 1. UBC Library Digital Resources

The University of British Columbia has recently launched a new, online database consisting of images and bibliographic descriptions of historical photographs from the University Archives and the University Library Rare Books and Special Collections. At present, images from the UBC historical photograph collection and photographs from the Fisherman Publishing Society, Macmillan Bloedel Ltd., Capilano Timber Company, and the Peter B. Anderson collection are available for viewing. The new database can be accessed by link from the UBC Archives home page or directly at [angel.library.ubc.ca](http://angel.library.ubc.ca).

#### 2. University of Victoria Archives Historical Photographs Online

This new online database provides access to images from the University of Victoria Archives historical photograph collection, most depicting persons, events and facilities at the University of Victoria and its predecessor body, Victoria College. The database can be accessed by link from the UVic Archives home page or directly at [gateway.uvic.ca/cgi-bin/WebObjects/hpc](http://gateway.uvic.ca/cgi-bin/WebObjects/hpc).

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabbc.bc.ca/aabc/bcaul.html](http://aabbc.bc.ca/aabc/bcaul.html):

### **British Columbia Archives:**

Department of Highways fonds  
Phillip Borsos fonds  
Cache Creek School District fonds  
Department of Transport fonds  
A.D. Kean fonds  
Allan Hatch de Wolf fonds  
A.C. Lincoln fonds  
British Columbia Electric Railway Company fonds  
Jack Bowdery fonds  
Oscar and Dorothy Burritt fonds  
Central Junior Secondary School oral history collection  
Chambers family fonds  
CHEK-TV fonds  
Dave Dixon collection  
Dennis J. Duffy collection  
Association of Professional Engineers of the Province of British Columbia fonds  
Fairbridge Alumni Association fonds  
Francis Barrow fonds  
Frederick Davison Mulholland fonds  
Genesis Project collection  
British Columbia Council of the Girl Guides of Canada fonds  
George F. Lowe fonds  
George Nicholson fonds  
Harriet Gerry fonds  
John Emerson fonds  
Joseph J. Jackson fonds  
Ken Hughes collection  
B.C. Legal History Project collection  
Lew M. Parry fonds  
Reynoldston Research and Studies oral history collection  
Roderick Forbes MacKenzie fonds  
Robert Martin Strachan fonds  
Salvation Army fonds  
Gerald Smedley Andrews fonds  
Societe Francophone de Victoria fonds  
Telefilm Services Limited fonds  
Western Forest Industries fonds  
Women's Labour History Project collection

### **City of Vancouver Archives:**

Vancouver Unit of the Nursing Sisters' Association of Canada fonds  
John Gansner fonds  
Charles Marega fonds  
Herbert Arthur (Bert) Lowes fonds  
Lady Vancouver Club fonds  
Harry D. Bohart collection

Peggy Perfitt fonds  
Vancouver Lions Ladies' Club fonds  
Mercer and Mercer Architects fonds

### **Langley Centennial Museum:**

Fort Langley Women's Institute fonds  
Langley-Surrey University Women's Club fonds  
Mary Quirolo fonds  
Langley Days Society fonds  
Langley Centennial Committee (1967) fonds  
Langley Centennial Committee (1958) fonds  
Donald E. Waite fonds

### **Providence Health Care Archives:**

School of Nursing fonds  
Ethel M. Gable fonds  
Department of Pediatrics fonds  
Medical Staff Organization fonds  
Admitting Department fonds  
Department of Anaesthesia fonds  
Clinical Investigation Unit fonds  
Dr. Harold V. Rice fonds  
Dr. Henry B. Lockhart fonds  
Department of Radiology fonds

### **Quesnel and District Museum and Archives:**

Allcock family fonds  
Cariboo Division, Girl Guides of Canada fonds  
Carson family photograph collection  
Delores Swaile fonds  
Alex and Gertrude Fraser fonds

### **Simon Fraser University Archives:**

Indo-Canadian oral history collection  
British Columbia Honey Producers Association fonds  
Art Gallery fonds  
Percilla Groves fonds

### **University of Victoria Archives:**

Frank and Cecelia Sylvester family fonds  
Krich and Miller theatre program collection  
University of Victoria theatre poster collection  
Department of Theatre fonds  
W. Gordon Fields fonds

### **University of Victoria Libraries Special Collections:**

Ted Hughes and Sylvia Plath collection  
Fireweed Press fonds

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## Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### 1) Vancouver Maritime Museum

New listing:

Address: 1905 Ogden Avenue, Vancouver, B.C. V6J 1A3

Web Site: [www.vancouvermaritimemuseum.com](http://www.vancouvermaritimemuseum.com)

#### ACCESS

Contact Person: Susan Buss , Librarian

Phone Number: (604) 257-3099

Fax Number: (604) 737-2621

e-mail address: [archives@vancouvermaritimemuseum.com](mailto:archives@vancouvermaritimemuseum.com)

Days and Hours of Operation:

Monday-Wednesday, 10:00 - 6:00 (by appointment)

#### HOLDINGS

Total Volume: 75 metres

Inclusive Dates: 1792 to 2000

Predominant Dates: 1900s

#### ACQUISITION POLICY/HOLDINGS SUMMARY

The Library and Archives maintains and collects items documenting Canadian marine heritage, principally of the Pacific Northwest and the Canadian Arctic. More general themes surrounding our interaction with the sea are also included and become more global in coverage.

Holdings consist of ephemeral materials, press clippings, vessel documents, and related correspondence, on sail, steam and motor vessels.

Photo albums, scrap books, log books, ship plans, charts, and manuscripts.

### 2) Providence Health Care Archives

New repository name: (formerly St. Paul's Hospital Archives)

Corrected address: 350 Comox Building, St. Paul's Hospital, 1081 Burrard Street, Vancouver, B.C. V6Z 1Y6

New hours of operation: Monday and Tuesday, 9:00-5:00

### 3) Anglican Diocese of British Columbia Archives

New email address: [synod@bc.anglican.ca](mailto:synod@bc.anglican.ca)

### 4) Bowen Island Archives and Museum

Additional fax number: (604) 947-2615

New web site: [www3.telus.net/bowenlandhistorians/](http://www3.telus.net/bowenlandhistorians/)

### 5) Esquimalt Municipal Archives

New email address: [parkerd@esquimalt.ca](mailto:parkerd@esquimalt.ca)

New web site address: [www.esquimalt.ca/Main/archives.htm](http://www.esquimalt.ca/Main/archives.htm)

### 6) West Vancouver Museum and Archives

New contact person: Lois Enns , District Archivist

New email address: [lenns@westvancouver.net](mailto:lenns@westvancouver.net)

### 7) White Rock Museum and Archives

New contact person: Archivist  
New email address: [mail@whiterock.museum.bc.ca](mailto:mail@whiterock.museum.bc.ca)

### **8) Cowichan Valley Museum and Archives**

New email address: [cvmuseum.archives@shaw.ca](mailto:cvmuseum.archives@shaw.ca)

### **9) Fort Steele Heritage Town Archives**

New contact person: Curator  
New phone number: (250) 417-6000  
New email address: [info@fortsteele.bc.ca](mailto:info@fortsteele.bc.ca)

### **10) City of Richmond Archives**

New inclusive dates: 1879-2000  
New predominant dates: 1920-1990

### **11) Quesnel and District Museum and Archives**

New web site address: [www.city.quesnel.bc.ca/museum/](http://www.city.quesnel.bc.ca/museum/)

### **12) Sisters of Saint Ann Archives**

New phone number: (250) 592-0685

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 14 No. 1 Winter 2004

## AABC Education and Advisory Service

### Distance Education Update

A real feather in the cap of the Education and Advisory Service has been the introduction of the Distance Education program, with its first offering of "Introduction to Archival Practice" in October 2003. At the time, seven students enrolled, from Aldergrove, Comox, Kamloops, Langley, Vancouver, and Newfoundland. The second round of students start in January, and hail from Kaslo, Bulkley Valley, Salt Spring Island, Victoria, Kelowna, Bella Coola, Prince George, Fort Steele, and Nelson in BC, and Washington and Virginia in the US.

The course -- based on a manual published by the Association of Newfoundland and Labrador Archives ("ANLA"), and delivered by correspondence -- runs for three months. Assignments and projects are due via e-mail every Friday for duration of the course. In the first chapter, archival theory and terminology is introduced, and as a practical project, students are required to draft a mandate and acquisition policy for their own institution. After learning about accessioning and appraisal, participants arrange several sample fonds, and then select unprocessed fonds from their own archives to arrange, and then to describe at the fonds and series level in accordance with RAD.

The background of the students is more varied than one would expect. Students range from employees/volunteers at provincial archives, to individuals without connection to an archival institution. Several students are employed or volunteer at small community archives, which is the group the course is aimed at. At least three students are connected to church archives, while one is employed at a private school. Many work in museums as well as archives, which leads to the ongoing problem of appraisal. Not everything flat and made of paper has archival value and sometimes it's a struggle to sort archival material from museum artifacts. With that problem in mind, I will be presenting a three-hour session on archival appraisal in a museum setting at the next AABC conference. I'll have lots of examples drawn from my years at the Vernon Museum for attendees to ponder, and I have great expectations of the dawning of the archival light.

Anyone interested in the distance education course "Introduction to Archival Practice" can reach me via e-mail at [lwills@abc.bc.ca](mailto:lwills@abc.bc.ca). More information is available on the AABC website at [abc.bc.ca](http://abc.bc.ca).

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# AABC Newsletter

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#### Treasurer

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# AABC Newsletter

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## Advertisers

### Archivia Enterprises

[Archivia Enterprises](http://www.archiviaent.com) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

To learn more, visit our website at [www.archiviaent.com](http://www.archiviaent.com). E-mail: [trevor@archiviaent.com](mailto:trevor@archiviaent.com).

\* \* \*

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

Volume 14 No. 2/3

Spring/Summer 2004

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.

Got news? Send AABC news, tips, suggestions or letters to the editor to:

[aabcnewsletter@hotmail.com](mailto:aabcnewsletter@hotmail.com)

Deadlines for each issue are one month prior to publication.

Editorial Board:

[Marnie Burnham](#)

[Peter Johnson](#)

[Jennifer Mohan](#)

[Yau Min Chong](#)

[Siôn Romaine](#), Editor

[Leslie Field](#), Technical Editor

Next Issue:

September 21, 2004

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## Report of Society For Imaging Science & Technology Archiving Conference

*Sue Bigelow, City of Vancouver Archives*

April 20-23, 2004  
San Antonio, Texas

This organization has a number of conferences throughout every year which address a different aspect of imaging science. This was their first conference on archiving, and the full program and abstracts may be found here: <http://www.imaging.org/conferences/archiving2004/>. There were about 150 delegates, nearly all from large institutions such as national archives and libraries from various countries, major universities, and corporations. A working group on Preservation and Policy in the Digital Culture was established at the conference.

There were three days of papers in plenary sessions, and one full day of tutorials which were focussed 2-4 hour classes of 10-15 participants. An interactive poster session began with a "Gong Show"-style oral presentation, wherein each author was given precisely 90 seconds to summarize their poster, and was followed by two hours of informal discussion with the authors in the poster room. In addition, there was an evening lecture by Dusan Stulik of the Getty Conservation Institute on Niepce and the technical examination of the first photograph. Few papers concerned traditional hard-copy media; most were on digital topics. The papers were published as preprints and are available for sale here: <http://www.imaging.org/store/physpub.cfm?seriesid=28&pubid=593>

I attended the lectures and five of the tutorials, which are too many presentations to review individually. Following are summaries of the proceedings, some taken from individual lectures, and others arranged thematically.

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### PDF/A

The PDF file is attractive as a preservation file format, as it is widely adopted, presents the original appearance of a document consistently, is text-searchable, is platform independent, and may easily be read with free software (1). Although Adobe owns the copyright, they have kept the PDF file specification -- <http://partners.adobe.com/asn/tech/pdf/specifications.jsp> -- as open as possible, allowing anyone to write software to create PDF. PDF currently exists as several backward-compatible versions, and as defined ISO standards designed for specific user groups. For instance, the ISO standard PDF/X is used by the prepress printing industry, and PDF/E is being developed for engineering drawings.

PDF/A is being developed as a standard for long-term preservation, and the expectation is that it will become a standard in early 2005 (2). In its final form, it will be a subset of PDF based on version 1.4, with some features mandatory, some allowed but not required, and some excluded. This standard may be expanded in the future to include other types of content which are now excluded, such as multi-media.

The current draft of the standard may be found here under "Documents for Review and Comment".

<http://www.aiim.org/standards.asp?ID=25013>

Generalized, some of the specifications are:

- the file must be self-contained, without reference to external files
- no multi-media content
- no JavaScript
- fonts must be embedded
- an XMP (Extensible Metadata Platform) metadata stream must be included. This may change before the standard is finished. Metadata may be included beyond what is required in the standard, for instance, we might wish to include the date of creation of the original file. Once conversion tools are available, we need to choose the one which will deliver the metadata elements we require.

## Steganography

After the dinosaur jokes stopped, and once we found out what this meant to the security of our data, nobody laughed. Steganography is the science of concealing data inside other data. Until now this has been used for digital signatures, covert communications, or hiding digital watermarks in image files. The signature could be detected using verification software, communications could be detected only by the intended recipient, and the watermarks can be detected only by the watermark company. None can be seen by anyone viewing the file normally on a monitor. The disturbing advance in this technology is that executable files may now be hidden. This allows viruses to be hidden inside image, audio and video files. Anti-virus software will not detect these viruses until the file has been opened, and then it is too late.

Researchers at the University of Texas at San Antonio have been trying to create steganalysis software (3). Ideally, a digital archives would analyse files before ingest, and the software would separate the 'good' (watermarks) from the 'bad' (viruses) stego files, then clean the viruses from the infected files. Cleaning files is not difficult; detecting the stego is the hard work. Currently, no such software exists. When it does, it will have to be proprietary, as open source software would be a gift to malicious hackers.

Some researchers are concerned with building a more robust stego rather than with its detection. Research is being done into the problem of concealing digital watermarks within image files in such a way that the watermark will not interfere with any future manipulation of the file that might be necessary (4), such as converting to a new file format. Stego data hidden using transform-based steganography is less likely to be detected and to be altered when the image is manipulated.

## Public Education

Several papers mentioned the need for public education. If archives will be acquiring digital objects from public donors, it is in our best interest that the donors know how to take care of these objects and collect the appropriate metadata. If consumer demand exists, industry will create the tools and services to gather metadata automatically, and to migrate and manage files. The most entertaining view of this topic was from two employees of Harvard University Library (5), who attempted to interest the public in digital preservation. They stood in Harvard Yard, on Kiksteps, proselytizing for the cause of digital preservation. They surveyed customers in a camera store to determine their level of knowledge of digital preservation.

They also made the point that accurate metadata is essential, but in memorable ways. They illustrated that "it is easier to bake a pie from a recipe than to make a recipe for a pie", and gave an example of a 'pie' that had to be reverse engineered to create the recipe: The BBC Domesday Book. This was a project undertaken by the BBC to make a

modern-day Domesday Book by collecting information about Britain in 1986, and storing this on videodisc. By 2002, it was nearly impossible to read the discs, and the data structure had to be deciphered in order to preserve the contents. The original parchment Domesday Book from 1086 remains in very good condition in the National Archives. For more on the Domesday Book project: <http://www.ariadne.ac.uk/issue36/tna/>

The complete paper and PowerPoint presentation, as well as nine preservation tips, may be found at: <http://ois.harvard.edu/~lee/preservation/>

## **JPEG 2000**

This file format could become the new standard for master files in image digitization programs. Only Part 1 (the core, file extension JP2 or JPG2) of 12 proposed parts has been published as a standard so far. The drawbacks to immediate implementation are that the format is so new that there are few tools available, viewers are not yet standard within browsers, and specialized software is required to take advantage of the special scalability features of this format. Widespread adoption is eventually expected; the software should be on its way. Proprietary issues will not impede the adoption of the core standard, as it is available royalty- and licence-free. Here is one freeware viewer: <http://www.irfanview.com/> .

Despite the similarity in name, JPEG 2000 is very different from the ubiquitous 'baseline' JPEG (6). Baseline JPEG is compressed using a discrete cosine transform (DCT), whereas JPEG2000 uses wavelet compression. The use of wavelets allows much greater compression of images before a loss of quality is noticeable. With baseline JPEG, a highly-compressed file appears blocky, while a highly-compressed JPEG 2000 image appears to smear or soften in appearance, so that even when compression artifacts become visible they are more subtle. Colour rendition remains excellent in compressed JP2 files.

The format is only available in compressed form, at two compression levels: lossless, which would be suitable for master files, and lossy, which would be preferred for access files. Files served on the web could be very small but of very high quality. In fact, with JPEG2000, it is possible to extract different renditions from the same file. One file could supply a low-quality image suitable for download to a PDA, and an image suitable for web browsing, and an image of very high quality. The images may also be displayed in different sizes, with information taken from just one file, so that a thumbnail and a larger web image could be supplied from the same file.

JPEG 2000 can handle very large files and high bit depth, both of which are becoming more common in archival digitization programs. It also supports XML metadata, presently based on the DIG35 standard for digital cameras, which unfortunately does not contain all the metadata elements desired for scanner-based digitization. Dublin Core metadata could also be used. It is possible to turn existing TIFF files into JP2 files, and extract the metadata from a database and insert it into the file using a script.

Part 3 of the standard is called Motion JPEG 2000 (MJ2) which is suitable for video digitization.

The standard: <http://www.jpeg.org/jpeg2000/>

An implementation, using specialized server software (7):

[http://charlesolson.uconn.edu/Works\\_in\\_the\\_Collection/Melville\\_Project/browse.cfm](http://charlesolson.uconn.edu/Works_in_the_Collection/Melville_Project/browse.cfm)

## **Colour Print Life**

Eastman Kodak studied the endpoint of useful print life from a consumer's point of view (8). Currently, most fading studies are interested in determining how long a colour print may be exposed to light before noticeable fading occurs, allowing institutions to pull prints from display before damage is evident. That endpoint is measured using a densitometer. Kodak's study asked average consumers (not curators!) to evaluate the appearance of a variety of types of colour photographs which showed a range of fading, and to assign to each, one of six categories from "completely acceptable" to "completely unacceptable". They considered the point at which the photographs were thought to be 'just unacceptable' to be the consumer endpoint, and at this point the photographs had faded very noticeably, to a point which would be completely unacceptable for an exhibiting institution. It is possible that future fade testing by researchers outside industry will produce both archival and consumer endpoints.

## Digital Signatures

The U.S. Government Printing Office has traditionally distributed government publications by mail and through a system of 1250 depository libraries throughout the U.S. and its territories. The publications are now also distributed as both ASCII and PDF files through the web site GPO Access: <http://www.gpoaccess.gov/>. Documents available include the Congressional Record, bills before Congress, the Federal Register, and public and private laws. The GPO plans to attach digital signatures and digital watermarks to the PDF versions of these files so that they may still be verified as authentic when they have been distributed beyond the GPO web site (9). A file containing the digital signature may be verified by anyone using a free software tool. The digital watermark is used for verification when the file has been printed. It is invisible, but can be seen using a relatively inexpensive machine, and will be viewable by this machine even when photocopied many times. Neither the signature nor the watermark will be verifiable if the file has been altered in any way. It is likely that the depository libraries will house the machines and provide free verification. The GPO has registered as a source for digital signatures, and will start the process of signing documents soon.

InterPARES -- <http://www.interpares.org/> -- presented a poster on the problem of preserving digital signatures in the long term (10). Digital signatures are encoded using public key/private key cryptography. The message (document to be signed) is altered using one algorithm (the hash function) to create a hash result which is unique to that message. The hash result and the public key are used to create the digital signature, so that the signature is unique to that document. The public key and private key are related mathematically by a second algorithm. Their effectiveness relies on the fact that it is not possible, given today's computational power, to derive that algorithm and compute a private key from a known public key.

InterPARES posits that at some time in the future, this will no longer be true, so the private key and hash function could be computed and a signature forged. It is also possible that the software used to create and verify the signature will not endure. The signature could be used for verification within a certain time frame -- probably many years -- and thus would be useful for document distribution as planned at the U.S G.P.O. The signature could not be guaranteed to authenticate the document as evidence for long-term archival purposes.

The presence of a digital signature should not interfere with the preservation of the digital document, but preservation of a *signed* digital document will be very difficult. Any alteration of the file (to migrate to another format, to insert metadata) will invalidate the digital signature. If the document were migrated to an enduring, standard format (perhaps PDF/A) before signing, it would be less likely to require alteration. InterPARES continues to investigate questions surrounding digital signatures as part of InterPARES 2.

## Tools to Automate Digital Preservation

*Global Digital Format Registry* (11) - <http://hul.harvard.edu/gdfr/>

There are many different file formats now in existence, in multiple versions, and new ones will continue to be defined. Although a MIME type registry now exists, it does not give information in sufficient detail to be useful for digital archives. For example, TIFF/IT, TIFF/EP and GeoTIFF are all defined by MIME as image/tiff. The MIME type registry does not allow for automated interaction, but with huge volumes of files to process, archives will require services to be fully- or semi-automated.

The Global Digital Format Registry (GDFR) will provide both detailed data on file formats, and automated services. It should be useful in the following cases (bullets quoted from [http://www.ifla.org/IV/ifla69/papers/128e-Abrams\\_Seaman.pdf](http://www.ifla.org/IV/ifla69/papers/128e-Abrams_Seaman.pdf)):

- Identification - "I have a digital object; what format is it?"
- Validation - "I have an object purportedly of format *F*; is it?"
- Transformation - "I have an object of format *F*, but need *G*; how can I produce it?"
- Characterization - "I have an object of format *F*; what are its significant properties?"
- Risk assessment - "I have an object of format *F*; is it at risk of obsolescence?"
- Delivery - "I have an object of format *F*; how can I render it?"

The GDFR is being planned and the ad-hoc GDFR working group is seeking funding to develop a plan for a

permanent registry. A proof-of-concept model, FRED (Format Registry Demonstrator) is under development. So far, it has data on PDF, TIFF and XML. No services are yet available. <http://tom.library.upenn.edu/fred/>

### *JHove* (12)

JHove (JSTOR/Harvard Object Validation Environment) is a tool for the identification, validation and characterization of digital objects. It is available free for download, and is written as a Java application, useable on Unix, Windows or OS/X platforms. Separate modules have been created to process each basic type of file; so far 8 have been created, based on the types of files that Harvard was taking into its digital archive (TIFF, GIF, JPEG, PDF, XML, etc). More modules are in development.

JHove may be used in the OAIS model to help create the Submission Information Package and validate objects during ingest. JHove reports the object's Representation Information, output as either text or XML. Much more information is available at: <http://hul.harvard.edu/jhove/jhove.html>

### *Dmart* (13)

Dmart is another tool developed by the Harvard University Library. It is a desktop application which automates the production of metadata for digital audio files. Basic, repeated metadata (such as ownership) may be entered once into a configuration file. Metadata is kept in an associated XML file, using the Metadata Encoding and Transmission Standard (METS). <http://hul.harvard.edu/ois/systems/drs/dmart/current/>

### *DocMorph and MyMorph* (14)

DocMorph is a free service that has been provided by the National Library of Medicine since May 1999. Using a web-based interface, users can convert over 50 types of files to PDF or TIFF, split a multi-page TIFF into single pages, extract text from a file using OCR, or even have text converted to synthesized speech. The files are uploaded to the DocMorph server, and the converted files are delivered within one minute.

<http://docmorph.nlm.nih.gov/docmorph/>

The NLM discovered that there were users who found the web interface too slow. For many people, the time taken to find the file, upload it, wait for the conversion, then download the result to the client computer was too long.

MyMorph was created in 2002 to speed the process. MyMorph is a free program that is downloaded to the client computer and replaces the web interface. It only provides one type of conversion, to PDF, but many files may be converted at once, and it automatically uploads the original file and downloads the converted file. The MyMorph software is not a stand-alone conversion tool: it accesses the DocMorph servers. This allows the latest conversion algorithm to be instantly available to all users. The NLM would like MyMorph and DocMorph to be able to convert files to the upcoming PDF/A standard next.

<http://docmorph.nlm.nih.gov/docmorph/MyMorph.htm>

### *Metadata for Still Images* (15)

While it is agreed that it is important to collect complete metadata during digitization, it is expensive to do so manually. "Automatic Exposure" is an initiative of the Research Libraries Group which is working toward the automation of the acquisition of technical metadata in two ways. First, the initiative will discuss with manufacturers of scanners and digital cameras how their products might capture technical metadata. Second, it will examine existing or new technologies for harvesting metadata to see if they may be applied in a cultural heritage context.

[http://www.rlg.org/en/page.php?Page\\_ID=2661](http://www.rlg.org/en/page.php?Page_ID=2661)

NISO Z39.87-2002 was released in June 2002 as a draft standard for trial use. This standard describes a set of 111 metadata elements, 33 of which are mandatory (or mandatory if applicable). Presently, existing metadata may be captured automatically by scanners or cameras using the TIFF 6.0 file header tags, the EXIF 2.2 tags, and DIG35, which is part of the JPEG2000 file metadata. When compared to the Z39.87 draft standard, these three specifications have perhaps half the metadata elements overall. Ideally, capture devices should record all of the Z39.87 elements automatically, or make manual recording simple and quick.

[http://www.niso.org/standards/standard\\_detail.cfm?std\\_id=731](http://www.niso.org/standards/standard_detail.cfm?std_id=731)

Adobe XMP (Extensible Metadata Platform) is free, open-source technology which can be included in many software products. It extracts metadata, creates an "XMP packet" of metadata described in XML, and inserts this packet into the

file without affecting the integrity of the file. The XMP allows users to define custom metadata element sets, so it will accommodate Z39.87. XMP is already supported in 10 Adobe applications including Photoshop 7.0 and Acrobat 5.0 <http://www.adobe.com/products/xmp/main.html>

## Website Preservation Issues

### *Appraisal and DspaceTM*

The School of Information, University of Texas at Austin (UT-SI), is archiving its own web site (16). Appraisal decisions may be applied to the protocols used by the automated "web-crawler" harvesting software, so that only the desired files are collected. For instance, pages containing proprietary software were not collected due to copyright considerations, and newsletters which were entirely available in hard copy were excluded. The private directories containing personal student and faculty pages were collected but access is restricted due to privacy and copyright concerns. The web site is harvested three times per year or if redesigned, and certain pages, such as News and Events which are updated monthly, are collected more frequently.

DspaceTM open-source software is being used to manage the repository. DspaceTM has been viewed as inadequate for archival collections because of its lack of hierarchical structure. This is being addressed and an alternate structure is in development. Access to the UT-SI collections is by web browser. Restricted access is managed by use of passwords. Plans for future preservation of the web sites are to use metadata to identify file formats which are becoming obsolescent, to migrate them to readable formats, and to store both the original and the newer, accessible version.

### *Web Site Access*

The Library of Congress is collecting web-based materials as part of the MINERVA Project (17). <http://www.loc.gov/minerva/> Access to these collections has been through Wayback Machine software, a version of which is held by the Library. Not satisfied with the search capability of the Wayback software, which provides access through use of the URL only, the Library looked for better discovery methods. They catalogued each site using Metadata Object Description Schema (MODS) and have created an interface that offers both browsing and searching. An example is the Election 2002 Web Archive, <http://lcweb4.loc.gov/elect2002/>.

### *Metadata for 3D Web Images (18)*

Three-dimensional web images are defined as those which can be navigated by rotating, zooming and which may move around the screen. For examples, see [http://www.nature.ca/discover/3dcntr/3dcntr\\_ani\\_e.cfm](http://www.nature.ca/discover/3dcntr/3dcntr_ani_e.cfm) and download the models on the left. 3D images are becoming more prevalent on the web. Popular for educational sites (as above), they are now found on retail web sites, where the customer can inspect the merchandise fully by rotating and zooming in for a closer look.

These images pose a new metadata challenge. There are many file formats and 40 different viewers now in use and more features being offered as companies improve their technology, so the digital objects themselves are not precisely defined. Three metadata schema -- Dublin Core, Visual Resources Association and Art Museum Image Consortium (AMICO) -- were evaluated as suitable models. Dublin Core was the best for the three, but requires customization beyond the basic elements. The four critical metadata elements were thought to be file format, viewers, creator and resolution/voxels.

## Personal Archives

Some people think that digital archiving is -- or should be -- easy, fun and inexpensive. My Life Bits -- <http://www.research.microsoft.com/barc/MediaPresence/MyLifeBits.aspx> -- is an experiment in creating an ongoing archive of a person's life (19). All of one's personal records, ephemera, artworks, photographs and books both written and read are digitized. Commercial video and CD collections are included; even telephone conversations may be digitized. A personal camera - CARPE, Continuous Archival and Retrieval of Personal Experiences -- may be worn as headgear. It takes photographs of whatever is happening at regular intervals, or can record continuous video, even to record every television show watched by the wearer. There will be a CARPE workshop this October: <http://research.microsoft.com/CARPE2004/CARPE2004CFP.pdf> For a presentation on My Life Bits, explaining how

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all the data is to be retrievable, see <http://www.mis.atr.co.jp/uem2003/WScontents/dr.gemmell.html>

## **Cold Storage**

The Smithsonian has had a cold storage facility for photographs since 1982, with active control of relative humidity (20). In a case study on the planning and implementation of this type of storage, the importance of budget development, siting, layout, fire codes, security and the development of standard retrieval procedures was emphasized.

The Bancroft Library of the University of California, Berkeley, has stored their collection of 70,000 cellulose nitrate negatives in a new facility (21). Explosion-proof upright freezers house the negatives, which are packaged using the Critical Moisture Indicator method to control humidity. The freezers are contained within a structure with a two-hour firewall retrofitted in an offsite location, with water sprinklers and an active ventilation system. The construction cost was \$380,000 US.

The Corbis-Bettman Archive, owned by Bill Gates, consists of 3 million photographs, in a variety of black and white and colour processes. It is being moved into an underground, fully climate-controlled vault in order to stop its deterioration (22). During the move from an old building in New York City to the Iron Mountain/National Underground Vital Records Facility in Pennsylvania, the vault temperature will be 7.2°C. After the move has been completed, the temperature will be lowered to -20°C. The relative humidity will be actively controlled, and will remain a constant 35%. Storage at this extremely low temperature has been estimated to add approximately 2,000 years to the life of the colour materials beyond the expected life when stored at refrigerated temperatures. For more, see:

<http://www.wilhelm-research.com/subzero.html>

For those of us with smaller budgets than Bill Gates, there is a cheaper alternative. Frozen storage can be achieved by storing photographs in sealed cabinets within an ordinary walk-in freezer (23). Mat board and silica gel provide passive control of the relative humidity. See <http://www.wilhelm-research.com/subzero.html> for various articles. This system is in use at the City of Vancouver Archives and is described, along with other cold storage methods for photographs, in the new publication from the Canadian Council of Archives:

<http://www.cdncouncilarchives.ca/presinfo.html>

## **Digital Archives Systems**

### *LOCKSS (24)*

Stanford University is developing the LOCKSS (Lots Of Copies Keep Stuff Safe) system as an inexpensive way to preserve web-based academic journals. It utilises hard disks for many reasons. They are considered to be the cheapest storage and backup medium when the savings of automated audit and repair of the copies is taken into account; they are robust; they have a high data density; they are expected to expand in capacity and decrease in price; and they can be used simultaneously as both storage and access media.

The LOCKSS system connects hard disks belonging to multiple libraries through a secure peer-to-peer network. The system collects content by crawling academic publisher's web sites (with their permission), it makes that content accessible to browsers, and preserves the content by the bitstream to the other copies of the same bitstream in order to verify its integrity and repair errors. The loss of an entire hard drive may be restored through the network. Ultimately, the content will be migrated from the old file formats to new ones. After four years of development, eighty libraries throughout the world are partners in this project. <http://lockss.stanford.edu/>

### *Distarnet (25)*

Distarnet is a strategy for preservation of digital content based on the replication of resources within participating institutions. It is similar to LOCKSS in that it involves redundant storage utilising peer-to-peer connections. In the Distarnet plan, a number of institutions agree to collaborate. Ideally, they should be geographically separated. Each institution has enough storage capacity for the digital files required by all the institutions, and this storage constitutes a 'node' in the system. When an institution puts information onto its storage, that information is copied onto the nodes of the other institutions. The information is sent using the Distarnet protocol, which is a peer-to-peer system based on Internet protocols. Data privacy is ensured by the use of public key /private key encryption. If one node is lost due to some catastrophic event, it may be rebuilt from the information at the other nodes. The proof of concept has been

successful but there has not been a larger implementation.

<http://www.distarnet.ch/>

### *UVC*

In the Universal Virtual Computer (26) (UVC, or Universal Virtual Machine) method of digital preservation, the original bitstream is archived along with a decoding program that is written to interpret that bitstream on standard UVC software. In the future, it is intended that the UVC software will still exist and run, and therefore the bitstream will be readable. Archivists will have to build an interpreter for the UVC so that it will run on future machines, but will not have to migrate all their files, or build emulators for every existing software. Proponents of this system believe that it will entail far less work than migration or emulation and that rendering of the original file should be closer to the original intent.

The Koninklijke Bibliotheek (KB, National Library of the Netherlands) is using the UVC system for the digitized images in its e-Depot deposit service (27), which is a repository for electronic publications. A decoding program has been developed for JPEG and one for TIFF is planned. They would prefer to develop a decoder for PDF files but that is much more complicated so they are starting with JPEG and can convert PDF files to JPEG for future rendering if necessary. This work is still considered experimental.

[http://www.kb.nl/kb/resources/frameset\\_kb.html?kb/menu/ken-arch-en.html](http://www.kb.nl/kb/resources/frameset_kb.html?kb/menu/ken-arch-en.html)

### *VERS (28)*

The Victorian Electronic Records Strategy (VERS) is a system that has been created to preserve the records of the Victorian State Government for the long term. So far, it has been applied to e-mail and word-processing documents, with plans to scale the system to include other types of records. The proof-of-concept project was completed in 1998, and a pilot in the Department of Infrastructure has been successful. A large digital archive has been planned and funded and will be built over the next year, so that broader implementation may be achieved.

The VERS standard involves the conversion of records to an appropriate preservation file format of either TIFF or a clearly-defined version of PDF which resembles PDF/A. The converted file and the original bitstream are bundled with XML metadata. Finally, a digital signature is attached to the bundle as a guarantee of integrity and authenticity. The resultant product is known as a VERS Encapsulated Object (VEO).

The major lessons learned in the planning and deployment of the pilot were discussed. Although it is legally mandated that digital records transferred to the Public Records Office of Victoria must conform to the VERS standard, those overseeing the program are still concerned with making VERS fit into the business structure of government offices, in making the process as simple and automated as possible for the users, and in being able to provide the users with files in a useful format.

<http://www.prov.vic.gov.au/vers/>

### *JSTOR (29)*

JSTOR is an electronic archive of academic journals. It has been centralized to eliminate the need for individual libraries to create the infrastructure to preserve these publications; costs are shared by supporting institutions. The importance of redundancy in preservation is recognized, and it is planned that multiple copies of the archive will exist.

The approach that JSTOR is taking to preserve journals involves several separate initiatives. As many journals are still published in both print and electronic editions, JSTOR is working with libraries to ensure the preservation of geographically-separated, non-use copies of the print editions. JSTOR also digitizes paper editions to create electronic access to the information, having converted over 13.4 million pages to both images and ASCII files. The digital archive itself requires a preservation strategy, which is being addressed by their E-Archive, an entity separate from JSTOR.

Preservation of born-digital journals is complicated by the multitude of formats used for publishing; the variety of other associated content, such as audio, video or dynamic content; and the need for the functionality of links and searches. Research into system design and the development of a business model is underway. A discussion of the critical components for any digital archive, which would be of interest to any institution contemplating this objective, concluded the paper.

<http://www.jstor.org/>

There were many more presentations and posters. A few glimpses:

*The Cybercemetery* (30), the final resting place for defunct web sites. <http://govinfo.library.unt.edu/>

*Minds of Carolina* (31), a project to preserve the unpublished papers of faculty at the University of North Carolina. <http://www.ibiblio.org/minds/>

*Digital Consulting and Production Services* (32), through which Cornell University Library has become a digitization resource for the entire university. <http://dcaps.library.cornell.edu/>

As a result of the success of this conference, a second one is being planned for next year, probably in the Washington, D.C. area.

### Notes

Unless otherwise stated, notes refer to papers or posters published in *Final Program and Proceedings of IS&T's 2004 Archiving Conference*, The Society for Imaging Science and Technology, Springfield, VA, 2004.

1. James King, *Introduction to the Insides of PDF*, Tutorial T6 delivered at IS&T Archiving Conference.
2. Stephen L. Abrams, Stephen P. Levenson, *PDF/A: An Electronic Document File Format for Long-Term Preservation*.
3. Sos S. Agaian, Benjamin M. Rodriguez and Ronnie R. Sifuentes, *Steganalysis Using n-Pixel Comparison*.
4. Eric A. Silva, *The Best Transform in the Replacement Coefficients and the Size of the Payload Relationship Sense*.
5. Sue Kriegsman and Lee Mandell, *Digital Archiving Without Preservation is Just Storage: Education is the First Step to Achieving Preservation Goals*.
6. Robert Buckley, *JPEG-2000 for Image Archiving*, Tutorial T7 delivered at IS&T 2004 Archiving Conference.
7. James S. Janosky, Rutherford W. Witthus, *Using JPEG2000 for Enhanced Preservation and Web Access of Digital Archives - A Case Study*.
8. David J. Oldfield and John Paul Twist, *Assessment of the Current Light-Fade End-Point Metrics Used in the Determination of Print Life: Part II*.
9. Judy Russell, *Preservation and Authentication of Government Information: Are We Ready for the 21st Century?*
10. Jean-François Blanchette, *The Digital Signature Dilemma: To Preserve or not to Preserve*.
11. Stephen L. Abrams, David Seaman, *Global Digital Format Registry*.
12. Stephen Chapman, Stephen L. Abrams, *Steering Resources to Safe-Harbour Repositories: The need for Reliable, Accurate and Affordable Ingest Services*.
13. Ibid.
14. Frank L. Walker and George R. Thoma, *A Web-Based Paradigm for File Migration*.
15. Günter Waibel and Robin L. Dale, *Automatic Exposure: Capturing Technical Metadata for Digital Still Images*.
16. Anne Marie Donovan, Maria Esteva, Patricia Galloway, Addy Sonder, and Sue Trombley, *Archival Appraisal, Websites and DspaceTM*.

17. Abigail M. Grotke, *Creating Access Points to Thematic Web Collections*.
18. Elise Lewis, *Recommendations for Metadata Standards for 3D Images on the Web*.
19. Gordon Bell, Jim Gemmel and Roger Leuder, *Some Implications of Storing Everything Personal*.
20. James H. Wallace, Jr, *A Case Study - Twenty Years Experience at the Smithsonian Institution: The Planning and Operation of a Cold Storage Facility for Photographs*.
21. Loren C. Pignolo, *Low-Temperature Storage of Nitrate Still Film: A Case Study and Model*.
22. Henry Wilhelm, *High-Security, Sub-Zero Cold Storage for the PERMANENT Preservation of the Corbis-Bettman Archive Photograph Collection*.
23. Mark McCormick-Goodhart and Henry Wilhelm, *The Design and Operation of a Passive Humidity-Controlled Cold Storage Vault Using Conventional Freezer Technology and Moisture-Sealed Cabinets*.
24. David S.H. Rosenthal, Mema Roussopoulos, TJ Giuli, Petros Maniatis, Mary Baker, *Using Hard Disks for Digital Preservation*.
25. Lukas Rosenthaler and Rudolf Gschwind, *DISTARNET - A Distributed Archival Network*.
26. Raymond A. Lorie, *Preserving Digital Documents for the Long-Term*
27. Hilde van Wijngaarden, Erik Ottmans, *Digital Preservation and Permanent Access: The UVC for Images*
28. Howard Quenault, *VERS: Building a Digital Record Heritage*.
29. Eileen Gifford Fenton, *Preserving Content: A Case Study of a Multi-Faceted Approach*.
30. Cathy Nelson Hartman, *The Cybercemetery: Prolonging Usable Afterlife*.
31. Helen R. Tibbo and Paul Jones, *Minds of Carolina*.
32. Oya R. Rieger, *Implementing a Digital Imaging and Archiving Program: Technology Meets Reality*.

Attendance at the Society for Imaging Science and Technology Archiving Conference and Tutorials was funded by The Canadian Council of Archives Professional Development and Training Program, and the City of Vancouver Archives

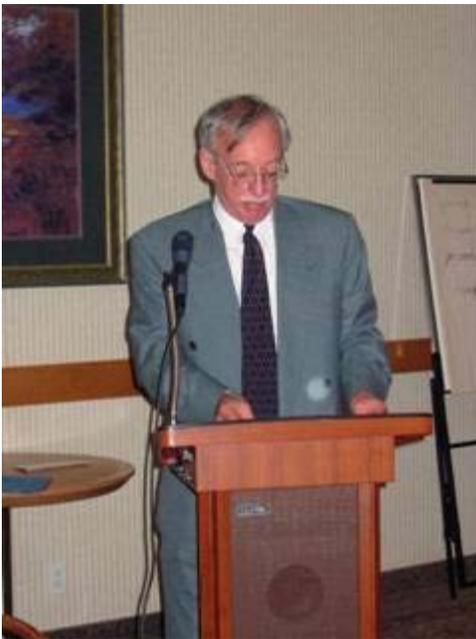
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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## AABC Conference

*Lisa Codd, 2004 Conference Program Collective*



The 2004 AABC conference in North Vancouver April 23 and 24 started with a reception in the sunny room that normally serves as North Vancouver Archives reference room. However it probably does not normally house the many delicious tidbits and excellent conversationalists (i.e., archivists you know and love) on appearance that evening. This luxurious theme continued with a banquet the following evening which featured a fabulous meal, a delightful presentation, and a performance by the local folk group *Fraser Union* that had everybody tapping their feet and listening with rapt attention. And the sessions and workshops? They were also a treat; please read on to find out all about them.

The conference theme was acquisitions. Francis Mansbridge of the North Vancouver Museum & Archives made arrangements for the conference to be held at the Holiday Inn, with a pre-conference workshop held at the Presentation House Theatre Lobby.

Vancouver City Archivist Reuben Ware set the tone for the conference at the opening plenary. His talk, titled *Archival Acquisition: Waist Deep in the Revenue Stream* reminded us of the challenges of acquisitions in an era of shrinking resources and market-forces that drive up the value of collections while making it difficult to establish the value of the work of archivists. This talk proved to be a touchstone throughout the conference, and was repeatedly referenced in sessions and in informal conversations.

Concurrent sessions on Friday morning included one session focusing on private sector policy legislation and its impact on archival acquisitions, and a second on records management as an acquisitions strategy. A workshop on archival appraisal in a museum setting was also held Friday morning, taught by AABC Education Advisor Linda Wills. After lunch a second workshop was offered: Ian Forsyth of Simon Fraser University provided an informative and thorough session on administering Freedom of Information and Protection of Privacy Law in B.C. Public Sector Archives. Meanwhile, other delegates enjoyed a walking tour of historic Lower Lonsdale with tour guide Isaac Vanderhorst. The banquet on Friday evening featured an address by Francis Mansbridge on his experience being both an archivist and historian while writing his recently published book, *Launching History: The Saga of Burrard Drydocks*. Following Francis' presentation attendees were entertained by the folk music of Fraser Union.

Concurrent sessions on Saturday morning included presentations by MAS students, and a second session on fundraising and the



financing of acquisitions. A highlight of the second session was a presentation by Maureen Dolyniuk who traveled from Winnipeg to offer insight into the agreement that funds the archive's management of the Hudson's Bay Company Archives. The morning wrapped up with a round-table discussion on acquisitions strategies that allowed people to exchange information and consider steps that could be taken at the provincial level to overcome challenges of acquisitions. After lunch the Annual General Meeting of the AABC was held, and the conference concluded.

This year's conference programmes committee did not elect a chair: the conference collective included Susan Hart of

the Government of British Columbia's Corporate Records Management Branch, Lois Enns of the West Vancouver Archives, Deidre Brocklehurst of Crofton House School Archives, Anthea Seles of the Vancouver Archdiocese, and Lisa Codd of the Langley Centennial Museum. Francis Mansbridge chaired the Local Arrangements Committee, with help from his co-workers at the North Vancouver Museum and Archives and Lois Enns.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## The Terry Reksten Memorial Fund

Founded in honour of the late Terry Reksten, well known British Columbia historian, the Fund annually offers an award of \$600 to a Community Archives in British Columbia to assist in the endeavour of acquiring, preserving, indexing or disseminating information on archival documentary heritage of British Columbia in the broadest sense of the word. The award is administered by the Friends of the British Columbia Archives.

Eligibility Criteria are:

1. The Archives must be open to the public 8 hours a week or more
2. The Archives shall have three or fewer paid employees
3. No Archive is eligible to receive moneys from the fund in two consecutive years.

The winner for 2003 was the Bulkley Valley Historical and Museum Society. Their project was to encapsulate some of their more fragile maps so that they could allow access to researchers while protecting the valuable collection for future use.

Applications for the 2004 grant will be received until June 30<sup>th</sup>. Please outline your project/need in not more than half a page and provide details of eligibility. Submit to:

Friends of the British Columbia Archives – Grants Committee

c/o B.C. Archives  
675 Belleville St  
Victoria, B.C.  
V8W 9W2

or by e-mail to: [ragreene@telus.net](mailto:ragreene@telus.net)

The winner will be chosen and announced in September. The successful applicant will be required to provide notification on completion of the project, and if possible a short report for the Friends of the BC Archives Newsletter.

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## News From Victoria

*Gary Mitchell, Provincial Archivist*

Spring is definitely present, the signs of it are everywhere. Archivists and archival institutions, like gardeners preparing the earth for the new plantings, are changing the look of the archives.

At the National, Provincial and Territorial meetings this past weekend, several new initiatives were revealed. The Saskatchewan government has tabled a new archives act and Québec has announced that the Archives nationales du Québec and Bibliothèque nationale du Québec will be integrated. Funding for the Canadian Council of Archives and for ARCHIVES CANADA (formerly CAIN) were also issues of high discussion.

The provincial and territorial archivists strongly affirmed their support for the Canadian Council of Archives while acknowledging that changes will be needed to ensure its leadership role in our community is strengthened. I think it is safe to say that future funding for the national programs and ARCHIVES CANADA remains cloudy as the future of Canadian Heritage and some of its funding programs undergo federal audit. That being said, there is a commitment from my provincial and territorial colleagues that stronger ties to the CCA and its general assembly are needed and are welcomed.

Within British Columbia, we, at the BC Archives, continue to broaden out access to the RBCM's information holdings and to explore new avenues of communications within the Living Landscapes program. A new web site approach is being worked on with a renewed "look and feel" being implemented in the fall.

In closing, I would like to acknowledge two fine archivists who have retired from public service and the archives: Jerry Mossop and Walter Meyer zu Erpen.

Jerry Mossop contributed 33 years of service to the provincial archives, mainly in the audio-visual and photographic collection and as the first administrator for CAAP and CAAT. Without Jerry's professionalism and patience, the CAAP and CAAT program would not have survived its infancy.

Walter Meyer zu Erpen was one of the key players behind the introduction of web technology as an access tool and was the manager responsible for the Vital Statistics project being online. In his twenty years, his vision and drive helped bring this institution into the 21st Century.

I sincerely hope that both enjoy a long and productive retirement; their dedication and efforts have made the documentary heritage of our province more accessible to us and for our children.

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## Oral History Digitization Project

*Lisa Codd, Langley Centennial Museum*

Thanks to funding from a BC Digital Collections grant, the Langley Centennial Museum has just completed a project to digitize its oral history collection. This initiative helps improve care of the collection, while making interviews more accessible to the public.

To complete the digitization, every tape was played, and converted into a digital sound recording not unlike a music CD. Each recording was then divided into individual tracks – just like songs on a music recording. Each track covers a separate topic within the interview, so researchers can listen to an entire recording, or just fast-forward to a specific topic. An item level description for each interview has been created and posted in a searchable database on the Museum's website to help researchers locate specific topics of interest. The description includes a comprehensive index to the recording.

The oral history collection consists of over 200 interviews with Langley residents. The first tapes were recorded in the 1970s by Donald Waite when he was researching his history of Langley, *Langley's Story*. The Museum has been collecting interviews ever since with the most recent interviews recording the stories of local veterans.

The recordings are a rich source of information about local people and events. The museum staff noticed the tapes were under-utilized by researchers, likely because they were not indexed. Now, a researcher can use the database to do a keyword search to locate the specific information they want.

These digital recordings are available for listening to on CD at the Museum by appointment. A detailed index of each interview is now available on a searchable, on-line database on the Museum's website at [www.langleymuseum.org](http://www.langleymuseum.org). This database is the latest addition to the website, which already includes searchable databases of the museum's art and artifact collections, historic photographs, and the cemetery records of the Township of Langley. The searchable databases are an important part of the Museum's goal of making its resources accessible to the community. With over 3,000 visitors per month, the website is proving to be an important tool for providing access to historic information.

Museum Curator (and archivist) Lisa Codd would be pleased to share information about the project, and can be contacted at [lcodd@tol.bc.ca](mailto:lcodd@tol.bc.ca), or by phone at 604-888-3922. She has posted technical information about the project on the website for people who are interested. Lisa is also working on a study of oral history in British Columbia, and appreciates the many people who responded to her survey. She will soon be distributing the results.

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## New Travel Subsidy Guidelines

*Jane Turner, Education Committee Chair*

The Education and Advisory Service has experienced substantial cuts to its service during the last two years. This has resulted in the Travel Subsidy Fund being reduced from \$7,000 two years ago to \$2,000 for the coming year.

To better enable this limited fund to be dispersed as widely and fairly as possible, the executive has approved the following guidelines at its January 2004 meeting:

**Members can only apply to the Travel Subsidy Fund for attendance at full day workshops. Subsidies will not apply to the conference, or half-day workshops held during the conference.**

Members can only apply for a maximum of \$100 per person for each workshop. This can be used for costs for accommodation (maximum \$50/night) and/or travel.

Members must submit original receipts for accommodation, gas or fares, accompanied by the Travel Subsidy Form.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## New AABC Executive

**President:** *Christine Meutzner*

**Contact Information:** Nanaimo Community Archives  
150 Commercial Street, Lower Level CIBC Arts Center  
Nanaimo, BC V9R 5G6

(w) 250-753-4462 (telephone/fax)

email: [nca@nanaimo.ark.com](mailto:nca@nanaimo.ark.com)

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**Vice- President:** *Anthea Seles*

**Contact Information:** Roman Catholic Archdiocese of Vancouver  
150 Robson Street, Vancouver, BC V6B 1A7

(w) 604-683-0281, ext. 302

(h) 604-269-2673

email: [aseles@rcav.bc.ca](mailto:aseles@rcav.bc.ca)

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**Treasurer:** *Jian Liu*

**Contact Information:** College of Physicians and Surgeons  
1406 – 7275 Salisbury Avenue, Burnaby, BC V5E 4E1

(w) 604-733-7758

email: [jian@cpsbc.ca](mailto:jian@cpsbc.ca)

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**Secretary:** *Linda Nobrega*

**Contact Information:** 3757 Wakefield Court, Burnaby, BC V5G 3T8

(h) 604-434-9364

email: [linda\\_arquivista@yahoo.ca](mailto:linda_arquivista@yahoo.ca)

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**Institutional Member at Large:** *Krisztina Laszlo*

**Contact Information:** Museum of Anthropology Archives  
6393 NW Marine Drive, Vancouver, BC V6T 1Z2

(w) 604-822-1946 (MOA = Mon-Wed)

(w) 604-822-0001 (Belkin Art Gallery = Thurs-Friday)

(h) 604-730-6926

email: [klaszlok@interchange.ubc.ca](mailto:klaszlok@interchange.ubc.ca)

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**Individual Member at Large:** *Siôn Romaine*

**Contact Information:** Apt. #6 - 5300 24<sup>th</sup> Avenue NE, Seattle Washington, 98105 USA

(h) 206-729-0447

email: [sionromaine@hotmail.com](mailto:sionromaine@hotmail.com)

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# AABC Newsletter

Volume 14 No.2/3 Spring/Summer 2004

## President's Message

*Erwin Wodarczak, AABC President*

This is my last message to you as AABC President. As usual I will focus on events from the past three months. For an overview of events from the rest of 2003/04, please see the President's Report in the Annual General Meeting package.

### **AABC News**

Things have been relatively quiet since my message in the winter issue of the Newsletter. Much of the Association's focus has been on preparations for the 2004 AABC Conference and Annual General Meeting. The conference's theme is "'How Does Your Archives Grow?' -- Archival Acquisition in an Era of Restraint". Based on the sessions described in the preliminary programme, it promises to be an interesting conference. Thanks to the Local Arrangements and Programme Committees for putting it all together -- especially considering that both committees were established relatively late and only began work in November.

Speaking of the Newsletter, the AABC Executive has decided to initiate a trial period of providing this publication exclusively in an on-line format. The Executive felt that the \$4000 annual cost of printing and mailing paper copies of the Newsletter was not a prudent use of our limited funds, especially considering the near-ubiquitous availability of Internet/Web access. The trial period will be for one year, at the end of which time the Executive will consider the response from the membership to this initiative and decide whether to make the shift to an electronic format permanent.

Also, Siôn Romaine has generously agreed to wear another hat on behalf of the Association. In addition to serving as our Individual Member-at-Large, as of this issue he will be Newsletter Editor. On behalf of the AABC I would like to thank Siôn for taking on this additional role, as well as Leslie Field for agreeing to remain as Technical Editor. Finally, thanks to our departing editor, Bob Edwards, for shouldering the editorial tasks for the past two years.

This is also the time of year that our contractor agreements are renewed for the coming year. You will be pleased to know that Rosaleen Hill (Preservation Service Coordinator), Bill Purver (Network Service Coordinator), Linda Wills (Education and Advisory Service Coordinator), and Karen Blimkie (Financial Manager) have all agreed to continue working for the AABC through 2004/05. I expect that they will continue to provide their usual outstanding service to both the AABC and B.C.'s archival community.

### **CCA News**

Matters relating to the AABC's relationship with the Canadian Council of Archives have taken up a great deal of our attention in recent months. As most members should know by now, the federal government is in the process of carrying out a complete review of all its grant programmes, including those administered by the CCA. This evaluation is necessary as part of Treasury Board's new policy, initiated in 2000, that all federal programmes must be reviewed by March 31, 2005. If a programme is not evaluated by then, or if the evaluation is unfavourable, it will not be renewed.

The preliminary evaluation, focussing on CCA's Grants and Contributions programme to-date, was due to be completed by March 31, 2004. A second process will examine the future of the programme -- due to be completed in the fall of 2004, the CCA and the Canadian archival community should know then if the programme will be renewed in 2005. A parallel review process is also being undertaken for the Canadian Archival Information Network (CAIN), or Archives Canada as it is now known.

As part of this process the CCA had to prepare a thorough case for continued funding for Canadian archives. A survey for institutions and provincial/territorial councils was launched in December -- as President I completed the survey on behalf of the AABC. I hope that all institutional members also took part in the survey. The more responses CCA receives, the more they will be able to show the federal government that we (archives and archivists) serve more than just our immediate community -- we are the keepers of Canada's history. As always, I encourage both institutional and individual members to canvas researchers and other clients for support, and to write their MPs and MLAs in support of funding for archival programmes.

The AABC was contacted in January in connection with the CCA evaluation, and several key members of the Association were interviewed about our Control of Holdings, CPCAR, and CAIN grants from the past three years. In addition, as AABC President I was contacted in February by Arthur Rabinovitch of Consulting and Audit Canada regarding the CAIN evaluation. Specifically, AABC was selected as one of several organizations that received funding from CCA for CAIN projects to serve as a more in-depth case study as part of that evaluation. The case study consisted of two questionnaires, focussing on AABC's CAIN grants and their objectives and impacts, which I completed and submitted.

### ***2004/05 Nominations***

This also the time of year when the Nominations and Elections Committee beats the bushes in search of new Executive members and committee chairs for the coming year. While the Nominations Chair Jennifer Mohan and I were able to find Executive members for most of the positions, they were unable to find someone willing to serve as President. As our current Vice-President will soon be returning to school and unable to serve her 1-year term as President, we are in the unusual position of having to find somebody willing to act as President without first serving an "apprenticeship" as Vice-President. Also vacant is the Chair of the Public Awareness, Advocacy and Legislation Committee. In particular I invite members who have not served on the executive or as a committee chair before to accept this challenge. There are executive members already in place (Treasurer and Individual Member At Large) who have experience and are ready to welcome new volunteers. Also, members who have taken advantage of any of the services offered by the AABC, or those who want AABC to continue to promote archives and the archival profession in BC, should also consider stepping forward.

The vacant posts of Secretary, Institutional Member-at-Large, and Chairs of the Consitution and By-Laws Committee have been filled by Linda Nobrega, Krisztina Laszlo and Melanie Hardbattle respectively.

### ***Thanks and Good-bye***

In my first President's Message last summer, I noted that the year to come promised to be "interesting", both personally and for the AABC. As I prepare to step down, I think my prophecy has come true in many ways -- and will continue to do so. I have my colleagues on the Executive -- Christine Meutzner, Lisa Beitel, Kathy Bossort, Jian Liu, and Siôn Romaine -- to thank for their hard work, patience, and good humour at our meetings and in our frequent e-mail correspondence. Special thanks go to Christine, who as Vice-President took over my executive liaison duties while I was on parental leave. The AABC's contractors -- Bill Purver, Rosaleen Hill, Linda Wills, and Karen Blimkie -- also deserve thanks (from all of us) for jobs well done. Our committee chairs, regional representatives, and volunteers in all areas are also to be commended for their hard work and enthusiasm. Working for the AABC is not always easy, but it is worth it. Good-bye and good luck to you all.

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# AABC Newsletter

Volume 14 No.2/3 Spring/Summer 2004

## Executive Minutes

18 January 2004

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

**Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

**Kathy Bossort**, Institutional Member-At-Large

**1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 3:15 pm.

**2. Approval of Minutes of 1 December 2003 Meeting**

Pending edits identified by Christine Meutzner, approved by Kathy Bossort, seconded by Christine Meutzner.

**3. Business Arising**

**3.1 CCA Christmas Card**

Lisa Beitel reported that the CCA sent a Christmas card to the AABC, care of Lara Wilson. Lara has forwarded the card to Lisa to be included with the Executive minutes.

**3.2 Western Councils Joint Meeting**

Lisa Beitel presented her report from the Western Councils Joint meeting that was held on December 8, 2003 in Edmonton (see attached). At this meeting she gave a presentation on the status of the AABC and participated in the development of a funding proposal that was sent to the CCA Board requesting federal government support for archives programs, training and grant opportunities. The outcome of this report is pending and Lisa will keep the Executive apprised of any developments.

As a positive way to build political support, the AABC has decided to follow other provincial associations that require grant recipients to write a letter of appreciation to their local MP and MLA when they first receive their grant funding and then a second follow-up letter at the completion of the grant.

***Action:** Kathy Bossort (Grants Committee Chair) will draft a letter on behalf of the Executive to local MLA and MP recognising 2004 AABC grant recipients. As part of the grant recipient information packages, Kathy will add that institutions are also required to write a letter to their local MP and MLA regarding their grant project.*

### **3.3 Contractor/Task Force to Assess the AABC**

Kathy Bossort presented a proposal outlining the purpose, activities and end results of a Task Force to assess the AABC. With some minor revisions, the Executive agreed that this document should be forwarded to the Regional Reps. and Committee Chairs for their comments. If there is support from this level, then the proposal will be posted to the AABC website with an advertisement for task force members and then further discussed in a round-table forum at the upcoming conference.

***Action:** Kathy Bossort will prepare a final version of the proposal and send it to the Executive. Erwin Wodarczak will then forward it to the Committee Chairs and Siôn Romaine will forward to the Regional Representatives for comment.*

### **3.4 AABC Membership Fees**

Erwin Wodarczak presented a list of proposed membership fee increases. Compared to other local professional associations, the AABC membership fees are less and a slight raise in fees will help meet rising costs that the AABC is incurring. With each new and renewed membership, members should be made aware as to the benefits of their AABC fees. The Executive agrees that this should be discussed in further detail with the entire membership and will be added to the AGM agenda.

***Action:** Erwin Wodarczak will prepare a report on the membership figures to be presented at the AGM. Lisa Beitel will contact the Membership Committee and see if they will prepare a document on membership benefits that can be included with the 2004 membership renewal forms.*

### **3.5 Electronic Approval of Executive Minutes**

Lisa Beitel reported that the practice of electronically approving Executive minutes in order to expedite their posting to the website is working okay. If there are any topics that an Executive member wishes to discuss in further detail (or in person), the approval of the minutes will be delayed until discussion at the next Executive meeting.

### **3.6 Land Conservancy -- Membership Package**

Christine Meutzner reported that she has reviewed the membership package for the Land Conservancy and does not think that membership with this type of organization fits our mandate.

### **3.7 2003 Archives Week Proclamation**

Erwin Wodarczak reported that the Archives Week Proclamation has been scanned and forwarded to Bob Edwards for inclusion in the on-line newsletter. On behalf of the AABC, Erwin also wrote a letter of thanks for Minister George Abbott.

### **3.8 BC Historical News Archives Column**

Erwin Wodarczak reported that he is currently working on writing an article for the BC Historical News "Archives column" and will submit it by the January 31, 2004 deadline.

### **3.9 Executive Position Nominations For 2004/2005**

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find someone who would be willing to serve as AABC President for 2004-2005.

### **3.10 CCA Survey**

Erwin Wodarczak reported that he completed and sent off a copy of the CCA survey on behalf of the AABC, noting that a final version of the survey would be forthcoming to the CCA after completion of three questions with Executive input. In order to answer the outstanding financial questions in part 1, it was decided to use this year's budget figures as a guideline.

***Action:** Erwin Wodarczak will complete the remaining financial questions and Kathy Bossort will look through the grant files to see if they are any other helpful financial figures. Once completed, Erwin will send off a revised version of the survey to the CCA.*

### **3.11 AABC Fund Raising Report**

Erwin Wodarczak presented a report prepared by Carrie Eirene Stevenson and Barb Towell entitled "Developing a Fundraising Program for the AABC". If the Task Force proposed earlier in the meeting (item 3.3) is eventually struck, this report will be forwarded to them for consideration.

Christine Meutzner moved for a vote of thanks for both their hard work and the report prepared by Carrie and Barb. Seconded by the Executive.

### **3.12 Committee Annual Report Deadline**

Lisa Beitel reported that in preparation for the upcoming AGM, she will be contacting the Regional Reps and Committee Chairs requesting year-end reports by February 20, 2004. Lisa will be contacting the Conference Committee and as in years past, will try to co-ordinate the mailing of the AGM package with the conference registration package in early March.

## **4. President's Report**

### **4.1 Darryl Evans, BC Freedom of Information and Privacy Association**

Erwin Wodarczak reported that he sent a thank you letter to Darryl Evans of the BC Freedom of Information and Privacy Association for arranging the recent workshop and for providing a reduced registration rate for the AABC that Bob Stewart was able to take advantage of.

### **4.2 FOI Public Hearings**

Erwin Wodarczak reported that he forwarded an invitation from the Victoria FOI Committee to the AABC list-serve about upcoming public hearings in Vancouver from January 20-22, 2004 regarding recent changes to the FOI Act.

***Action:** Erwin Wodarczak will contact Lara Wilson and Richard Dancy regarding the status of the Act and inquire if it is appropriate for the AABC to submit something during the public hearings.*

### **4.3 CCA Program Review**

Erwin Wodarczak reported that a Review Committee from the CCA will be contacting current and past members of the AABC Executive and a select number of AABC member institutions to discuss the CCA grant process. The results of these interviews will be included in the overall CCA review that is currently underway.

### **4.4 Canadian Historic Places Initiative Booklet**

Erwin Wodarczak reported that the AABC mailbox received a booklet on Canada's Historic Places Initiative.

## **5. Treasurer's Report**

Jian Liu presented the November 30, 2003 and December 31, 2003 Financial Statements and reported that all budgets from these statements are on schedule for the year.

### **5.1 Term Deposit Rates**

Jian reported that \$20,000.00 has been put into a 1 year term deposit (cashable Dec. 2004) at an interest rate of 2.25%. The remaining AABC funds have been put into a 30-day cashable term deposit with 1% interest rate.

### **5.2 General Fund Draft Budget For 2004/2005**

Jian presented a draft budget for the General Fund as prepared by Karen Blimkie. Jian explained that the draft budget is based on last year's budget with some minor changes. These changes include a reduced amount in revenue from "Workshop Fees" due to the decreased service level by AABC's Education Advisory Services program, a reduction in budget for each regional representative, and an addition of a budget item for Archives Week. Christine and Lisa also inquired into the Newsletter Production costs and how this amount (\$4,000) could be reduced if the newsletter went entirely electronic.

*Action: Lisa Beitel will add discussion of newsletter costs/change to an electronic version of the newsletter to the upcoming AGM agenda.*

### **5.3 Director's Insurance Policy 2004/2005 Renewal**

Jian presented a report on the status of the Director's Insurance policy that is currently up for review (the expired 2003 policy has been extended to January 23, 2004 to cover this renewal period). Jian informed the committee that the current insurance carrier has twice indicated that AABC can not be offered the same policy as it had in the past two years because of changes to our financial standing due to provincial funding cuts and the spending of our revenue for the fiscal year 2003-2004. Instead, AABC has been offered a package that is more expensive but has limited insurance as compared to past years. Karen Blimkie and Jian are negotiating with our current Insurance Company in an attempt to have AABC covered under the same policy for the upcoming year. Jian explained that if the insurance carrier could change its decision to maintain the 2003 coverage for AABC for the upcoming year, that would be great. If not, Jian asked if the Executive wishes to shop around and get quotes from other insurance agencies.

*Action: Jian Liu and Karen Blimkie will keep negotiating with our current Insurance Company to see if they will maintain the 2003 coverage for a minimal rate increase. Jian and Karen have been given Executive approval to contact other insurance companies to get rate quotes.*

### **5.4 Travel Subsidy Funds**

Jian reported that Karen Blimkie was inquiring about the division of the remaining Travel Subsidy funds to 2003 conference applicants who only received 75% reimbursement.

*Action: Lisa Beitel will contact Jane Turner and Karen Blimkie and confirm that after all applications are processed from the Privacy workshop in January 2004 any remaining Travel Subsidy funds will be redistributed to conference applicants.*

## **6. Committee and Program Reports**

### **6.1 Education**

Christine Meutzner presented two reports from Linda Wills: Education and Advisory Service December 2003 Report and Education and Advisory Service Quarterly Report: October - December 2003. See attached reports.

Christine also presented Jane Turner's recommendations for 2004/2005 Travel Subsidy Guidelines. Specifically, in order to fairly disburse the \$2,000 in funds (expected to be cut 40% from this year's amount of \$5,000) Jane

proposed: 1. subsidies would only apply to full day workshops (not half day workshops); 2. members could only apply for a maximum of \$100 per workshop (used to reimburse for both accommodation or travel).

These guidelines would provide approximately 20 members with assistance. If approved, Jane would like to circulate these guidelines to members with the conference registration package so that members understand the changes before they make plans to attend the conference and/or workshops. The Executive agrees that these are fair guidelines for the division of Travel Subsidy funds.

***Action:** Christine Meutzner will inform Jane Turner that the Executive has approved of the proposed changes to the Travel Subsidy guidelines.*

## **6.2 Grants**

Kathy Bossort presented a report on the adjudication of the 2004-2005 Control of Holdings Financial Programme applications. Twelve institutions were recommended for funding and will be sent to the CCA for final adjudication. These institutions will be notified by letter shortly. See attached report.

Post adjudication (grants and all programs) there is \$418.72 left from the total amount of CCA funding. Kathy Bossort submitted a recommendation to allocate this money back to ANS Special Projects. Motion approved by Christine Meutzner and seconded by Kathy Bossort.

## **6.3 Membership**

Lisa Beitel reported that Jana Buhlman and Marnie Burnham are concerned about the costs spent on the producing and mailing a hard-copy version of the 2004/2005 Membership Directory as they have since received emails regarding contact information changes and applications from new members who are now not included in the directory. They propose that the option of an electronic version of the directory be discussed at the upcoming AGM.

***Action:** Lisa Beitel will add this topic to the AGM agenda and talk to Bill Purver regarding the requirements for setting up an electronic membership directory on the AABC website.*

## **6.4 Conference**

Christine Meutzner reported the Conference Committee has placed a call for papers on the AABC website and are actively working on session and local arrangements planning. Erwin Wodarczak reported that on behalf of the AABC, he has written a letter to Iona Campagnolo inviting her to attend the conference.

## **6.5 Internet**

Christine Meutzner presented Bill Purver's report on AABC website statistics comparing April-December 2002 to 2003 that show website that website hits are up by 63,250. See attached report.

## **6.6 Preservation**

Siôn Romaine reported that Rosaleen Hill has put forth a request to host a CCA workshop on Magnetic Media, with final confirmation and details to follow.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that she will be talking to members of the Newsletter Editorial Committee to see if anyone is interested in serving as Editor.

## **6.9 Regional Representatives**

Siôn Romaine stated that there is nothing to report at this time.

## **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The next Executive meeting is scheduled for Sunday, February 15, 2:00 pm - 5:00 pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Kathy Bossort moved to adjourn the meeting. Siôn Romaine seconded. Motion carried.

Meeting adjourned at 6:00 pm.

## **EXECUTIVE BOARD MINUTES**

**15 February 2004**

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

### **Absent:**

**Kathy Bossort**, Institutional Member-At-Large

### **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 2:45 pm.

### **2. Approval of Minutes of 18 January 2004 Meeting**

Pending comments from Kathy Bossort, approved by Erwin Wodarczak, seconded by Siôn Romaine.

### **3. Business Arising**

#### **3.1 Contractor/Task Force to Assess the AABC**

Erwin Wodarczak reported that there was mixed feedback from the Committee Chairs and Regional Reps regarding the formation of a Task Force. A number commented on the feasibility of finding members to sit on the Task Force or felt that many of the proposed issues to be studied by the Task Force had already been identified through past joint meetings and last year's conference roundtable. Based on this feedback, the Executive has

decided that the Task Force will not be formed. However, the Executive feels that some of the proposed Task Force goals could be transferred to the new Executive for action.

Lisa Beitel moved a vote of thanks to Kathy Bossort for preparing an outline and proposal for the Task Force. Seconded by Erwin Wodarczak.

### **3.2 Travel Subsidy Funds**

Erwin Wodarczak reported that he has confirmed with Jane Turner that there is \$440.00 left in the 2003/2004 Travel Subsidy fund. This money will be split proportionately between the 2003 conference subsidy applicants who received a reduced refund.

### **3.3 AGM Package Mailout**

Lisa Beitel reported that she has contacted all of the Committee Chairs and Regional Reps and requested that year-end reports be submitted to her by Friday, February 20. She is currently working on the AGM package and will be participating in a joint mailout with the Membership and Conference Committees on March 6, 2004 that will include the AGM package, conference registration package, and membership renewal forms.

*Action: Lisa Beitel will circulate the AGM Agenda to the Executive for final approval once items are finalized.*

### **3.4 Newsletter Format and Budget**

Christine Meutzner proposed that the newsletter format be switched to electronic format as the mailing and printing of the hardcopy newsletter is a budget item that costs \$4000.00 per year. The Executive agrees that an electronic newsletter is the most cost efficient and proposes that it should be run for a trial period of 1 year (4 issues) and that the upcoming March 15, 2004 edition should include an insert letting the membership know about the trial period that will start with the next newsletter. Comments regarding the format change can be directed to the Newsletter Editor or the Executive, and at the end of the trial period, the format will be decided. Christine also proposed that the newsletter budget for 2004/2005 be reduced from \$4000.00 to \$500.00 to cover any administrative expenses of the Newsletter Committee.

**Action:** Christine Meutzner will contact Bob Edwards and will ask him to include an insert regarding the electronic format trial period in the March 2004 newsletter.

### **3.5 Contractor's Agreements**

Erwin Wodarczak reported that he, together with programme committee chairs, has been working on the renewal of the AABC's contractors' agreements. Karen Blimkie has been sent a new contract for her signature, while new contracts with Linda Wills, Bill Purver and Rosaleen Hill are still to be finalized.

### **3.6 Executive position nominations for 2004/2005**

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find replacements for the outgoing Executive members.

### **3.7 CCA Update from Lara Wilson**

Lisa Beitel presented a CCA update from Lara Wilson. At this time the CCA is still working on tabulating the Archives survey and the CCA Board has received and is reviewing the "What the West Wants" report. Lara will be travelling to Ottawa in March to participate in the adjudication of the CCA grants. In light of the recent Auditor General's report concerning the status of Canadian archives, museums and heritage sites, Lara recommends that the AABC write a letter supporting the ACA and CCA responses to the Minister of Heritage and Prime Minister.

*Action: Erwin Wodarczak will draft a letter from the AABC supporting ACA and CCA responses and after Executive approval, will send it to the Minister of Heritage and the Prime Minister.*

## **4. President's Report**

### **4.1 Canadian Heritage Grant Adjudication Guidelines**

Erwin Wodarczak reported that he received a copy of the 20 points used by Canadian Heritage to adjudicate the 2004 grants. The criteria is based on an expansion of the CAIN guidelines with more emphasis on marketing and sustainability.

### **4.2 CCA Survey - Executive Interview**

Erwin Wodarczak reported that the CCA contacted past president Heather Gordon to discuss AABC funding and program history. Heather deferred the interviewer to Erwin Wodarczak as the current president to answer financial questions but Erwin was never contacted by the CCA.

### **4.3 Heritage Week Posters**

Erwin Wodarczak reported that the Heritage Week posters sent to the AABC were successfully distributed to AABC members through a first-come-first serve basis via the list-serve.

### **4.4 Conference Invite to Lt. Governor**

Erwin Wodarczak reported that he received a letter from the Lt. Governor's office declining attendance at the upcoming AABC conference in April due to scheduling. Christine Meutzner has informed the Conference Committee of her response.

### **4.5 BC Historical Federation Conference**

Erwin Wodarczak reported that the AABC has received a conference registration package and workshop information for the upcoming BC Historical Federation conference that will be held in Nanaimo in May. The Conference Committee has asked Erwin to forward this information to the AABC membership.

*Action: Erwin Wodarczak will post a message regarding the conference to the AABC list-serve and include appropriate links to the BC Historical Federation conference website.*

## **5. Treasurer's Report**

Jian Liu reported that Karen Blimkie is currently working on the January 2004 financial statements and they will be sent out to the Executive electronically on February 20.

Jian and Karen have negotiated renewal of the Director's Insurance Policy so that the AABC has comprehensive coverage for one year at a cost of \$1800.00. This policy will expire on January 12, 2005 and at that time the Executive will have to decide to stay with the same company or to shop around and find a new insurance company.

Jian has contacted all of the Regional Reps and has confirmed that none of them have any reimbursements to send in for the 2003/2004 committee year (the budget allows for \$100 per Representative).

*Action: Jian Liu will prepare a final budget for Executive approval and present it at the next Executive meeting.*

## **6. Committee and Program Reports**

### **6.1 Education**

Christine Meutzner stated that there is nothing to report at this time.

## **6.2 Grants**

Lisa Beitel reported that the Grants Committee sent out letters to the CCA grant applicants informing them of their adjudication results. Kathy Bossort has sent off the successful applications to the CCA in Ottawa for final adjudication in March.

## **6.3 Membership**

Lisa Beitel reported that the Membership Committee is preparing membership renewal forms for the upcoming joint mailout on March 6.

Lisa contacted Bill Purver regarding the possibility of setting up an electronic Membership Directory that would be available on the AABC website. Bill has identified a number of issues and costs that would have to be considered including new server software; new hardware; security/firewall concerns; and finding/hiring someone to maintain the directory electronically and handle password maintenance. With these concerns identified, the Executive feels that it is not a sound decision to go ahead with setting up an electronic membership directory on the website at this time.

## **6.4 Conference**

Christine Meutzner reported that conference planning is coming along smoothly and has assisted Francis Mansbridge with some questions regarding the banquet. The Executive has confirmed that there are no planned special presentations at the banquet dinner this year.

Christine has confirmed that Barb Towell will present the fundraising report prepared by herself and Carrie Stevenson at the Roundtable scheduled for April 24.

Christine presented the 2004 Conference Budget as prepared by the Conference Committee. They have requested a slight increase in conference registration fees - \$5 for all categories (based on last year's price) and a \$25 increase in the 2 day non-member fee. Christine Meutzner moved to accept the proposed budget as presented, seconded by Lisa Beitel.

***Action:** Christine Meutzner will let the Conference Committee know that their budget and fee increase has been approved and that Barb Towell will be making a presentation on the Fund Raising report during the Roundtable session at the conference.*

## **6.5 Internet**

Christine Meutzner stated that there is nothing to report at this time.

## **6.6 Preservation**

Siôn Romaine reported that Dorothy Lawson and Rosaleen Hill are working on the Preservation Committee year-end report. Rosaleen will be attending the CCA Preservation meeting in Ottawa at the end of February and asked the Executive to forward her any ideas for preservation research as this will be discussed at the meeting.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that she has talked to members of the Newsletter Editorial Committee and there is no one interested in serving as Newsletter Editor. Siôn Romaine has agreed to take on the role of Newsletter Editor

for one year and will be talking to Bob Edwards, Chris Hives and Bill Purver regarding past and present newsletter procedure and the possibility of moving towards a pdf version.

Erwin Wodarczak moved a vote of thanks to Siôn Romaine for taking on the role of Newsletter Editor. Seconded by Jian Liu.

### **6.9 Regional Representatives**

Siôn Romaine stated that there is nothing to report at this time.

### **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The next Executive meeting is scheduled for Sunday, April 18, 1:00pm - 4:00pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Siôn Romaine moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried.

Meeting adjourned at 4:45 pm.

## **EXECUTIVE BOARD MINUTES**

**18 April 2004**

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Kathy Bossort**, Institutional Member-At-Large

### **Absent:**

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

## **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 1:10 pm.

## **2. Approval of Minutes of 15 February 2004 Meeting**

Approved by Erwin Wodarczak, seconded by Christine Meutzner.

## **3. Business Arising**

### **3.1 AGM Schedule**

Lisa Beitel presented the schedule for the upcoming AGM and the Executive reviewed their responsibilities for the meeting. Christine Meutzner will make sure that the meeting stays on schedule between 1:30pm - 3:30pm.

### **3.2 Bury Media - Request for Membership Information**

Lisa Beitel reported that after consultation with the Executive, Jana Buhlmann (Membership Chair) responded to Bury Media that it is not a policy of the AABC to provide the contact information of its members for the purpose of solicitation, and that our membership has not provided consent for the use of their contact information for purposes outside those of the Association. The Executive agreed that if there are further requests for member information, the party will be forwarded to institutional contact information that is available via BCAUL.

### **3.3 Fundraising Report**

Erwin Wodarczak reported that he will be presenting the Fundraising Report prepared by Carrie Eirene Stevenson and Barb Towell at the AGM. Erwin will provide a sign-up list so that interested people can receive an electronic copy of the full report.

The Executive also agreed that unsolicited reports sent to the Executive should be sent to the relevant AABC Committee/Committee Chair for comment and committee approval before formal submission to the Executive.

## **4. President's Report**

### **4.1 AABC Contractor's Agreements**

Erwin Wodarczak reported that contracts have been renewed for 2004-2005 with Karen Blimkie, Linda Wills, Bill Purver and Rosaleen Hill.

### **4.2 CCA Review**

Erwin Wodarczak reported that the AABC was chosen as a case-study for the on-going CCA review. Erwin completed a detailed electronic questionnaire sent by Arthur Rabinovitch, but found that it was difficult to answer some of the questions because the survey had been designed for archival institutions not a provincial association. In his response, Erwin expressed appreciation for CAIN funding, the impact of funding to the AABC, and how the change in CAIN funding criteria effected BC applications.

### **4.3 AABC Support for Auditor General's Report**

Erwin Wodarczak reported that on behalf of the AABC he drafted a letter supporting the CCA's response to the recent report by the Auditor General. After review by the Executive, the letter was sent to the to the Minister of Heritage and cc'd to Paul Martin and Fred Farrell at the CCA.

### **4.4 CCA Grant Status**

Erwin Wodarczak reported that he received an email from Ottawa regarding the successful adjudication of the 2004/2005 BC submissions for CCA grant funding. Erwin has since informed the applicants and noted that the CCA will be contacting some institutions for further clarification regarding their applications.

#### **4.5 Invitation to attend ACA Roundtable**

Erwin Wodarczak reported that the AABC Executive has received an invitation to attend a roundtable on archival advocacy that is going to be held at the upcoming ACA conference in Montreal. At this time no one from the Executive will be attending the ACA conference.

#### **4.6 Canadian Customs and Revenue Agency "Roadshow"**

Erwin Wodarczak reported that the AABC mailbox received an information package for the upcoming Canadian Customs and Revenue Agency "Roadshow" that will be having sessions on Registered Charities.

*Action: Erwin Wodarczak will forward information about the "Roadshow" to Karen Blimkie.*

#### **4.7 AABC Program Year End Reports**

Erwin Wodarczak reported that he has received a copy of the 2003/2004 Network Services Final Report as prepared by Heather Gordon and Bill Purver for submission to the CCA. Erwin has contacted Jane Turner and Dorothy Lawson for their program year-end reports that will be submitted to the CCA by the end of April.

#### **4.8 Direct Access & Gaming Funds**

Erwin Wodarczak reported that he and Jian Liu received an email from Karen Blimkie regarding a 2004 application for gaming funds. Karen has reviewed the application guidelines and feels that an application this year would be unsuccessful because our reserves are too high.

#### **4.9 Membership Fee Increase Proposal Report**

Erwin Wodarczak presented a proposal for increasing 2005/2006 membership fees (see attached). His report outlined two proposals 1) an across the board fee increase for all membership categories and 2) a proportional increase of fees based on member income. The Executive supports the first proposal and Erwin will prepare a final proposal document that will be included in the conference packages.

**Action:** Erwin will present the proposal for consideration at the upcoming AGM.

### **5. Treasurer's Report**

On behalf of Jian Liu, Lisa Beitel presented the January 31, 2004 and February 29, 2004 financial statements (see attached).

Lisa Beitel presented the final version of the 2004-2005 General Budget for approval by the Executive (see attached). Christine Meutzner moved to accept the budget (with revisions noted as of March 24, 2004). Seconded by Erwin Wodarczak.

### **6. Committee and Program Reports**

#### **6.1 Education**

Christine Meutzner presented the Education and Advisory Service Year End Report April 2003-March 2004 prepared by Linda Wills (see attached).

Christine reported that she has informed Jane Turner that her recommendation to increase the fee of the on-line distance education course was approved by the Executive.

Christine reported that Linda Wills will be leading a workshop on Archives at the upcoming BC Historical Federation conference. The BCHF conference committee is concerned that they might lose conference attendees because Val Hughes has scheduled Linda to lead an AABC workshop the following day. The BCHF has asked if handouts from the AABC workshop will be made available to BCHF conference attendees. The Executive agrees that this is appropriate for this one-time request and will make sure that an AABC copyright notice is added to the bottom of the handouts.

***Action:** Christine Meutzner will write a letter to Val and Linda reminding them that the AABC tries to work with other organizations in regards to scheduling workshops and other events. Christine will ask Linda Wills to forward copies of the AABC workshop handout so that they can be made available at the BCHF conference.*

## **6.2 Grants**

Kathy Bossort reported that the status of the CCA grants has been now been adjudicated (see comments in President's Report).

## **6.3 Membership**

Lisa Beitel presented the Membership Committee report prepared by Jana Buhmann (see attached). The Executive discussed the recommendations put forth by the Membership Committee regarding the applications for Institutional Membership. The Union of BC Indian Chiefs Resource Centre (UBCIC) has been approved for Institutional Membership and the Membership Cmt. has suggested that they work with the Education Archivist to develop an appraisal and processing plan. The submission by the Anglican Synod of the Diocese of BC Archives was not complete and thus not approved for membership at this time. Linda Wills will be working with them to revise their application for future re-submission.

## **6.4 Conference**

Christine Meutzner reported that the Local Arrangements Committee and the Program Committee are busy completing final details for next week's conference.

## **6.5 Internet**

Christine Meutzner presented the Fourth Quarter Report (January 2004-March 2004) for the Archival Network Service Program as prepared by Bill Purver (see attached).

## **6.6 Preservation**

Siôn Romaine, executive liaison for the Preservation Committee, not being present, Erwin Wodarczak noted that there was nothing to report at this time.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Erwin Wodarczak reported that Leslie Field has agreed to continue as Technical Editor. The Newsletter will be published in electronic form only for a one-year trial period. Leslie will do the HTML coding while Siôn Romaine will convert the newsletter to PDF for the website.

## **6.9 Regional Representatives**

Erwin Wodarczak reported that he has received a letter from Sister Margaret Cantwell resigning as Regional Representative for the South Vancouver Island Region. Erwin will inform Siôn Romaine of the open vacancy.

## **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **6.11 Nominations**

Erwin Wodarczak reported that he has been working with Jennifer Mohan to secure nominations for the following outstanding positions: President, Vice-President, Secretary and PAAL Chair. Interested candidates have been found for Institutional Member At Large and Chair of the Constitutions & Bylaws Committee.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The in-coming Executive will schedule the next Executive meeting after the AGM.

Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried.

Meeting adjourned at 3:40 pm.

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## British Columbia Archival Network News

### Links to Full Finding Aids from BCAUL

Several institutions have recently asked about providing links to full, online finding aids from descriptions on the BC Archival Union List. Over 900 BCAUL descriptions now provide such links through the use of a url on the "Online Finding Aid" line of a displayed description.

Institutions have mounted their finding aids on the web in different ways, the most common being in html or pdf format on their own server or on the AABC server. Another approach, used by the City of Vancouver Archives and Trinity Western University Archives, has been to provide a link to a filter view of a particular fonds on their online institutional databases.

Some examples:

Link to html-formatted finding aid mounted on an institutional server:

**Philip and Helen Akrigg fonds** (UBC Archives) -- [aabc.bc.ca/access/aabc/archbc/display/UBCARCH-89](http://aabc.bc.ca/access/aabc/archbc/display/UBCARCH-89)

Link to pdf-formatted finding aid mounted on the AABC server:

**Dr. R.A. Palmer fonds** (BC Medical Association Archives) -- [aabc.bc.ca/access/aabc/archbc/display/BCM-1332](http://aabc.bc.ca/access/aabc/archbc/display/BCM-1332)

Link to filter view of a fonds on an online institutional database:

**City Corporate Services fonds** (City of Vancouver Archives) -- [aabc.bc.ca/access/aabc/archbc/display/CVAN-627](http://aabc.bc.ca/access/aabc/archbc/display/CVAN-627)

For more information about this feature of the BCAUL, people are asked to contact Bill Purver ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)), the AABC's BC Archival Network Coordinator.

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## New and Notable on the Web

### 1. Kitimat Centennial Museum Web Site and Online Image Galleries

The Kitimat Centennial Museum web site has recently been redesigned, with galleries of historical images depicting the development of the smelter and town of Kitimat and of the Kitimat-Kemano Project. This impressive new site is accessible at: [www.kitimatmuseum.ca](http://www.kitimatmuseum.ca).

### 2. United Church of Canada BC Conference Archives

Bob Stewart and the amazing Archie the Archives Wonderdog have recently launched their new and improved United

Church BC Conference Archives web site. This comprehensive site provides access to: holdings descriptions; information about reference services; records management guidelines; a virtual exhibit/photo gallery documenting the history of the United Church of Canada Marine Missions on the Central Coast of BC; historical articles on the United Church in BC and St. Lawrence (the patron saint of archivists); and conversations between Bob and Archie (and their evil twins) on the meaning of archives and the archival enterprise. The new site is accessible at: [www.bc.united-church.ca/archives/](http://www.bc.united-church.ca/archives/).

### 3. Alberta InWord -- the Alberta Provincial Digitized Documents Database

"Alberta InWord", the Archives Society of Alberta's provincial database of digitized documents, has recently been launched as an integrated file on the Archives Network of Alberta (ANA) system. The database contains item or file/volume level descriptions, with links to digitized representations of pages and documents, and provides contextual links to descriptions of the fonds or collection of which they are a part. The Archives Network of Alberta has been developed with generous funding from the Alberta provincial government. The database is accessible from the ANA home page at: [www.archivesalberta.org/general/database.htm](http://www.archivesalberta.org/general/database.htm).

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aacbc.ca](mailto:bpurver@aacbc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aacbc.ca/aabc/bcaul.html](http://aacbc.ca/aabc/bcaul.html):

#### British Columbia Archives:

John Dean fonds  
Provincial Archives of British Columbia fonds  
Martin James Vander fonds  
Legislative Assembly of British Columbia fonds  
Bowen Island School District fonds  
Admiralty fonds  
Denman Island School District fonds  
Pilot Bay School District fonds  
Sandon School District fonds  
Vancouver Resources Board fonds  
Premier of British Columbia fonds  
Dept. of Marine and Fisheries fonds  
Ministry of Lands, Parks and Housing fonds  
Post Office Department fonds  
Vera Hance fonds  
Lew M. Parry fonds  
Columbia Coast Mission fonds  
A.D. Kean fonds  
A.C. Lincoln fonds  
Grant Productions Ltd. fonds  
Allan Hatch De Wolf fonds  
William Alexander George Young fonds

## **City of Richmond Archives:**

Richmond Gateway Theatre fonds  
City of Richmond fonds

## **City of Vancouver Archives:**

Coast Grain and Feed Company Ltd. fonds  
Keith Winterbottom fonds

## **City of Victoria Archives:**

City of Victoria fonds

## **Kelowna Centennial Museum:**

Dick Parkinson photographic collection  
Mary Pratten School of Dance photographic collection  
Frank Buckland photographic collection  
Monty DeMara photographic collection  
Erskine Burnett photographic collection  
Leonard Leathley photographic collection  
City of Kelowna photographic collection  
Kelowna Rotary Club fonds  
Kelowna General Hospital fonds  
Kelowna Aquatic Association fonds  
R.F. Parkinson Memorial Committee fonds  
Kelowna Boat Racing Association fonds

## **Langley Centennial Museum:**

Langley Seniors Resources Society fonds

## **Quesnel and District Museum and Archives:**

Milburn Lake Social Club fonds

## **Saanich Pioneers' Society Museum and Archives:**

East South Saanich School fonds  
John Dean fonds  
Keating School fonds  
North Saanich Debating Club fonds  
Saanich Canning Company fonds  
Saanich Pioneers' Society fonds  
South Saanich School fonds  
South Saanich Temperance Society fonds  
West Saanich Hall Committee fonds  
West Saanich School fonds

## **South Peace Historical Society Archives:**

Naomi Arnott photo collection

## **University of Victoria Archives:**

BC Project Research Group fonds

## **Vancouver Maritime Museum:**

Norman Hacking fonds

Edward Crawford Swank fonds

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# **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) City of Vancouver Archives**

New contact: Reuben Ware , Director, Records and Archives Division

### **2) Anglican Diocese of British Columbia**

New web site: <http://bc.anglican.ca>

### **3) University of British Columbia Library Rare Books and Special Collections**

New email address: [gbrandak@interchange.ubc.ca](mailto:gbrandak@interchange.ubc.ca)

### **4) Vancouver Public Library Special Collections**

New contact: Kate Russell , Special Collections Librarian

New phone number: (604) 331-3781

New email address: [katherus@vpl.ca](mailto:katherus@vpl.ca)

New hours of operation: Monday to Thursday, 10 am - 9 pm ; Friday and Saturday, 10 am - 6 pm ; Sundays (Sept-May), 1 pm - 5 pm (restricted access)

### **5) Oliver and District Heritage Society Archives**

New web address: <http://royal.okanagan.bc.ca/newsletr/v6n1/omuseum.html>

### **6) Chase and District Museum and Archives**

New email address: [chasemuseum@cablelan.net](mailto:chasemuseum@cablelan.net)

### **7) Cortes Island Museum and Archives**

New email address: [mileton@oberon.ark.com](mailto:mileton@oberon.ark.com)

New mailing address: General Delivery, Manson's Landing, B.C. V0P 1K0

### **8) Saanich Archives**

New web address: <http://www.gov.saanich.bc.ca/visitor/archives.html>

### **9) United Church of Canada British Columbia Conference Archives**

New email address: [bstewart@bc.united-church.ca](mailto:bstewart@bc.united-church.ca)

New web site: <http://www.bc.united-church.ca/archives/>

## 10) Simon Fraser University W.A.C. Bennett Library Special Collections and Rare Books

New contact: Eric L. Swanick , Head, Special Collections

New phone number: (604) 291-4626

New email address: [eswanick@sfu.ca](mailto:eswanick@sfu.ca)

## 11) Kitimat Centennial Museum

New web site: [www.kitimatmuseum.ca](http://www.kitimatmuseum.ca)

## 12) Union of BC Indian Chiefs Resource Centre

New phone number: (604) 684-0241

New fax number: (604) 684-5726

New web address: <http://www.ubcic.bc.ca/library.htm>

## 13) Craig Heritage Park Museum and Archives

New name for sponsoring body: Parksville & District Historical Society

New email address: [d69hs@island.net](mailto:d69hs@island.net)

## 14) White Rock Museum and Archives

New contact: Tom Anderson , Archivist

New email address: [whiterockmuseum@telus.net](mailto:whiterockmuseum@telus.net)

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## British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## AABC Education and Advisory Service

*Linda Wills, AABC EAS Contractor*

With provincial archival funding cuts and the possibility of federal funding cuts looming, small archives are between a rock and a hard place when it comes to finding extra money for special projects. As I travel here and there through the province visiting both community and private archives, the subject of fundraising always arises. Many small archives have no core funding, while others just get by with minimal funding for one part-time staff member. They have tried the garage and bake sale route; they have sold raffle tickets until potential customers run at the sight of yet another ticket for an aluminum boat or a quilt. The windfall of a bequest can't be counted on and the profits from selling copies of your photographs are just turned around to buy archival supplies.

So what is an archives to do in this financial climate? Turn to your own town and try your local foundations, clubs, and citizens.

Fundraising can be an art and fundraisers soon realize that those people or clubs with money don't want to donate amorphous amounts without any strings attached. They don't want to pay for wages and they don't want to pay for projects without a product that they can see or use.

As well as working for the AABC as Education and Advisory archivist, I also work at the Greater Vernon Museum and Archives. As archivist there, I embarked on a fundraiser - \$700 for new steel shelving. I contacted every board member still alive (we have been in existence since 1955), explained what I wanted to buy, included a catalog picture, and asked them to donate \$50 to purchase one shelf. I promised them their own small plaque on the shelf they purchased. The response was overwhelming! The board members were not accustomed to being asked for such a small amount and many of them bought more than one shelf. I reached my total of \$700 in three weeks and had a shelf-warming reception in the archives as a thank-you.

The next project for approximately the same amount of money was directed towards one of the local Rotary Clubs. I needed a cabinet for photo storage, so I obtained three quotations, sent a letter explaining the use the cabinet would be put to, and invited their fundraising chairman to the archives so that he could see for himself. Within a month, I was invited to a Rotary breakfast and presented with a check that was right to the penny, including taxes and delivery. That cabinet has a plaque on it too and the Rotarians have dropped by to inspect their purchase.

Individuals can be targeted as well. One major success story involved the publication of a set of diaries held in our archives. We gave the privilege of proof-reading the first draft to a particular fellow with an interest in history and an eye for correct English usage. It didn't hurt that he was a bachelor with rather a large disposable income. However, by matching the right person to the perfect project, we raised \$5000 towards the publication of the book. It goes without saying that this individual was thanked mightily in the credits.

Sometimes I think that small archives in small towns have an easier time of it when it comes to fundraising. We know our patrons, we know the people at the newspaper, our board members are on other boards that can help us, and many of our citizens are 3<sup>rd</sup> and 4<sup>th</sup> generation townspeople. It's easy to find the time to give an impromptu tour of the

archives and, at the same time, outline your next project, large or small. You never know what will come of it.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

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## Advertisers

### Archivia Enterprises

[Archivia Enterprises](http://www.archiviaent.com) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

To learn more, visit our website at [www.archiviaent.com](http://www.archiviaent.com). E-mail: [trevor@archiviaent.com](mailto:trevor@archiviaent.com).

\* \* \*

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\* \* \*



## RESTORE AND RECORD

### *RAINMAKER LABS AND DIGITAL PICTURES OFFERS SERVICES TO ARCHIVISTS*

For 25 years Vancouver Rainmaker Labs and Post have been successfully serving the film and television industry with lab and telecine services. Over that period there has been growth and technical innovations. Rainmaker has always taken the lead in research and investing in new technologies and advancements as the world constantly changes.

As part of a series of new initiatives undertaken by Rainmaker, we are offering our Lab and telecine services to the Archival community. Lab Manager Rick Cooper, 33 industry veteran, welcomes you to send him examples of your film for an assessment on shrinkage and condition and suitability for transferring. Other options would include the re-creation of a negative from existing prints

Rainmaker Post also has 6 transfer machines with the ability to transfer 16 and 35 mm film to any tape or digital format. One of the technological advancements invested in include the scratch fixing and restoration capabilities of OSCAR. Standing for **Optical Scratch Concealment And Restoration** - Oscar is an advanced new electro-optical system that works to conceal dirt, dust and scratches on the surface of the film during the telecine transfer. OSCAR operates in real time and produces dramatic results; even severely damaged film images can often be transferred in near-perfect condition. "OSCAR is sort of like a digital wet-gate that works to cover up imperfections in the film - and it does an incredible job. We were frankly blown away by what it could do," says General Manager Barry Chambers. While OSCAR can help improve the quality of practically any transfer, it will be especially valuable in the growing area of film restoration and re-mastering. Chambers explains, "OSCAR will be a fantastic tool in helping get clean, high quality new transfers from archived films."

With the ability to offer these services and schedule them around the ongoing demands on the facility, Rainmaker hopes to price these services at affordable and cost effective rates and be able to negotiate each request or project individually.

We welcome any and all questions or inquiries you may have. Please contact Greg Bosworth at Rainmaker 604 872 7000 or email [gregb@rainmaker.com](mailto:gregb@rainmaker.com).

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

Volume 14 No.4

Fall 2004

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.

Got news? Send AABC news, tips, suggestions or letters to the acting editor:

[Marnie.Burnham@lac-bac.gc.ca](mailto:Marnie.Burnham@lac-bac.gc.ca)

Deadlines for each issue are one month prior to publication.

Editorial Board:

[Peter Johnson](#)

[Jennifer Mohan](#)

[Chris Hives](#)

[Sion Romaine](#), Editor

[Leslie Field](#), Technical Editor

Next Issue:

February 1, 2005

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

Last updated

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# AABC Newsletter

Volume 14 No. 4 Fall 2004

## Providence Health Care Archives, St. Paul's Hospital: Preserving 110 years of tradition

Founded by the Sisters of Charity of Providence in 1894, St. Paul's Hospital is one of the oldest institutions in Vancouver, and it has the records to prove it! In 1978 Dr. C.E. (Ed) McDonnell, an internist at St. Paul's Hospital with a keen interest in medical history, recognized the importance of preserving the hospital's history, and organized a meeting with other individuals that shared his passion. With the encouragement of Executive Director Dr. Hugh MacDonald, Shanny Sochowski, an alumnus of the St. Paul's Hospital School of Nursing, presented a proposal to the hospital's Board of Directors asking for support to develop an Archives. As a result, a small committee chaired by Dr. McDonnell was formed to begin the process of planning an Archives.

After several committee meetings, the St. Paul's Hospital Archives was eventually founded in 1979, funded almost entirely by the hospital's Medical Advisory Committee, with some funds provided by the School of Nursing Alumnae Association. The medical staff, therefore, was instrumental in the establishment of the Archives, and continued to provide funding until the hospital assumed that responsibility in 1984. The space for the Archives was provided by the hospital. For the first few years, accumulated archival material was stored in the basement of the Burrard Building; however, when the operating theatres were relocated to the new Providence Building in 1983, the Archives was established in the former doctor's lounge on the sixth floor of the Comox Building. After two subsequent moves, the Archives is currently located on the third floor of the Comox Building, the former School of Nursing residence.

The Archives was staffed entirely by volunteers for many years. From 1978 until 1996, Robert Gregory, retired Manager of Stores, was Archivist. He was responsible for "rescuing" much of the oldest material in the Archives' collection, including the earliest Board and Medical Advisory Committee minutes; early handwritten patient and financial registers; administrative records; original photographs; and artifacts, including many pieces of medical equipment illustrating the evolution of medical practice throughout the hospital's existence. During the early years, a trip was made to the Sisters of Charity of Providence Archives at Providence Centre in Edmonton, in order to make copies of material relating to St. Paul's. This included the hospital's first admissions register and photographs dating back to the time of the original 1894 building.

Due to its close association with the School of Nursing Alumnae, the Archives also assumed custody of the School's archives. Established as the St. Paul's Hospital Training School for Nurses in 1907, the School was closed permanently in 1974. The archives includes official student records, transcripts, and graduating class composites and diplomas from 1910 until 1974. Among the diplomas in the collection is that of 1910 graduate Gertrude Jenkins; printed on vellum, the diploma bears the signature of the hospital's first doctor-in-residence, Dr. H.B. Gourlay. Jenkins, the top student in her class, later married Gourlay, and their son, Dr. Robert H. Gourlay, also enjoyed a lengthy career as a physician at St. Paul's.

The story of the Gourlay family is but one example of the remarkable events and individuals documented at the Archives. For instance, the Archives holds records pertaining to the career of Sister Charles Spinola. Arriving at St. Paul's in 1906, Sister Charles graduated from the Training School for Nurses in 1912, and became Supervisor of Surgery; she was later in charge of the Operating Room and the Laboratory. In the hospital's early days, methods of treatment were still quite crude, including the administration of anesthetic. In 1919, Sister Charles invented the 'St.

Charles Ether Machine', a vaporizing machine designed to provide a more even flow of anesthesia to the patient, thus reducing possible dangerous after-effects. Upon the advice of several doctors, she patented the machine in 1924. Although encouraged to name it after herself, she refused, and modestly named it after her patron, St. Charles; interestingly, the patent mistakenly refers to Sister Charles as "him." The innovative device was implemented in hospitals throughout the country.

In 1933 Sister Charles became the official manager of the X-ray Department; while there, she continued to develop several inventions. In 1938, she created an X-ray identity machine out of a packing case, a treadle from an old sewing machine, and an electric light bulb, saving the hospital the expense of purchasing such a machine. She remained in the Radiology Department until 1963, when she retired after fifty-seven years at the hospital. Her nephew, Benny Gagnon, who trained under her watchful eye, later became Head of Radiology.

Another innovator at St. Paul's, Dr. Harold Rice, designed and built the first heart-lung machine in Canada from parts that he machined himself in the hospital's basement. The machine was used in the first open heart surgery performed at St. Paul's in 1960, and in over 1,000 additional heart surgeries, until the early 1970s. The Archives has both the original heart-lung machine and a pediatric version also built by Dr. Rice on display.

After twenty years of successful volunteer management, the first professional archivist was hired at the Archives in 1999, for one day per week. During this entire period, Dr. McDonnell continued to be deeply involved in the activities of the Archives. The Archives now employs one professional archivist two days per week, assisted by two volunteers one day per week. In March 2003, the Archives' mandate was expanded to include all Providence Health Care sites. To date, records have been transferred from St. Vincent's Arbutus, Heather, Brock Fahrni, and Langara sites; Mount St. Joseph Hospital; and Youville Residence.

On September 29<sup>th</sup>, an Open House was held at the Archives to celebrate its twenty-fifth anniversary and the official opening of its new display space. A special event was held in the morning, at which Dr. McDonnell, whose own birth record may be found in the Archives, was honored for his many contributions to the Archives' development over the past twenty-five years. Former long-time volunteers Shanny Sochowski and Rene Carlin were present, as were several original Archives Committee members. All expressed the hope that the Archives will continue to document and preserve the history and traditions of Providence Health Care. One thing is certain, the richness and complexity of the records found at the Archives today would not exist were it not for a group of dedicated individuals brought together by a common ambition to record and sustain the history of the organization for which they had come to have such a strong affection. As the current PHC Archivist, I feel fortunate indeed to have such a strong foundation upon which to build.

—Melanie Hardbattle

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## News

### **Salt Spring Archives Expanding**

The Salt Spring Archives has been awarded a grant by Library and Archives Canada to expand its website. A comprehensive project is well underway to enlarge the content of the website to include historical records from multicultural and neighbouring partners.

One component of the project will offer educators opportunities to use the website right in the classroom. Retired teacher, Donna McWhirter with the support of Wendy Herbert, Superintendent of School District 64, Gulf Islands, is coordinating this project. McWhirter will begin work with local teachers in early October. All teacher and student materials will be available online in both English and French.

The content of the website is being expanded to include photographic and documentary records of Salt Spring Island Archives' ethnic partners; Japanese, Black, Hawaiian, and First Nations. Already, webmaster Frank Neumann has added hundreds of photographs from these groups and the number grows daily.

Recently, upcoming Archives manager Barb Lyngard took the group to the Ackerman Museum, which highlights artifacts from Salt Spring's First Nations. Bob Ackerman led the group through the collections and allowed them to photograph the artifacts to add to the Archives website.

A partnership with the Galiano Island Museum and Historical Society has opened the doors for a companion website featuring Galiano's local historical artifacts and photographs thanks to Susan Good, an Archives volunteer with Galiano family ties.

The site will soon be available in French as well as English. Translator Alex Faster has already prepared more than 55,000 words which are being presented in a parallel website.

Archives manager Mary Davidson is pleased with the progress and feels the work is going along at a great rate. To view the website go to <http://www.saltspringarchives.com>.

The Salt Spring Archives acknowledges the financial support of the Department of Canadian Heritage through the Canadian Culture Online Program, Library and Archives of Canada and the Canadian Council of Archives.

Written by Gail Neumann

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## News

### UNBC Internship Project - Northwood Pulp & Timber



My name is Elizabeth Tait, and I am a student at the University of Northern British Columbia, majoring in historical studies. I decided to take an accredited history internship at the university consisting of 260 hours which equaled to six credits of study. I began my history internship at the Northern British Columbia Archives in September of 2003, having met previously with the Head of Archives, Ramona Rose to discuss the project relating to the Northwood collection.

The Northwood Photographic Collection acquired by the Archives in 2001, consists of approximately 10,000 black and white, and color photographs, 300 plus colored slides, video recordings, 16 mm colored films, and 250 plus color negatives. As well the collection includes textual materials including company brochures, newsletters, and inter office memoranda. These records encompass thirty years of business from 1964 to

1999 when Northwood was bought out by Canadian Forest Products.

Northwood Pulp and Timber Limited was developed by Noranda Mines in partnership with the Mead Corporation of Dayton, Ohio in the early 1960s. The pulp mill, along with its subsidiary companies had its headquarters in Prince George, British Columbia.

Initially I conducted background research on the company to familiarize myself with the collection. I soon realized I would need assistance in identifying employees, as well as the various processes of pulp making, and identifying regional sawmills. We were able to call on a group of former employees including Mr. Horst Sander, former President and CEO of Northwood (1965-1990), Ms. Laura Boyd, former Administrative Assistant to the President and CEO (1968-1999), Mr. Hans Westerhout, former Pulp and Group Foreman (1966-1999), Mr. Bill Theessen, former Manager Employee and Public Relations (1967-1998), and Mr. Harry Miller, former Manager of Shelley Sawmill (1966-1997).

From January to April 2004, we identified most of the photographs in albums, as well as loose photographic items. Each member of this team provided expertise on their individual departments and activities. They relayed information on various photographic subjects from the identification of individual employees to pulp mill sites, techniques, and resources. As well they were able to convey sawmill work processes and provided information on Northwood's sponsorship contributions to existing community foundations.

At the conclusion of the project, the Archives launched a reception for the Northwood team, and UNBC faculty members with research interests in northern rural community development and associated land use were invited. As

well, selections of the photographs were mounted for a display at the Prince George Railway and Forestry Museum, and will be on display there until Fall 2004. For information on the project see <http://lib.unbc.ca/unbcarchives/main.html>

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## News

### University of British Columbia Publication Digitization Project

The University of British Columbia has nearly completed a new project <http://www.library.ubc.ca/archives/ubcpubs/index.html> that provides on-line access to scanned copies of three of the University's primary publications: *Alumni Chronicle*, *The Ubyyssey* and *UBC Reports*. Collectively they include almost 53,000 pages that chronicle the historical evolution of the University. To support this important project the Archives received financial support from a unique partnership on campus that included Grad Class (2002/03), President's Office, UBC Library, Alumni Association, Public Affairs and *The Ubyyssey* Publications Society.



#### Project Overview

While these three publications constitute a significant historical resource back issues are quite rare and becoming even more so with the passage of time. First, because of the relatively small print runs of the publications, the University Archives seems to be the only source for back issues and these are quite heavily used for research. Unfortunately, this material suffers from the same weakness shared by all newspapers -- chemical instability inherent in the manufacture of newsprint. It is simply not intended to be an enduring medium. As a consequence, these publications (particularly *The Ubyyssey* from the 1940s and 1950s) are beginning to demonstrate signs of serious deterioration as they become increasingly brittle and much more susceptible to tearing and ultimate disintegration. There are definite limits as to how long access might be provided to the original paper copies of these publications.

The UBC Library has addressed the preservation of the information in the publications through a microfilming program. While ensuring the preservation of page images for perhaps hundreds of years, microfilming does little to enhance general access to these important sources of information. In fact, because there is generally only one public use copy of the microfilm and that requires specialized equipment to use, it might be considered something of an impediment to access.

Ironically, another difficulty inherent in the effective use of these resources is the over-abundance of information. Unfortunately, unless one has a very specific date for their research topic, it can be rather daunting and ineffectual to attempt to skim through long runs of the publication to locate necessary information.

The decreasing access to these publications over time and the fact that there currently exists no effective means of accessing their contents provided an opportunity to employ information technology, particularly scanning, as a solution. Such an approach has a couple of important advantages for promoting access to this material. First, as an on-line resource, it is no longer necessary for users to travel to the Archives to access the publications. The

newspapers and their unique contents are now more readily accessible through the internet to a much wider audience. In addition, the creation of electronic copies of these publications also provided the opportunity to employ OCR software as part of the scanning process to provide full-text search capabilities. As a result, the publications are self-indexing with each character string becoming a potential search term. This searching capability, perhaps more than anything else, will be critical in providing effective and efficient access to the contents of the publications.

As a result users can access the publications either chronologically through the structured web page constructed for each publication or use a search engine built with software package called dtSearch. The search engine that can be found at <http://wildhorse.library.ubc.ca/archives.html> allows users to enter a character string and search a variety of indexes either individually or collectively. In addition to the indexes for the three publications, users may search through the full text of all of our on-line HTML inventories, or PDF copies of the UBC Presidents annual report (1927-2002), Senate Minutes (1915-1991), selected sections from the UBC Calendars (1915-1960), Librarian's report to Senate (1927-2003), and published University histories. Those that have used the new search engine have been extremely impressed with the speed and comprehensiveness with which they can now search across tens of thousands of pages of PDF and HTML files.

Chris Hives  
University Archivist, UBC

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#### **Brief description and date ranges of publications included in the digitization project**

##### ***Alumni Chronicle (1931-2000)***

Published by the UBC Alumni Association the *Alumni Chronicle* first appeared in 1931. Since the time of its inception it has served as a vehicle to report on activities and initiatives undertaken by the Association, communicate information about important developments at the University to its alumni and to maintain the network of personal relationships existing between former students of the University. The publication has featured articles written by alumni on general topics and has also included profiles of alumni and other significant individuals affiliated with the University

##### ***UBC Reports (1955-2002)***

First appearing in early 1955, *UBC Reports* has served to disseminate information about important events, activities and people at the rest of the University campus and to the community beyond. Its pages chronicle the physical and intellectual evolution of the institution, provides profiles of faculty members and their research, and informs the community of upcoming University events.

##### ***The Ubyyssey (1918-1998)***

By far the most voluminous of the publications included in this project (37,000 pp.), *The Ubyyssey* first began publishing in October 1918. The newspaper provides an unparalleled glimpse into the development of student life for over eighty-five years. Since its inception, *The Ubyyssey* has documented lives and events of students through the roaring twenties, depression, world war, cold war and social turmoil. Its pages reflect the views of students about life and events at the University as well as other happenings around the world. *The Ubyyssey* offers a unique perspective on the events of the twentieth century and provides some glimpses of the idealistic beginnings of future generations of leaders. Over the years many notable Canadians have contributed to the newspaper as students. Just a few of these include Pierre Berton, Alan Fotheringham, Pat Carney, John Turner, and Eric Nicol.

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## Executive Minutes

### Meeting Minutes: 15 May 2004

Executive of the Archives Association of British Columbia

Location: University of Victoria Archives -- McPherson Library -- Victoria, B.C.

#### **Present:**

**Anthea Seles**, Vice President

**Linda Nobrega**, Secretary

**Krisztina Laszlo**, Institutional Member-At-Large

**Siôn Romaine**, Individual Member-at-large

#### **Regrets:**

**Christine Meutzner**, President

**Jian Liu**, Treasurer

#### **Guest:**

**Lara Wilson**

### **1. Approval of Agenda:** Approved

Anthea Seles called the meeting to order at 1:05 pm.

### **2. Approval of Minutes of 18 April 2004 Meeting**

Approved by Anthea Seles, seconded by Krisztina Laszlo.

### **3. Business Arising**

#### **3.1 Current State of the CCA -- Lara Wilson**

Lara Wilson, CCA Board member, provided the new Executive with a short report on matters relating to Canadian Council of Archives activities.

Lara reported that Library and Archives Canada's (LAC) evaluation reports on the CCA's grant funding for regular programs and Archives Canada (CAIN) will likely be released soon on the LAC website. These evaluation reports were prepared by LAC in response to the government-wide review of grants and contribution authorities, the renewal of which must take place before March 31, 2005 in accordance with the Treasury Board Policy on Transfer Payments. The CCA is hopeful that, with the support of the Canadian archival community and LAC,

these granting authorities will be renewed. The CCA will keep the AABC up to date on any developments, and may call on the AABC and our allies in the research communities to support our case for renewal.

Lara reported that the results from the CCA's 2003/04 survey of councils and institutions will be available shortly on the CCA website.

Lara also briefly reviewed AABC's services (Network, Education, Preservation) and the role of the CCA funding streams.

The CCA will be holding its summer Board meeting, 28-30 June in Charlottetown, PEI. If members of the archival community have questions or issues they would like the Board to address, please contact the Secretariat or any Board member with your concerns.

### **3.2 Fundraising White Paper**

There was some discussion regarding the White Paper, "Developing a Fundraising Program for the AABC", and the potential feasibility of implementing these recommendations. Anthea Seles, Vice-President, noted that the committee structure did not include a member of the executive. Overall the report was commended for highlighting the fact that the AABC cannot rely on CCA funding as a means of supporting mission critical activities.

The Vice-President recommended that the executive examine the White Paper at length in order to determine the best course of action for the AABC and present potential avenues to its membership.

## **4. President's Report**

Nothing to report at this time.

## **5 Treasurer's Report**

On behalf of Jian Liu, Linda Nobrega presented the reports for the month ending March 31, 2004 (see attached).

The reports presented:

1. Statement of Revenue and Expenses (Unaudited) for the month ending March 31, 2004.
2. Statement of Revenue and Expenses by Fund (Unaudited): General Fund - for the period ending March 31, 2004.
3. Statement of Revenue and Expenses by Fund (Unaudited): Archival Network Service - for the period ending March 2004.
4. Statement of Revenue and Expenses by Fund (Unaudited): B.C. Archival Preservation Services - for the period ending March 31, 2004.
5. Statement of Revenue and Expenses by Fund (Unaudited): Education & Advisory Service - for the period ending March 31, 2004.
6. Archives Association of British Columbia. Balance Sheet - as at March 31, 2004 (Unaudited)

Linda Nobrega moved to accept the budget. Seconded by Siôn Romaine. Moved.

## **6. Committee and Program Reports**

### **6.1 Education**

### **6.2 Grants**

Krisztina Laszlo stated that there is nothing to report at this time.

### **6.3 Membership**

## **6.4 Conference**

## **6.5 Internet**

## **6.6 Preservation**

Siôn Romaine reported that clarification should be made on the AABC website stating that only members of the AABC may access services provided by the preservation contractor, Rosaleen Hill.

## **6.7 PAAL**

## **6.8 Newsletter Editorial Board**

## **6.9 Regional Representatives**

## **6.10 Constitution and Bylaws**

## **6.11 Nominations**

Due to the late call of the Executive Meeting many of the committees were not contacted. Executive sends an apology.

## **7. Other Business**

**7.1** The Executive encouraged Jennifer Mohan to continue campaigning for a President.

**7.2** On behalf of Jennifer Mohan, Anthea Seles submitted for consideration a draft letter to be sent to the Minister and Premier in regards to the amendment of the Vital Statistics Act. Executive moved that the letter be sent out on the AABC listserv to encourage members to lobby the minister concerning the amendments to the Vital Statistics Act. Moved by Krisztina Laszlo, seconded by Siôn Romaine.

**Action:** Anthea Seles will complete the first paragraph pertaining to the AABC and forward the letter to the listserv.

## **8. Adjournment**

Next meeting is tentatively scheduled for 25 July 2004.

Siôn Romaine moved to adjourn the meeting. Krisztina Laszlo seconded. Motion carried.

Meeting adjourned at 2:05 pm.

\* \* \*

### **Meeting Minutes: 7 July 2004**

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

#### **Present:**

**Anthea Seles**, Vice President

**Linda Nobrega**, Secretary

**Jian Liu**, Treasurer

#### **Regrets:**

**Christine Meutzner**, President

**Krisztina Laszlo**, Institutional Member-At-Large

**Siôn Romaine**, Individual Member-at-large

**Guest:**

**Karen Blimkie**

**1. Approval of Agenda:** Approved

Anthea Seles called the meeting to order at 6:35 pm.

**2. Approval of Minutes of 15 May 2004 Meeting**

Minutes were approved over e-mail exchanges, June 15, 2004.

**3. Business Arising**

**3.1 Karen Blimkie report on Finances**

Karen Blimkie presented a financial report to the Executive. A Financial Overview Report was provided and attached to the minutes.

Karen presented the Statements of Revenue and Expenses for the period ending May 31, 2004 (see attached).

**3.2 Ad Hoc Committees**

Ad Hoc Committees are established on a yearly basis and are reconstituted after the AGM. Be it resolved the continuation of the Ad Hoc Committees and the reappointment of the Chairs except for the AABC CAIN Coordinator who is no longer available and the current vacancy of PAAL (Public Awareness and Archival Legislation).

Anthea Seles moved to approve. Jian Liu seconded. Passed.

Jennifer Mohan is to be notified that there are two vacant chair positions: the Public Awareness and Archival Legislation Committee and the AABC CAIN Coordinator position.

**3.3 Roundtable**

There was a proposed Roundtable for July/August concerning CAIN, CCA funding, federal government reports and the AABC fundraising white paper. Given the financial report provided by Karen Blimkie and the fact that a roundtable took place last year at the AGM (April 26, 2003) - The Executive agreed to strike the issue of the roundtable.

**Action:** Linda Nobrega will notify the Executive, Chairs and Regional Representatives about the cancellation of the roundtable.

**3.4 AABC's Opinion on the LAC Review**

Manitoba's archival association had issued a statement in support of the CCA and the CCA's response to LAC's Evaluation of the Grants and Contributions Program. In line with Manitoba's statement, Be it resolved that the AABC extend their support to the CCA and its endeavours. Linda Nobrega moved to approve, Jian Liu seconded. Passed.

**Action:** Anthea Seles will post the statement, on behalf of the AABC, onto ARCAN-L.

**4. President's Report**

Nothing to report at this time.

## **5 Treasurer's Report**

Signing authority for the AABC. Currently that authority is with Erwin Wodarczak and Jian Liu. Anthea Seles needs to speak to Erwin to relinquish and pass signing authority to her.

As Karen had presented the Statements of Revenue and Expenses there is nothing further to report at this time.

## **6. Committee and Program Reports**

### **6.1 Education**

### **6.2 Grants**

### **6.3 Membership**

### **6.4 Conference**

### **6.5 Internet**

### **6.6 Preservation**

### **6.7 PAAL**

### **6.8 Newsletter Editorial Board**

### **6.9 Regional Representatives**

### **6.10 Constitution and Bylaws**

### **6.11 Nominations**

## **7. Other Business**

### **7.1 Archives Week**

It had been suggested by Valerie Billesberger, Fraser Valley Regional Rep., that the PAAL Committee solicit the membership for ideas on a theme for Archives Week. This should be done via the website and/or the regions and the committee announce the theme at the AGM in order to extend the planning time frame. This will give members more opportunity to seek resources for staging events to celebrate Archives Week and potentially increase the number of institutions who participate on a province-wide basis. In addition, the Archives Week poster should be created as a pdf file and available via the AABC website. The Executive agreed to the suggestions.

The PAAL Committee does not currently have a Chair. If a Chair is not appointed in the next month the Executive will address the organization of this year's Archives Week (November).

### **7.2 Executive Advisory Committee**

Due to the absence of a president a committee shall be established to assist the current Vice President/Acting President and the new Executive for the current year. Be it resolved that the AABC Executive establish the Executive Advisory Committee and appoint Chris Hives, Jennifer Mohan and Lara Wilson as members of the committee. Linda Nobrega moved, Jian Liu seconded. Passed.

### **7.3 Network Services/Internet Committee**

Heather Gordon shall be invited to the next Executive Meeting in order to discuss the program/fund of the network services and the funding concerns.

**Action:** Anthea Seles shall e-mail Heather Gordon.

## **8. Adjournment**

Next meeting date to be determined at a later time.

Anthea Seles moved to adjourn the meeting. Jian Liu seconded. Motion carried.

Meeting adjourned at 8:05 pm.

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## British Columbia Archival Network News

### AABC Web Resources Continue to Grow in Popularity

Statistics for the first half of fiscal year 2004-2005 show continued growth in the usage of the AABC/BC Archival Information Network (BCAIN) web site. From April through September 2004, 265,558 unique visits (1,896,930 hits) were recorded, with a daily average of 1,451 visitors. This represents a 34% increase in unique visits over the same time period the year before.

The most often accessed area of the site was the BC Archival Union List (BCAUL). For the first half of this fiscal/program year, 171,411 unique database sessions were established, a 27% increase over the same time period in the previous fiscal year. (Each database session can constitute any number of searches, index scans, result lists and displays.) The online Guide to Archival Repositories in British Columbia and the Archivist's Toolkit were the next most accessed areas of the site.

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### New and Notable on the Web

#### University of British Columbia Archives -- UBC Digitized Publications

"UBC Digitized Publications", a new section of the University of British Columbia Archives' web site, now provides access to almost 53,000 high-quality scanned pages of *The Ubyyssey* (1918-1998), *UBC Reports* (1955-2002), and the *Alumni Chronicle* (1931-2000). A keyword search capability over all text in these publications will soon be available for public use. Check out this fabulous resource on the University of British Columbia Archives web site at: [www.library.ubc.ca/archives/ubcpubs/index.html](http://www.library.ubc.ca/archives/ubcpubs/index.html).

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#### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email <mailto:bpurver@aabbc.bc.ca>.

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabbc.bc.ca/aabc/bcaul.html](http://aabbc.bc.ca/aabc/bcaul.html):

## **British Columbia Archives:**

Victoria Young Men's Christian Association fonds  
William Middleton fonds  
Hayes Trucks Ltd. fonds  
Brandvold family fonds  
George Gilbert fonds  
Sylvia Spring fonds  
Winston A. Shilvock fonds  
Ichiro Shiino fonds  
Richard Francis Heurtley Reed fonds  
Sculptors' Society of British Columbia fonds  
Kenneth A. Hodgson fonds  
Lester G. Morrell fonds  
Tannice McKillop collection  
Fraser River Harbour Commission fonds  
Jack Fillion film collection  
Eve Ostepovich collection  
Canron Inc. fonds  
Canadian Ingersoll-Rand Company fonds  
Thomas F. Wade fonds  
Arthur S. Sutcliffe fonds  
Joseph Algernon Pearce collection

## **British Columbia Medical Association Archives:**

Dr. Sydney Segal fonds  
Dr. Geoffrey Robinson fonds  
Dr. Peter Banks fonds  
Dr. George Elliot Seldon fonds

## **City of Richmond Archives:**

British Columbia Packers Limited fonds  
British Columbia Packers Limited photograph collection  
City of Richmond fonds

## **City of Surrey Archives:**

Stan McKinnon fonds

## **City of Victoria Archives:**

British Columbia Funeral Company fonds  
Hayward family fonds

## **Delta Museum and Archives:**

John Landysheff fonds  
Delta Branch Canadian Red Cross Society fonds  
British and Foreign Bible Society Ladner Branch fonds  
Delta Women's Institute fonds  
Brunswick Cannery (Canoe Pass) fonds  
Roy York collection  
Holmes family fonds

Margaret MacInnis and family fonds  
Whitworth family fonds  
William H. Ladner fonds  
Delta Choral Society fonds  
Edgar Dunning fonds  
Vancouver Wireless Station Parent-Teacher Association fonds  
F.V. Delta Cooperative Association fonds  
Dallas Kamlah fonds  
Ken Young photograph collection  
Thomas E. Ladner and family fonds  
Beatrice and William Cain fonds  
J.K. McConnell collection  
Delta Agricultural Society fonds  
Delta Chamber of Commerce fonds  
Delta Centennial (1979) Committee fonds  
Ladner Dugout Committee fonds  
Bates family fonds  
Muir family fonds  
John Christopherson fonds  
Trevitt family fonds

### **Morris and Helen Belkin Art Gallery:**

PUMPS fonds  
Morris and Helen Belkin Art Gallery fonds

### **Nanaimo Community Archives:**

City of Nanaimo Corporate Administration fonds

### **Simon Fraser University Archives:**

Ron Baker fonds  
Media and Public Relations fonds  
Centre for Canadian Studies fonds  
Department of Spanish and Latin American Studies fonds  
Press Gang Printers fonds  
Susan Walsh fonds  
Mary Kendall Lorne M. Kendall collection  
Evelyn T. and Leigh Hunt Palmer science collection  
Vivien Leong recycling collection  
Manfred Mackauer SFUFA collection  
Lolita Wilson SFU history collection  
Department of Languages, Literature and Linguistics fonds  
Faculty of Interdisciplinary Studies fonds  
Faculty of Science fonds  
Women's Monument Project fonds  
Department of Women's Studies fonds

### **University of British Columbia Archives:**

Faculty of Agricultural Sciences fonds  
Budd family fonds  
Ceremonies Office fonds  
Class of 1925 (Arts) fonds  
George F. Curtis fonds  
Faculty Women's Club oral history project fonds

Marion Gilroy fonds  
Walter Harrington fonds  
Department of Health, Safety and Environment fonds  
John F. Howes fonds  
Information Services fonds  
Laurence Ricou fonds  
J. Lewis Robinson fonds  
William Rose fonds  
Haweis family fonds  
Fritz Lehmann fonds  
Association of Professors Emeriti fonds  
Cecil and Ida Green Lecture Series fonds  
Faris Committee collection  
William Nicholls fonds  
UBC Professors Emeriti Oral History Project fonds  
University Lectures Committee fonds  
Armed Forces at UBC oral history collection  
Faculty Club fonds  
Labour relations research collection  
Samuel Laycock fonds  
Institute of Pacific Relations fonds  
Transport management research collection  
Coral Topping fonds  
Edward Pretious fonds  
Institute of Industrial Relations fonds  
Inter-Institutional Policy Simulator Project fonds  
Margaret Prang fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) Library and Archives of Canada. Vancouver Office**

New repository name: (formerly National Archives of Canada)  
New email address: [reference.vancouver@lac-bac.gc.ca](mailto:reference.vancouver@lac-bac.gc.ca)  
New web address: <http://www.collectionscanada.ca/>  
New hours of operation: Monday-Friday, 9:00-12:00 and 1:00-4:00

### **2) Alder Grove Heritage Society Archives**

New hours of operation: Wednesday to Saturday, 11:00-4:00

### **3) Anglican Diocese of Kootenay**

New web site: <http://www.kootenay.anglican.ca/>

### **4) Corporation of the District of Maple Ridge**

New web site: <http://www.mapleridge.org/>

### **5) Matsqui-Sumas-Abbotsford Museum**

New web site: [www.abbotsford.net/msamuseum/new\\_page\\_2.htm](http://www.abbotsford.net/msamuseum/new_page_2.htm)

## **6) Archives of the Diocese of Kamloops**

New contact name: Mrs. Mary Howard , Archivist

## **7) Archives of the Diocese of Prince George**

New contact: Florence M. D'Costa , Archivist

New phone number: (250) 964-4486

New email address: [archives@pgdiocese.bc.ca](mailto:archives@pgdiocese.bc.ca)

## **8) Lytton Museum and Archives**

New web address: [www.botaniecreek.com/museum/](http://www.botaniecreek.com/museum/)

## **9) Mackenzie and District Museum**

New web site: <http://www.mackenziemuseum.ca/>

## **10) Sechelt Community Archives**

New web address: <http://www.secpl.scrd.bc.ca/archives.html>

## **11) Trail City Archives**

New contact: Museum/Archives Director

New phone number: (250) 364-0829

New hours of operation: Monday to Thursday, 9:00 am to 4:00 pm

New email address: [spoling@cityoftrail.com](mailto:spoling@cityoftrail.com)

New web site: <http://www.trailhistory.com/archives.html>

## **12) Sunshine Coast Museum and Archives**

New web address: [www.gdpl.scrd.bc.ca/museum/index.htm](http://www.gdpl.scrd.bc.ca/museum/index.htm)

## **13) Kimberley District Heritage Society**

New email address: [kdhs@telus.net](mailto:kdhs@telus.net)

## **14) B.C. Central Coast Archives**

New listing:

B.C. Central Coast Archives

(Bella Coola Valley Museum Society)

1685 Airport Road

Hagensborg, B.C. V0T 1H0

Mailing Address: Box 726, Bella Coola, B.C. V0T 1C0

Access:

Contact Person: Lorna Dishkin , Archivist

Phone Number: (250) 982-2130

Fax Number: (250) 982-2130

e-mail address: [museum@belco.bc.ca](mailto:museum@belco.bc.ca)

Days and Hours of Operation:

Office Hours: Monday-Friday, 8:30-3:30; Closed on statutory holidays. Closed on Christmas Eve and Christmas Day

Holdings:

Total Volume: 123 feet

Inclusive Dates: 1890s-2003

Predominant Dates: 1890s-1950s

Acquisition Policy/Holdings Summary:

B.C. Central Coast Archives is active in the collection and preservation of records with archival value to the Central Coast of British Columbia, defined as the area within the Central Coast Regional District boundaries, with particular attention to material related to the Bella Coola Valley and its geographical content. Both public and private records are acquired by donation, bequest or any other transaction by which title to the material passes to the Archives. The British Columbia Central Coast Archives accepts the following public or private material, based on their relation to the purpose as stated above and on their archival value, defined as administrative, legal, financial, or historical usefulness: textual records, photographs, drawings and paintings, maps, plans, architectural records, and audio or visual tapes. The Archives will only accept books, reference material, artifacts and electronically stored data at the discretion of the archivist.

### 15) Pitt Meadows Museum and Archives

New email address: [pittmuseum@look.ca](mailto:pittmuseum@look.ca)

New web address: [www.pittmeadows.bc.ca/services/recreat/rmuseum.html](http://www.pittmeadows.bc.ca/services/recreat/rmuseum.html)

### 16) City of Richmond Archives

New email address: [lwaller@richmond.ca](mailto:lwaller@richmond.ca)

### 17) Chemainus Valley Museum

New email address: [cvhs@telus.net](mailto:cvhs@telus.net)

### 18) Saanich Pioneers' Society Museum and Archives

New hours of operation: Saturday and Sunday, 12:00-16:00 (Appointments on request for special arrangements)

### 19) Sisters of Saint Ann Archives

New contact name: Mickey King , Archivist

### 20) Delta Museum and Archives

Contact person: Kathy Bossort , Archivist

New email addresses: [deltamuseum@dccnet.com](mailto:deltamuseum@dccnet.com) or [bossort@dccnet.com](mailto:bossort@dccnet.com)

New hours of operation: Tuesday-Saturday, 10:00-3:00, closed at lunch between 12:30 and 1:00

New holdings information: Total volume -- 88 metres textual material, ca. 140 metres all media; Inclusive dates -- ca. 1840-2002;

Predominant dates -- ca. 1895-1990

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## British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 14 No. 4 Fall 2004

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## Advertisers

### Archivia Enterprises

[Archivia Enterprises](http://www.archiviaent.com) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

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\* \* \*

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[www.eloquent-systems.com](http://www.eloquent-systems.com)

\* \* \*



## RESTORE AND RECORD

### *RAINMAKER LABS AND DIGITAL PICTURES OFFERS SERVICES TO ARCHIVISTS*

For 25 years Vancouver Rainmaker Labs and Post have been successfully serving the film and television industry with lab and telecine services. Over that period there has been growth and technical innovations. Rainmaker has always taken the lead in research and investing in new technologies and advancements as the world constantly changes.

As part of a series of new initiatives undertaken by Rainmaker, we are offering our Lab and telecine services to the Archival community. Lab Manager Rick Cooper, 33 industry veteran, welcomes you to send him examples of your film for an assessment on shrinkage and condition and suitability for transferring. Other options would include the re-creation of a negative from existing prints

Rainmaker Post also has 6 transfer machines with the ability to transfer 16 and 35 mm film to any tape or digital format. One of the technological advancements invested in include the scratch fixing and restoration capabilities of OSCAR. Standing for **Optical Scratch Concealment And Restoration** - Oscar is an advanced new electro-optical system that works to conceal dirt, dust and scratches on the surface of the film during the telecine transfer. OSCAR operates in real time and produces dramatic results; even severely damaged film images can often be transferred in near-perfect condition. "OSCAR is sort of like a digital wet-gate that works to cover up imperfections in the film - and it does an incredible job. We were frankly blown away by what it could do," says General Manager Barry Chambers. While OSCAR can help improve the quality of practically any transfer, it will be especially valuable in the growing area of film restoration and re-mastering. Chambers explains, "OSCAR will be a fantastic tool in helping get clean, high quality new transfers from archived films."

With the ability to offer these services and schedule them around the ongoing demands on the facility, Rainmaker hopes to price these services at affordable and cost effective rates and be able to negotiate each request or project individually.

We welcome any and all questions or inquiries you may have. Please contact Greg Bosworth at Rainmaker 604 872 7000 or email [gregb@rainmaker.com](mailto:gregb@rainmaker.com).

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

Volume 15 No.1

Winter 2005

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.

Got news? Send AABC news, tips, suggestions or letters to the acting editor:

[Marnie.Burnham@lac-bac.gc.ca](mailto:Marnie.Burnham@lac-bac.gc.ca)

Deadlines for each issue are one month prior to publication.

Editorial Board:

[Peter Johnson](#)  
[Jennifer Mohan](#)  
[Chris Hives](#)

[Marnie Burnham](#), Editor  
[Leslie Field](#), Technical Editor

Next Issue:  
May 1, 2005

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

Last updated

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## AABC/Library &amp; Archives Canada Consultation

*Peter Johnson*

On October 1, archivists, records managers, conservators and librarians from the Lower Mainland and Vancouver Island gathered at the offices of the Archdiocese of Vancouver on Robson Street to meet with Library and Archives Canada representative, Marianne McLean. Marianne and other LAC colleagues are conducting a series of consultations with provincial archives and library communities both to inform and gather opinion on the LAC's long-term directions and role, and to review its Grants and Contributions Program in preparation for the renewal of the LAC's transfer payment authorities. Having already consulted groups in Nova Scotia and Yukon, British Columbia was Marianne's third port of call.

Marianne, a career archivist with the National Archives/LAC, presented the group with copies of two documents, "Directions for Library and Archives Canada"

(June 2004), and "Consultation Document for the Renewal of LAC Authority for a Grants and Contributions Programme (Draft 1, August-October 2004). The morning was spent reviewing and responding to the first document, the afternoon to the second (this will be the subject of a second account).

"Directions for Library and Archives Canada" (*DLAC*) is a very general document for use by a wide range of stakeholders (including publishers). It emphasizes that LAC is a "new kind of knowledge institution, firmly rooted in new opportunities of the 21<sup>st</sup> century digital information age" (p.4). The anticipated "transformation" of the old National Archives and National Library of Canada is rooted in the LAC's new mandate in the *Library and Archives of Canada Act*, assented to April 22, 2004. The Act retains "essential elements" of the former institutional mandates, but adds new scope and new powers. Notably, it introduces the "new legal concept, 'documentary heritage'" which includes "publications in all media and records related to Canada". The LAC's objectives include the acquisition, preservation, promotion and facilitation of access to Canada's documentary heritage (an Advisory Council may be established to advise the national Librarian/Archivist on the last two functions), the care of government publications and records, the facilitation of government's information management, the coordination of its library services, and, lastly, support of the "development of the library and archival communities." (*DLAC* 3)

LAC is currently at the stage of defining how it can best deliver on its mandate. Five "key directions" for the future have been articulated through working groups & discussion forums by LAC staff and it was on these broad directions that our input was sought. The five directions for change are that the LAC should be:

1. *A new kind of knowledge institution*, "firmly rooted in new opportunities of the 21<sup>st</sup> century digital information age." LAC's goal is to have its unparalleled Canadian collections "explored, used, understood and appreciated" by a growing number of Canadians. Providing "seamless access" will require "new ways to organize and describe" resources for easier access and broader use, and may include the joining of the AMICUS (library) and MIKAN (archival) databases (*DLAC 4*).

The institution will not be a passive repository. A focus on access, a capacity to interpret, and the provision of innovative services will encourage Canadians to discover, learn, appreciate, and share knowledge and culture. (*DLAC 5*)

Some puzzlement had been evident amongst us at the first use of the term "knowledge institution." Its import now seems clearer; the LAC is in the business of cultural evangelism.

## 2. *A truly national institution*

We want to have a national presence and impact ... LAC must become more widely known, used, and valued by Canadians all across the country. Our location in the national capital region must be off-set by a constant and deliberate effort to achieve a pan-national presence, both virtual and physical. ... Canadians must be able to find their own communities' heritage and culture within our collection." (*DLAC 5*)

*DLAC*'s emphasis on building upon its "wealth of networks and partnerships" to deliver its mandate was very much Marianne's message. The commitment to building a stronger multicultural presence in collections and staff is welcome (*DLAC 5*). However, it was apparent, and became more so in discussing Direction 3 (below), that many of those present felt that past investments of time, effort and money in building networks at the provincial level were being undervalued in LAC's drive to extend its reach.

To the suggested national roles of "promoting policy, national access catalogues, preservation research, standards development, international collaboration, and development and coordination of national strategies", it was suggested that the LAC should add advocacy for archives and their role.

## 3. *One national collection ... by working with others*

We want to work with others to build a strong, cohesive collection of Canada's documentary heritage, in which our own collection is only one part of the whole. We think there are two sides to this effort, one more internal ["we will manage LAC holdings as one collection ... Emphasis will be placed on integrating access so that our diverse collection parts can be searched as one"], one more external. ... [W]e will work within a network of institutions to give Canadians access to their full documentary heritage. (*DLAC 6-7*)

The 'Questions for you' associated with this third Direction included, "How can LAC best foster approaches for access and preservation of the whole of Canada's documentary heritage?" and "What should be LAC priorities in providing support to different communities?" Here, sympathy for *DLAC*'s and Marianne's apparent focus on recruiting provincial players for Library and Archives Canada's national initiative waned. Us locals very much wanted confirmation that the new national institution not only recognized and valued the huge effort already invested in such networks as BCAUL, but was prepared to consult and support us in maintaining and strengthening such networks. Jennifer Mohan and Reuben Ware were particularly effective advocates for active federal support for B.C.'s archival infrastructure.

## 4. *A prime learning destination*

We want to be an important learning destination, helping to foster a nation of learners by helping Canadians to better understand Canada's heritage, knowledge, and culture. (*DLAC 7*)

LAC proposes supporting all levels of researcher, from school-age children to life-long learners, by understanding their learning patterns and knowledge requirements, and tailoring content, finding aids, programmes, and services to enhance their enjoyment and understanding of both content and context (*DLAC 6-7*).

## 5. A lead institution in Knowledge and Information Management

LAC's legislated information management roles ensure its support of efficient information management for federal government decision-making, its final responsibility for custody and access to an authentic and reliable record of government business, and its ultimate duty of care for Canada's national memory.

These 5 'key directions' are seen as the means by which LAC will "contribute significantly to the success of Canadian society." (*DLAC* 9)

Certain "strategic approaches" will guide changes in LAC's approach to its business, e.g.

- Citizen/client needs will drive LAC's program
- Digital information and access will be pursued as "an over-arching strategic priority"
- Active risk management will safeguard collections
- LAC will question its "professional traditions related to resource description, and think strategically about how metadata will help" it to serve Canadians effectively (e.g. by pursuing common metadata standards)
- It will develop its "capacity for leadership and strategic focus in order to make a real difference in the lives of Canadians, and be a "strong contributor to the achievement of the policy goals of government." (*DLAC* 9-10)

"LAC is a new institution, and it will need to grow into its future. To define its best contribution to the social, economic and cultural development of Canada is a long-term endeavour ..." (*DLAC* 11). One enduring criterion that will steer that contribution is certain to be: "Is this proposed initiative in the national interest?"

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## In Memoriam

### **John A. Bovey, Archivist Emeritus of British Columbia**

In the early hours of 12 Jan 2005, John Bovey passed away in Winnipeg. He and his wife, Pat had just returned from a baby-sitting stint with their only grandchild in London, UK. A funeral is planned for Winnipeg and a memorial service in BC at a later date.

For over thirty-five years, John Bovey was a provincial/territorial archivist (NWT, MB and BC) and was involved in many of the key developments of the Canadian and British Columbian archival networks.

Within his tenure in British Columbia (1979-1999), many notable achievements occurred which further the documentary heritage of our province. With John at its helm, the BC Archives and its archivists integrated records management and archival administration into a single coordinated program; developed a standardization approach to BC government records classification and scheduling (and copied to various degrees in other Commonwealth jurisdictions); pioneered the use of the Internet for archival reference and research; and established a funding program for Community Archives. Our staff members contributed heavily to the research undertaken for the Rules of Archival Description and John was a founding member of the BC Archives Council.

His life long passion for history and heritage can be highlighted by his early research work, while a student at UBC, on Margaret Ormsby's *British Columbia: A History* and by his later two-term appointment as the BC member to the Historic Sites and Monuments Board of Canada.

Many of us will remember his little black book where the details of little and great events were recorded for posterity. His natural curiosity and his love of historical trivia was gigantic as his little script revealed the names, events and dates of significance. Whether the feast day of saints, the major naval battles of Nelson, the number of funnels on the *Empress of Ireland*, or the last day of snowfall in Victoria the little black book recorded it all. Dare I say that I and many of the senior archivists have had their stories recorded in his "book."

As great as his passion for our history and heritage, his love for his family was much greater. His quiet support and pride in the achievements of his wife, Pat, as Director of the Art Gallery of Greater Victoria and latterly, of Winnipeg Art Gallery; his daughter Alex, earning her PhD, publishing her thesis and her work at the British Museum; and daughter, Catherine working with British television, was ever present in his conversations. The recent arrival of grandchild, Georgia was the topic of every conversation and her pictures filled his already bursting billfold.

Of all the achievements that his archives created, many will remember John the person, the great storyteller and raconteur, who could bring an entire hall to laughter as he recited a tale or story from our history.

Gary A. Mitchell, CRM  
Provincial Archivist and Director  
Royal BC Museum Corporation

## Building Archives and Communities 2005 Conference

### An opportunity you won't want to miss...

Members of the Fraser Valley Region of the AABC are busy finalizing plans for this year's conference which is being held in the historic village of Fort Langley from April 21-23<sup>rd</sup>. The conference theme - *Building Archives & Communities* - highlights the integral role that archivists and archives play in both preserving our documentary heritage, and building the communities in which we live. Speakers from a broad range of backgrounds and work experience will examine key elements within this theme, including:

- Understanding archives users
- New frontiers of digitization
- Archives volunteers & friendraising
- Conservation strategies

This is your opportunity to gain new insight and knowledge of how to deal with the challenges that archivists and archives face today in a positive, constructive way.

For further details and updates about this year's pre-conference workshop, conference sessions and events, please consult the AABC website. Conference information packages, including registration forms, will be mailed and available on-line in late February. For those who would like to find out more information about Fort Langley, good sites include: [www.fortlangley.com](http://www.fortlangley.com), [www.fortlangleyvillage.com](http://www.fortlangleyvillage.com) and [www.seefortlangley.com](http://www.seefortlangley.com).

We look forward to seeing you in Fort Langley!

Val Billesberger, Program Coordinator  
2005 AABC Conference Committee  
[maius@shaw.ca](mailto:maius@shaw.ca)

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## British Columbia Archival Information Network Update

### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

New or revised descriptions recently submitted and added to the *British Columbia Archival Union List* are listed on the "New Descriptions on BCAUL" page of the BCAIN web site at [aabc.bc.ca/aabc/newbcaul.html](http://aabc.bc.ca/aabc/newbcaul.html)

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### Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

#### 1) Hedley Heritage Museum

New email address: [hedleymuseum@uniserve.net](mailto:hedleymuseum@uniserve.net)

New web address: [www.hedleybc.ca/content.php?content.8](http://www.hedleybc.ca/content.php?content.8)

New phone/fax number: (250) 292-8787

#### 2) Port Hardy Museum and Archives

New email address: [phmachin@island.net](mailto:phmachin@island.net)

New hours of operation: May 15 to Sept. 30, Tuesday-Saturday, 10 am to 3 pm ; Oct. 1 to May 14, Wednesday to Saturday, 10 am to 4 pm

#### 3) Alert Bay Library/Museum

New address: 118 Fir Street, Alert Bay, B.C.

New mailing address: P.O. Box 440, Alert Bay, B.C. V0N 1A0

New hours of operation: September-June: Monday, Wednesday, Friday and Saturday, 13:00-16:00; July-August, Monday-Saturday, 13:00-16:00

New information for holdings summary: "... The photographic collection consists of 6,900 images dating from the mid 1800s to today ..."

#### 4) British Columbia Institute of Technology Archives

New listing:

British Columbia Institute of Technology Archives  
BCIT Library, SE14, Room 206  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2

Access:

Contact Person: Deidre Brocklehurst , Archivist

Phone Number: (604) 431-4990

Fax Number: (604) 434-5148

e-mail address: [deidre\\_brocklehurst@bcit.ca](mailto:deidre_brocklehurst@bcit.ca)

Days and Hours of Operation:

An appointment is recommended. Hours of operation usually Tuesday-Thursday, 9:30-3:30

Holdings:

Total Volume: 60 metres

Inclusive Dates: 1958-2003

Predominant Dates: 1964-1985

Acquisition Policy/Holdings Summary:

The BCIT Archives acquires records which contain evidence and information about the institution's history, organization, function and structure. The Archives thus constitutes the official memory of BCIT and represents the accumulated experience of its members. These include: records created, received and accumulated by the various administrative offices of BCIT and by the various governing bodies of the BCIT; records of activities from groups such as the Alumni Association, Student Society and Faculty Association, which reflect the life of the BCIT community; and records of historical significance detailing BCIT's growth from the late 1950's to the present. The BCIT Archives houses: correspondence, minutes, reports, and financial records; all publications, newsletters, or booklets including catalogues, yearbooks, student newspapers, directories, and faculty/staff rosters, faculty and administrative newsletters and publications, and alumni publications; photographs, negatives, slides, motion picture film, oral history interviews, audio and video tape, discs, and recordings; maps, prints, and drawings; and memorabilia.

## **5) Cowichan Valley Museum and Archives**

New contact name: Kathryn Gagnon , Curator/Manager

## **6) Trail City Archives**

New contact name: Sarah Benson , Director

New email address: [sbenson@trail.ca](mailto:sbenson@trail.ca) or [history@trail.ca](mailto:history@trail.ca)

New hours of operation: Monday to Friday, 9:00 am to 4:00 pm

## **7) Enderby and District Museum**

New web address: [www.enderbymuseum.ca](http://www.enderbymuseum.ca)

## **8) Penticton Museum and Archives**

New fax number: (250) 490-2442

New hours of operation: Tuesday-Saturday, 10:00-3:00 (November through March); 10:00-4:00 (April through November 1)

## **9) City of Richmond Archives**

New web address: [www.richmond.ca/cityhall/archives/about/about.htm](http://www.richmond.ca/cityhall/archives/about/about.htm)

## **10) Providence Health Care Archives**

New hours of operation: Monday to Wednesday, 9:00-5:00 (Appointment recommended)

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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## **B.C. Archival Education and Advisory Service**

*Linda Wills*

I recently had the opportunity to present the AABC course *Management of Archives* to a class of students in Calgary. At the same time, I was making a mental list of all the things I should remember to tell the archivist who is hired to replace me at the Vernon Archives when I retire. The two actions dovetailed quite nicely, as so much of management is above and beyond the niceties of appraisal, arrangement and description, and the creation of finding aids.

Imagine a situation where you, without previous experience, are hired to manage an archives, either brand-new or established. The training you have taken in preparation for this new job equips you to look after the records in a professional manner. However, the first person you run into on your first day at work is a smiling woman who says, "I'd like to volunteer in the archives – what can I do to help?" Management functions such as the recruitment, training, and supervision of volunteers are, perhaps, issues that you never thought about. You will need to interview the prospective volunteer and have her fill in an information sheet that will capture essential information as well as indicate specific interests and abilities. You may want her to sign a privacy agreement if you intend to have her help you work on sensitive records. You may want to offer special privileges as a thank-you – half-price on photocopying, for example.

Imagine again that you have been working in cramped quarters and city council decides that an empty civic space would be just right for the archives. However, city staff wants you to draw up a plan and a budget for the archives, indicating just where new shelving will sit, how many new filing cabinets will have to be purchased, and an approximate cost for all the new equipment. You are asked for percentages of space to be allotted for the public area, office space, and record storage. You are also asked to plan for future expansion, perhaps with the addition of some rolling shelving. You speak to an architect, but he knows nothing about the functioning of an archives, and needs your guidance. Perhaps the solution is to take a quick tour of neighbouring institutions to see what works for them. Statistics kept over the years may also help you to ascertain whether your rate of acquisition has been increasing or decreasing. Has your photo collection grown geometrically? Are several large donations lurking down the road? Many questions have to be answered and the city is relying on your expertise.

What if you have been hired recently to fill the shoes of a well-respected archivist in your local community archives. On hearing that he never allowed high school students to use the archives, you decide that things will change. What approach can you take to let the high schools know that you are 'open for business' without tarnishing the reputation of the previous archivist?

As archivist in your local community archives, you have always enjoyed a good relationship with the press. On a recent fundraising campaign for the archives, you ask them for a donation and remind them of the good service they have enjoyed over the years. They do not donate to your campaign and then you notice that it's been months since they asked for a photograph. Are the two things connected and if so, what will you do about the situation?

The AABC course *Management of Archives* covers many real-life situations such as the ones I have described. Discussion brings solutions; examples from attendees' own experiences are shared. As Education and Advisory

archivist and as archivist at the Vernon Museum and Archives, I have been made aware of just how important management is to the smooth functioning of everyone's archives.

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## Preservation Issues and Ink Jet Prints

*Rosaleen Hill*

The Image Permanence Institute (IPI) in their recent web article *A Consumer Guide to Traditional and Digital Print Stability* stated that "when properly stored, dye-based inkjet and dye diffusion thermal transfer prints have stability comparable to that of traditional photographic prints. Pigment-based inkjet and color electrophotographic prints are even more stable."

Inkjet printers are by far the most common printer type used to print colour photographs both for home use and for most business applications. This saturation of many levels of the consumer market by inkjet printers will result in a dramatic shift in the type of 'image' that will be accessioned into archives in the coming years. It should be noted that while IPI has indicated that certain types of inkjet prints are more stable than traditional colour photographic prints this is certainly not true in all cases. The life expectancy of the inkjet print can change dramatically depending on the type of ink and paper used and how the inkjet prints are stored.

### **Inkjet Inks**

Inkjet inks fall into two broad categories: dye or pigment based inks. Generally, pigmented based inks are considered to be more stable than dye based inks. However, dye based inks are often used as they offer a wider colour gamut and when used on glossy papers offer greater colour saturation.

Ink types can be identified in several ways – but the resulting identification may not be foolproof! Pigment based inks tend to exhibit a difference in gloss between areas with high ink density and areas with no ink. Also, pigment based inks tend to be insoluble in water whereas dye based ink tend to be water soluble. (This solubility fact should also be noted in archives emergency record salvage plans.)

Nothing is simple when it comes to the digital world. In addition to the two ink categories mentioned above, dye and pigment based inks, a third 'hybrid' category also exists. Some inks are a combination of both dyes and pigments. An example of this 'hybrid' is Epson's Ultrachrome Ink. Epson also has an exceptional ink (from the preservation perspective) in the Epson Archival Pigmented Ink. This six colour ink set is the standard by which all other inkjet inks are measured and has a life expectancy of 200 years when printed on a designated paper and stored appropriately. The hybrid Epson Ultrachrome Ink has a life expectancy of between 100 and 150 years when printed on the designated paper and stored properly. An interesting discussion of the relative qualities of dye based and pigment based inks can be found in the current issue of *More Mastering Digital Photography Annual Guide*.

### **Inkjet Papers**

Many coated papers are designed for producing photographic images using inkjet printers. Coated papers fall into two major categories – swellable papers and porous papers. Swellable papers are comprised of three layers: a protective polymer layer; a layer that fixes ink drop in place and a layer that absorbs other inks components. Porous papers are coated with inert particles which prevent the ink drop from bleeding. It should be noted that uncoated papers can also

be used to print images but they do not produce anything like a 'photographic' quality image and will not be discussed here.

Swellable papers can be identified by the following: they tend to be more glossy than porous papers; the ink may take a long time to dry and the paper feels very smooth. If a drop of water is placed on the surface of swellable paper it results in a slippery film being formed.

Porous papers can be identified as they are not as glossy; the ink does not need time to dry and may be advertised as 'instant dry' and the paper can have a slight 'sticky' feel. A water droplet on the paper is simply absorbed resulting in no visible change to the paper.

### **Inkjet Print Life Expectancy**

The choice of paper and inks in a inkjet printer can have a dramatic affect on the prints life expectancy particularly when that print is exhibited. Henry Wilhelm's website ([www.wilhelm-research.com](http://www.wilhelm-research.com)) offers excellent information on testing of inks and papers for archival stability. He has noted that when using new HP printers with their designated inksets in conjunction with HP Premium Plus Photo Paper that a display permanence rating of 73 years was achieved. Conversely, using the same printer and designated inkset but using Staples Premium Glossy Paper resulted in a display permanence rating of two year!

Wilhelm also deals with the question of permanence of inexpensive third-party inks. Many of his results are presented in the September 2003 PC World Magazine News and Trends section. He notes that while third-party inks may save money they generally do not have good permanence ratings. Additionally, they may lead to clogging the printer head.

### **Storage Standards**

There are no international standards with regard to the long term storage of digital prints. Current recommendations are that all digital prints be stored to the same standards as traditional photographic images. (See the AABC Preservation Toolkit (<http://aabc.bc.ca/aabc/toolkit.html>.) *Photographic Media Storage* for information on the storage of traditional photographic images.

Inkjet prints which are to be exhibited should be framed following general conservation standards. This is particularly true for porous papers. Porous papers, with no polymer coating, are more susceptible to deterioration from gaseous pollutants. Dye based inks on porous paper are especially at risk from ozone.

New inkjet papers and inks are constantly being introduced and as noted the combination of paper and ink can have a significant effect on the life expectancy of the inkjet photo. As many archives are not only collectors but creators of archival records you may want to ask the following questions about the inkjet printer you are using.

What type of printer is in use?

What type of ink is used in the printer?

Does the printer company (i.e. Epson) provide information on the long-term stability of the ink recommended for the printer?

What type of paper is recommended for the printer?

Are alternate 'third party' papers also recommended?

### **What is the long term stability of the paper?**

Most of this information should be available on the printer company's websites. However, it is always useful to check independent websites, such as Wilhelm-Research or Inkjet Art ([www.inkjetart.com](http://www.inkjetart.com)).

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# AABC Newsletter

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## People and Places

**Kelly Stewart** has recently been appointed as the archivist for the New Westminster Museum and Archives. She was previously the Records and Information Manager for the Sto:lo Nation.

The Vancouver Office of Library and Archives Canada welcomes **Greg Kozak** who will be completing a finding aid project this Spring.

**Marie-Hélène Robitaille** has left her position with CBC Radio's "The Round-up" to take on a new challenge as the Archiviste - Télévision for Radio-Canada Colombie-Britannique.

The District of West Vancouver has appointed **Lois Enns** to the newly created position of Records and Information Analyst / Information and Privacy Officer. She will be responsible for managing three program areas: the Records and Information Management Program, the Archives Program (corporate and community archives), and the Freedom of Information and Protection of Privacy Act Program. Ms. Enns was formerly the Archivist for the District. The District will be seeking a fulltime archivist in 2005.

**Heather Gordon** will be leaving her current position as Records Management and Information Analyst for the City of Coquitlam for a new job as the Assistant Manager of the City of Vancouver Archives.

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# AABC Newsletter

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## Postcards



View of the Granite Dells in  
**Prescott, Arizona**  
January 2005

When the Newsletter Editor suggested that I submit a "Postcard from the Edge," I thought - perfect - I do feel on the periphery down here in Republican land.

At the end of November 2004 I accepted a job to set up an "archive for aviation safety and security" at Embry-Riddle Aeronautical University. There is no university-wide records management and the material they have is scattered across campus. No records have been transferred with any kind of deed of gift or other document that would transfer ownership and I spend quite a lot of time talking about the nature of records, how they are used and how we should be housing, arranging and describing them. It's exhausting, but I do enjoy the challenge!

Prescott is cute, the people are friendly and it has a good brew pub. The only one thing I am really missing is half decent coffee. I miss BC too, but hope that the listserv and newsletter communities will keep me connected. Cheers to all! *Jenn*

From:  
Jenn Roberts  
1998 Prescott Lakes Pky  
Apt. 251  
Prescott, AZ 86301 USA



To:  
AABC Members

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# AABC Newsletter

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## Advertisers

### **Archivia Enterprises**

[Archivia Enterprises](#) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

To learn more, visit our website at [www.archiviaent.com](http://www.archiviaent.com). E-mail: [trevor@archiviaent.com](mailto:trevor@archiviaent.com).

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

Volume 15 No.2

Spring 2005

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

Got news? Send AABC news, tips, suggestions or letters to the acting editor:

[Marnie.Burnham@lac-bac.gc.ca](mailto:Marnie.Burnham@lac-bac.gc.ca)

Deadlines for each issue are one month prior to publication.

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Next Issue:  
August 1, 2005

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

Last updated

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## Meet the 2005-2006 AABC Executive

### **President - Anthea Seles**

Anthea graduated from Queen's University with a BA Honours in Art History in 2001 and from the Masters in Archival Studies program at UBC in 2003. Currently she is the records manager/archivist/privacy coordinator for the Archdiocese of Vancouver, a position she has held for two years. She served as the AABC Vice-President and acting President in 2004-2005. Anthea plans later in life to be prefect of the Vatican Secret Archives and Magister Mundi.

### **Vice President - Lisa Codd**

Lisa is the Arts and Heritage Curator at the Langley Centennial Museum. She has a Master's Degree in History from Simon Fraser University, and is currently Chair of the Maple Ridge Community Heritage Commission and a Director of the BC Museums Association. Many will know Lisa from her work on the Programs Committee for the AABC Conference in North Vancouver in 2004, and as Chair of the Local Arrangements Committee for this year's conference in Fort Langley. In her spare time, she can be found scouring second hand stores for commemorative memorabilia and watching movies (of both the arty and mindless pop culture variety).

### **Secretary - Linda Nobrega**

Linda completed the MAS program in 2003. Her prior education was in Archaeology, Anthropology and Sociology, so when novices ask if archivists dig up dead things... well she actually has. Linda is currently working at Corporate Records Management Branch, Government of BC, replacing Susan Hart while she is on maternity leave. Linda does not limit herself to archival pursuits, she also enjoys dancing, is obsessed with textiles which has led to quilting and numerous other sewing adventures, has dabbled in rug hooking, and currently is searching for a loom in order to try out weaving. Linda found it a pleasure to be a part of the 2004-2005 AABC Executive and she is looking forward to working with the amazing new group of individuals on the 2005-2006 Executive.

### **Treasurer - Kathy Bossort**

Kathy is the Archivist at the Delta Museum and Archives where she has worked for the last three and a half years. She previously served on the AABC Executive from 2002-2004 as the Institutional Member-at-Large and Chair of the Grants committee. Kathy entered the MLIS programme in the School of Library, Archival and Information Studies at UBC, but was seduced by the "dark side" and graduated in 2001 with degrees from the MLIS and MAS programmes. She loves living in the small town atmosphere of Ladner, within a 5 minute walk from the archives and the dykes along the Fraser river.

### **Institutional Member at Large - Krisztina Laszlo**

Krisztina holds a joint position at UBC as the Archivist for the UBC Museum of Anthropology and the Morris and Helen Belkin Art Gallery. She graduated from the Master of Archival Studies Programme at UBC in 1999. She also

holds a certificate in public history from SFU, where she also completed her undergraduate degree. Krisztina is also active in the Association of Canadian Archivists Special Interest Section on Aboriginal Archives, acting as Membership Secretary and contributing to a forthcoming guide to help aboriginal communities set up their own archives.

### **Individual Member at Large - Alan Doyle**

Alan was born and raised in Vancouver. He graduated with an MAS in 2003. He was initially hired by the UBC Archives to conduct a university-wide records survey, and this project has evolved into an ongoing records management position. Alan believes that this is an interesting time to be involved in nearly any aspect of information management, and within the academic setting in particular. He is looking forward to working with the other members of the executive, and expects to learn a lot as the year progresses.

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**AABC Conference 2005 — Closing Plenary Speech**  
**April 23<sup>rd</sup>, 2005**

We have spent the last two days learning about how to build our archives and communities. We have heard from our various user groups on how to create a more friendly and accessible environment. We have gained a greater awareness of the integral nature of volunteers in carrying out our work as archivists as well as how to train them and keep them in our institutions. We know now how to raise and cultivate friends of the archives associations to ensure continuing support for our institutions and programs as well as a viable means of outreach to the general public. We have a better understanding of different ways to fund our special projects and ways of obtaining other sources of revenue to ensure the continuity of existing programs and the creation of new ones. We have also come away with a greater understanding of how to digitize and make our records accessible to a wider range of users. Finally we have also addressed the on-going issues of privacy and preservation in our institutions. In effect this conference has accomplished what it initially set out to do — build a sustainable user base, build a sustainable support network through volunteers and friends, build a sustainable means of financing our institutions — this ultimately translates into the ongoing sustainability of archives, through the building of communities, which culminates in the building of archives. But now that the conference is done, this work is up to us.

I think all of us are well aware that these opportunities do not simply fall into our laps except perhaps through an act of God. It requires work and effort from each of us. I know these words are not ones we as archivists necessarily want to hear, particular when we juggle so many responsibilities. We usually barely have enough hours in the day to complete our own work much less take on another project which will add to our already bursting workload. But the ideas we take away from this conference do not need to be implemented on a grand scale. We can begin small and as J.R.R. Tolkien once penned in his epic trilogy; be the falling stones that cause an avalanche. But it requires our commitment, our hearts and souls which is as Gary Mitchell said in his keynote address is the nature of what we keep and preserve in our archives- the heart and soul of history. We must be proactive. We must seek out our own fortunes but as I've said and I'll say it again our fortunes, our future lie in building partnerships with our volunteers, donors, users and other heritage institutions. Part of this partnership building also requires us to educate other institutions and members of the general public about Archives. We all know the perplexed looks we sometimes receive when we tell people what we do. One of my colleagues after introducing herself as an archivist was told: "Oh, so you dig up dead things!" which in a manner of speaking is true but I think in this instance they meant an archeologist. That aside, this usually is the first step in educating the public about what we do but this shouldn't be exclusively how we do it. They need to know *what we keep* as well as *what we do*. We know how important our material is, so why not tell others. The booklet "Building Archives and Communities: Stories of success and good fortune in 2004" is one way of telling people how important our material is and how we take care of it. I would therefore encourage every archivist to read it and I hope that next year's conference committee will do something similar. I, also, hope that next year I will see your archives in this booklet. Even if you start something small remember we can all be the small stones that start an archives awareness avalanche which will ultimately ensure the sustainability of our institutions.

I would like to close by thanking once again the conference program committee: Val Billesberger (chair), Fred Braches, Lisa Codd, Hugo Friesen, Kelly Harms, Peter Johnson, Leslie Norman Val Paternaude, Kathy Bossort, and

Sylvia Stopford. I would also like to thank the Local Arrangements: Lisa Codd (chair), Sylvia Stopford, Kobi Howard and all the staff at the Langley Centennial Museum.

Thank you for attending the 2005 AABC conference in Fort Langley and I hope you all have a wonderful afternoon.

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# AABC Newsletter

Volume 15 No. 2 Spring 2005

## Conference Photos



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## Canadian Council of Archives Update

Lara Wilson

- [Memorandum of Understanding Signed](#)
- [Upcoming Roundtable in Saskatoon](#)
- [Archives and You! Conference](#)

### Signing Ceremony:

On April 23<sup>rd</sup>, just before the 2005 AABC Annual General Meeting, the AABC and the Canadian Council of Archives signed a Memorandum of Understanding. It was signed by AABC President Anthea Seles, and me, as representative for the CCA Board of Directors.

The CCA Board hopes that all provincial and territorial archives councils will have signed their own MOUs with CCA by the end of the year. The AABC was the first council to do so, then the Council of Nova Scotia Archives (CNSA) in Cornwallis, Nova Scotia, and the Council of Archives New Brunswick (CANB), in Fredericton, New Brunswick followed on April 29. The CCA Board decided that the signing of such agreements at provincial and territorial council AGMs was an appropriate way to mark the 20<sup>th</sup> Anniversary of the CCA. The CCA was founded in 1985 as a result of federal-provincial efforts to encourage and facilitate the evolution of an archival system in Canada. The Canadian Council of Archives provides coordination within the system, and its tasks are to:

- identify national priorities;
- make recommendations as to the system's operation and financing;
- develop and facilitate the implementation and management of Programmes to assist the archival community;
- advise the Librarian and Archivist of Canada;
- promote better communications between the various components of the Canadian system; and
- communicate archival needs and concerns to decision-makers, researchers and the general public.

2005 is an important year for the Canadian archival community: the federal grants and contributions provided to CCA and Canadian archives from the Department of Canadian Heritage via Library and Archives of Canada are under review by Treasury Board; many provincial and territorial councils are under considerable financial constraints; and yet all the while there is increased pressure on archives – both large and small – to acquire, preserve and make accessible their rich and varied holdings.

Some key statements from the AABC/CCA MOU:

"CCA and AABC are integral components of the Canadian Archival System and both parties seek to renew

its commitment to work together towards the vision of a Canada in which our documentary heritage is preserved and open to all and engages citizens in their communities and country.

The AABC recognizes the CCA as the national institutional voice and official representative of the Canadian Archival Network; CCA recognizes the AABC as a Provincial Council for the Province of British Columbia; ... A prime objective of the AABC shall be to strengthen the Canadian archival community through information and support to archival organizations and institutions within their territorial region. The AABC will work in cooperation with CCA and other Councils to achieve this and similar goals."

For the complete text of the MOU, please go to: <http://www.cdncouncilarchives.ca/CCA-AABCMOU.pdf>

CCA Roundtable - Saskatoon:

On June 6 & 7 in Saskatoon, before the 2005 ACA Conference, the CCA will be holding the second of two Roundtable meetings with representatives from the provincial and territorial Councils, the ACA, AAQ, Bureau of Canadian Archivists, Library and Archives of Canada, and the National Provincial Territorial Archivists Conference. I will be attending this Roundtable, as well as Jennifer Mohan, who will represent the AABC Executive. The first roundtable was held September 24 & 25, 2004 in Ottawa (Chris Hives attended on behalf of the Executive).

At that meeting, the following strategic outcomes were identified for the CCA:

- Coordinate a sustained communications strategy that will engage our archival community, the general public and our partners for the benefit of Canadians. This strategy will communicate the relevance and values of archives to enhance their visibility in preserving memory and evidence thereby enabling Canadians to better know themselves and their nation.
- Develop and sustain the excellent human and technological archival infrastructure required to provide access to Canada's documentary heritage
- Renew CCA to ensure sustainable leadership coordination and resources for the archival network to provide access to archival material
- Champion improved and expanded access to Canada's documentary heritage through the development and delivery of programs and services that engage and benefit all Canadians

The focus of the second meeting will be the renewal of the CCA financial assistance programmes. The funding for these programmes will be provided to CCA by the Department of Canadian Heritage via Library and Archives of Canada (LAC) as a part of LAC's new National Archival Development Programme (NADP). The following 5 objectives have been identified:

- Increase the capacity of archival institutions to preserve Canada's documentary heritage
- Increase access to Canada's archival holdings through the national catalogue
- Increase in Canada's documentary heritage the representation of Aboriginal peoples and under-represented ethno-cultural groups
- Increase capacity of archival networks to undertake strategic and development activities
- Increase awareness and broaden use of Canada's documentary heritage

CCA and AABC will keep you updated on developments from the Roundtable . . .

Archives and You! Conference:

To assist in CCA's goal to raise awareness of archives to the Canadian public, the CCA will be hosting the Archives and You! Conference, June 27 & 28 in Ottawa. The conference is designed to provide genealogists, researchers, writers, librarians, teachers and students with the opportunity to learn firsthand from archival professionals. Through presentations, individual consultations and workshops, participants will learn how to

effectively use archives. The conference will also include site visits to archives in the National Capital Region, presentations by the Honourable Minister of Canadian Heritage Liza Frulla (invited), Librarian and Archivist of Canada Ian Wilson, and guest speaker author Charlotte Gray.

For more information, please go to <http://www.archivesconference.ca>

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## British Columbia Archival Network News

### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email at [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabbc.bc.ca/aabbc/bcaul.html](http://aabbc.bc.ca/aabbc/bcaul.html):

#### City of Coquitlam Archives:

City of Coquitlam Council and Office of the City Clerk fonds

#### City of Richmond Archives:

Richmond School Board fonds  
Richmond Board of Police Commissioners fonds  
Murdoch Senior Citizen Centre fonds

#### City of Vancouver Archives:

ARTS Club fonds  
Vancouver Regional Construction Association fonds  
Townley, Matheson and Partners fonds  
Strathcona Community Garden Society fonds  
Lady Vancouver Club fonds  
Junior League of Greater Vancouver fonds

#### City of Victoria Archives:

Victoria Choral Society fonds

#### Greater Vernon Museum and Archives:

C.F. Costerton fonds  
Vernon Drug Co. Ltd. fonds  
Ellen Fearnought Ellison fonds

Vernon Legion Cricket Club fonds  
McIntosh Girls' Pipe Band fonds  
C.B. Lefroy fonds  
Girl Guides of Canada, North Okanagan Division fonds  
Vernon 1967 Centennial Committee fonds  
Oyama Community Club fonds  
Community Centre Hill Association fonds  
Elizabeth McIlvaine Ellison fonds  
Myra King DeBeck fonds  
Sophie Ellison fonds  
Price Ellison fonds  
Vernaon and District Women's Institute fonds  
Dr. Danilo Aguzzi-Barbagli collection  
Franklin Smith fonds  
Reinhard family fonds  
Vernon Etherington Ellison fonds  
Sveva Caetani fonds  
Okanagan Historical Society fonds  
Dr. Margaret Ormsby fonds  
Edna Oram fonds  
John Thomas Davies fonds  
Interior Vegetable Marketing Agency Cooperative fonds  
B.C. Dragoons fonds  
Waters family fonds  
Patrick Mackie fonds  
Hilda Cryderman fonds  
James Grant fonds  
Cosens Bay Property Owners' Society fonds  
George Albert Meeres fonds  
Vernon Yacht Club fonds  
Foster family fonds  
Adrian W. Moncrieff fonds  
Anna Johnson Ellison fonds  
John Herbert Turner Ellison fonds  
Mabel Grayston Ellison fonds  
Kenneth Vernon Ellison fonds  
Oyama Irrigation District fonds  
Ken Ellison collection  
Wood Lake Improvement District fonds  
Sovereign family fonds  
Vernon Cricket Club fonds  
Marie Houghton Brent fonds  
Beairsto Elementary School fonds  
Lt. Col. Donald R. Cameron fonds  
Jo Fraser Jones fonds  
Alex Craig fonds  
Anna Cail fonds

### **Japanese Canadian National Museum:**

Shokichi Akatsuka fonds  
Haruo Ichikawa collection  
Masanobu Kawahira fonds  
Oike family collection  
Alan P. Allsebrook collection

### **Morris and Helen Belkin Art Gallery:**

BOO Magazine fonds

Peter Schuyff fonds

### **Nanaimo Community Archives:**

Bright Mine fonds  
Chatwin Engineering Ltd. fonds  
Robert Carruthers fonds  
Granby Consolidated Mining, Smelting and Power Company Limited fonds  
Robertson family fonds  
Cedar District Institute fonds  
Ray and Myrtle Cote fonds  
Parker Williams fonds  
Rudolf Stueck fonds  
Dickinson family fonds  
United Mine Workers of America Local 7355 (Nanaimo) fonds  
Arthur J. Collier collection  
George Bryce fonds  
Mildred Bryce fonds  
Wood family fonds  
Patricia Romanik collection  
Dolly Egdell fonds  
Ross McLeod collection  
Canadian Collieries (Dunsmuir) Ltd. fonds  
Western Fuel Corporation of Canada fonds  
Vancouver Coal Mining and Land Company fonds  
Native Daughters of B.C. Post No. 2 (Nanaimo) fonds

### **Nicola Valley Museum and Archives:**

Mrs. D.M. McQueen fonds

### **North Vancouver Museum and Archives:**

James Abernethy fonds  
Fred Amess fonds  
Alfred Barker fonds  
Beta Sigma Phi fonds  
Burrard Dry Dock photograph collection  
City of North Vancouver Public Library fonds  
Jim Clements fonds  
Crandall Dry Dock Engineers Inc. fonds  
Lorne Davey fonds  
Eleanore Dempster fonds  
District of North Vancouver fonds  
District of North Vancouver photograph collection  
Ronald Gibbs fonds  
Pamela Graham fonds  
William Gregg fonds  
Murray Knowles fonds  
Tom Knox fonds  
A.L. (Dick) Lazenby fonds  
Lower Capilano Community Residents Association fonds  
Lynn Valley School fonds  
Francis Mansbridge fonds  
Maplewood School fonds  
Jack Mitchell fonds  
North Shore Gardeners Contest Society fonds  
Monteray School fonds

North Shore Light Opera Society fonds  
North Vancouver Community Players fonds  
Roy Pallant fonds  
Presentation House Gallery fonds  
Presentation House Theatre fonds  
R.J. "Bob" Robinson fonds  
David Shirlaw fonds  
Stally-Pearson family fonds  
Vintners of the North Shore fonds  
Walker-Gee family fonds  
Wartime Shipbuilding Ltd. fonds  
Roland Webb fonds  
Westover School fonds  
Suzanne Wilson fonds

### **Providence Health Care Archives:**

Alumnae Association of St. Paul's Hospital School of Nursing fonds

### **Quesnel and District Museum and Archives:**

Alice Earley photograph collection  
Arthur Duclos photograph collection

### **Revelstoke Museum and Archives:**

Arrowhead Tennis Club fonds  
Benjamin Richard Atkins fonds  
Burton Roy Campbell fonds  
C.B. Hume fonds  
C.B. Hume and Co. Ltd. fonds  
Gerrard Burke Nagle fonds  
John J. Porter fonds  
Laughton family fonds  
Mount MacKenzie Ski Developments Ltd. fonds  
Paula Overhill fonds  
Revelstoke Multicultural Society fonds  
Revelstoke Wine and Spirit Company Ltd. fonds  
William Valentine Tomlinson fonds  
W. Earle Dickey fonds  
Revelstoke Ski Club fonds  
War Memorial Committee fonds

### **St. Margaret's School Archives:**

St. Margaret's School fonds  
Fenwick family fonds

### **South Peace Historical Society Archives:**

Gibson Gile photograph collection

### **University of British Columbia Archives:**

Asia Pacific Business Institute fonds  
Awards and Financial Aid Office fonds

British Columbia Medical Centre collection  
Campus building specifications collection  
Class of 1916 (Arts) fonds  
Class of 1923 (Arts) fonds  
Class of 1926 (Arts) fonds  
Class of 1931. Valedictory Gift Committee fonds  
Engineering Undergraduate Society fonds  
English literature research collection  
Enrolment Services fonds  
History of education research collection  
Patricia Marchak fonds  
Medical Expedition to Easter Island collection  
Alfred Parminter fonds  
Lemuel F. Robertson fonds  
San Francisco Bay map collection  
Barbara Schrodt fonds  
Richard B. Splane fonds  
Roy Stokes fonds  
Thea Koerner House Graduate Student Centre fonds  
Otis J. Todd fonds  
UBC faculty publications collection  
UBC undergraduate student examination collection  
Gladys Wright fonds  
Leon M. Zolbrod fonds  
Douglas T. Kenny fonds  
John B. Macdonald fonds  
Guy Palmer fonds  
Elvi Whittaker fonds  
UBC subject file collection  
Players' Club Alumni fonds

### **University of British Columbia Library Rare Books and Special Collections:**

H. Colin Slim Stravinsky collection  
Joy Kogawa fonds  
Thomas Berger fonds  
Roy Miki fonds  
David Watmough fonds  
Walter Sheppe fonds  
Mary F. Bishop fonds  
British Columbia Railway Commission research collection  
British Columbia Executive Council collection  
Greater Vancouver Water District fonds  
Geoffrey Parrott fonds  
Lindsay M. Garrison fonds  
Mary Millicent McManus Woodward fonds  
F.E. Runnalls research collection  
R.H. Vaughan fonds  
John Ulinder fonds  
Milnor Roberts fonds  
Ann Farrell research collection  
John Howard Society of British Columbia, Nanaimo Area Council fonds  
Graham Spry fonds  
Sasquatch research collection  
Pot Latch Creek Quarry fonds  
Jim Hamm Doukhobor research collection  
Commission of Inquiry on Property Assessment and Taxation collection  
Vancouver Cooperative Radio fonds  
Jermeja Singh Hundel family fonds  
Susan Mayse fonds

George Gee fonds  
Brian Hayward fonds  
Wilderness Advisory Committee fonds  
John Olldym fonds  
John Emerson fonds  
Robert Wayne Stedingh fonds  
Westcoast Energy Inc. fonds  
Communications, Energy and Paperworkers Union of Canada, Western Region fonds  
Communications, Energy and Paperworkers Union, Local 601 fonds  
Garnett Weston fonds  
Leland Morley fonds  
George Kuthan fonds  
Macmillan Company of Canada fonds  
MacMillan Bloedel Limited, Canadian White Pine Division fonds  
Doris Shadbolt fonds  
Lily (Steinman) Greene fonds  
William Hale White family fonds  
British Columbia historical postcard and photograph albums collection  
World War I British press photograph collection  
Federation of British Columbia Naturalists fonds  
Wil Hudson fonds  
Isabella (Cox) Starr fonds  
Warren Hastings fonds  
W.R. Black fonds  
Gordon Goichi Nakayama fonds  
Peter Pearse collection  
Donald Murray Fraser fonds  
Norman Colbeck fonds  
Alan Twigg fonds  
British Columbia Wildlife Federation fonds  
Lee Straight fonds  
Britannia Beach Mining and Smelting Company Ltd. fonds

### **University of Victoria Archives:**

Beryl Rowland fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) Sisters of Saint Ann Archives**

New email address: [archives@ssabc.ca](mailto:archives@ssabc.ca)

New hours of operation: The Archives are closed to the public, although phone and mail requests are dealt with on an individual basis.

### **2) Salmon Arm Museum**

New web site: [www.salmonarmmuseum.org](http://www.salmonarmmuseum.org)

### **3) New Westminster Public Library**

New fax number: 604-527-4674

#### **4) Providence Health Care Archives**

New acquisition policy/holdings summary:

The Archives acquires, preserves and makes accessible: 1) records of enduring value created or received by Providence Health Care, its hospitals and residences, departments, programs, officers, employees, physicians, and governing bodies, 2) records created, received, or accumulated by private individuals documenting or relating to the history of Providence Health Care or any of its sites, and 3) records having informational value as secondary source material. The majority of records held by the Archives pertain to the founding and development of St. Paul's Hospital the Archives also maintains the administrative and student records of the former St. Paul's Hospital School of Nursing. Other records relate to the development, activities, and founding congregations of St. Vincent's Hospital Arbutus, Heather, Brock Fahrni, and Langara sites, Mount St. Joseph Hospital, Holy Family Hospital, and Youville Residence. Holdings include administrative and financial records, medical record registers, minutes of committee and board meetings, medical staff files, subject files, corporate publications, and private papers. In addition to an extensive photograph collection, the Archives maintains some sound recordings and audio-visual records, including oral history tapes. The Archives also acquires artifacts that complement its record holdings. This includes artifacts relating to religious and administrative activities, as well as medical instruments and equipment relating to nursing, infant care and treatment, the administration of anaesthesia, radiology and laboratory procedures, ophthalmology, cardiology, open heart surgery, and renal dialysis.

#### **5) St. Margaret's School Archives**

New listing:

St. Margaret's School Archives

1080 Lucas Avenue

Victoria, B.C. V8X 3P7

Web Site: [www.stmarg.ca/support\\_heritage.asp](http://www.stmarg.ca/support_heritage.asp)

Access:

Contact Person: Anthea Waterfield , Archivist

Phone Number: (250) 479-7171

e-mail address: [anthea@island.net](mailto:anthea@island.net)

Days and Hours of Operation:

By appointment: Monday and Friday, 9 am to 1 pm

Holdings:

Total Volume: 20 cm; 600 photographs

Inclusive Dates: 1908-1999

Predominant Dates: 1908-1999

Acquisition Policy/Holdings Summary:

The Archives of St. Margaret's School acquires and preserves records and artifacts relating to the history of the school. The holdings include records of the school and the founders, staff and student memorabilia, scrapbooks, photographs, and a complete set of the school magazine, the Cardinal (1910-present). The holdings represent the three locations of the school: Cook Street (1908-1912), Fort Street (1912-1970), and Lucas Avenue (1970-present).

#### **6) Japanese Canadian National Museum**

New email address: [jcnm@nikkeiplace.org](mailto:jcnm@nikkeiplace.org)

New phone number: 604-777-7000

New hours of operation: Tuesday-Saturday, 11:00-5:00 (Appointment advisable.)

#### **7) City of Coquitlam**

New contact: City Clerk's Office

New phone number: 604-927-3010

New holdings information: Total Volume - 82 metres ; Predominant Dates - 1891-1997

#### **8) City of Vancouver Archives**

New web address: [www.vancouver.ca/ctyclerk/archives](http://www.vancouver.ca/ctyclerk/archives)

New email address: [archives@vancouver.ca](mailto:archives@vancouver.ca)

## 9) New Westminster Museum and Archives

New contact: Kelly Stewart , Assistant Archivist

New email address: [kstewart@city.new-westminster.bc.ca](mailto:kstewart@city.new-westminster.bc.ca)

## 10) Quesnel and District Museum and Archives

New web address: [www.city.quesnel.bc.ca/museum2004/Archives.asp](http://www.city.quesnel.bc.ca/museum2004/Archives.asp)

## 11) Vancouver Holocaust Education Centre Archives

New web address: [www.vhec.org](http://www.vhec.org)

## 12) White Rock Museum and Archives

New contact: Hugh Ellenwood

New hours of operation: Monday-Wednesday, 10:00-4:00

New web site: [www.whiterock.museum.bc.ca/archives/](http://www.whiterock.museum.bc.ca/archives/)

## 13) Sunshine Coast Museum and Archives

New email address: [scm\\_a@dccnet.com](mailto:scm_a@dccnet.com)

New web address: [www.sunshinecoastmuseum.ca/main](http://www.sunshinecoastmuseum.ca/main)

## 14) Maple Ridge Museum and Archives

New e-mail address: [mrmuseum@uniserve.com](mailto:mrmuseum@uniserve.com)

New hours of operation:

Summer (July-August): Wednesday-Sunday, 1:00-4:00; Winter: Wednesday and Sunday, 1:00-4:00 (Access for research by appointment Sunday to Friday, 9 am to 4 pm)

New holdings information:

Total Volume: 45 meters of textual records, ca. 10,000 photographic images

Revised acquisition policy/holdings summary:

The holdings include memoirs, business and organization records, copies of school board minutes, and approximately 7,500 catalogued photographs. There is a set of 825+ research files of subjects pertaining to Maple Ridge as well as an index for the Maple Ridge Gazette newspaper spanning 1922 to 1960 with 1961 to 1980 still in progress.

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## British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabbc.bc.ca/aabc/bcans.html](http://aabbc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

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## B.C. Archival Education and Advisory Service

One of the most enjoyable aspects of my role as Education and Advisory Archivist for the AABC is the opportunity to visit small community archives throughout the Province. This past year I have travelled to the East and West Kootenays, the Thompson-Okanagan, and even managed to fit in a few visits in Vancouver and on Vancouver Island.

I am constantly surprised at the quality of the records I find, particularly the photographic treasures that these small archives hold. I have also been pleased to discover innovations that can be copied by other archives. The Merritt Archives has, at the entry near the office, a three-dimensional coloured map on the wall that outlines their geographical acquisition boundaries. How simple a solution and how easy it is to point to the map when tactfully turning down a potential donation with the suggestion that it would be better suited elsewhere. So many archives have trouble saying "No" – a similar map in your archives would help avoid those unwanted acquisitions that I see in every archives. Be brave – you don't have to accept a donation because of who is giving it!

Last fall, I gave a workshop for the ASA in Calgary and made use of my trip there and back to visit archives in the East and West Kootenays. My first stop was the Kootenay Lake Archives which is situated in the jail of the heritage courthouse in Kaslo. They keep their unprocessed records on the bunk beds of a jail cell and, in the vault next door, have their most important records marked conspicuously to retrieve first in case of fire. I had not come across this practice before, but think it bears copying, especially if your records are housed in an old building. Nelson was the next stop where I spent time with Shawn Lamb discussing the plans for their new archives. I had a quick look at the old archives and all I can say is that you have to be thin to access their records at present. I stayed overnight at the hostel in Nelson and was off to Creston the next morning. The Creston Archives is part of a picturesque museum complex, but is housed in a separate building with lots of room. They win the prize for the largest and coldest storage vault I have come across. I think they win the prize for enthusiasm as well! Fort Steele Heritage Town, farther along the road to Calgary, has the most enviable storage situation I've seen yet. Banks of rolling shelving, stacks of metal map cabinets, and copious archival supplies would make most archivists turn a little green with envy. Time is the problem there, as the archivist also wears many other hats.

The trip back from Calgary brought me to Trail where the Archives is housed in separate rooms of their city hall. Trail's strength lies in a comprehensive and striking photo collection plus the new archivist's willingness to learn. On to Grand Forks and Osoyoos who share the need for a new building. It's difficult for these small community archivists to find the time to convince the relevant community of their need for better accommodation when all their time is spent 'putting out fires'. Small community archivists can be board members, museum directors, and fundraisers too. The journey finished with a stop at the Summerland Museum where I was able to speak at length with the director and a group of volunteers. Many notes were taken.

A spring trip took me through the North Okanagan where the Spallumcheen Band was busy collecting maps re documentation for land claims, while up the street, the Enderby Archives had finally come out of the back room. You are now confronted with the Archives as you walk in the door and there is no excuse for saying you missed it. Their renovation has come just in time for their 100<sup>th</sup> birthday and the publication of the history of Enderby. The Armstrong Archives shares space with the Museum and Art Gallery and they are also under renovation, with their archives becoming more visible as well as more organized. Up the road, the small archives in Sicamous is experiencing 'old building syndrome' and running into problems getting funding because they are saving for a new building. I guess you just can't win. Salmon Arm Archives has also achieved a higher profile by coming up out of the basement. Every inch of their archives has been planned for maximum storage potential and they have a very pleasant research table set amongst museum displays.

Other visits have been made to the Kelowna Archives, whose storage area is much improved with the removal of walls and the installation of new shelving. In Vancouver, the Jericho Tennis Club is forging ahead with a keen group of volunteers and a unique photo collection. Next door, at the Royal Vancouver Yacht Club, volunteers are busy cataloguing photographs and entering information into a database. Interest in the Club Archives was piqued by the recent publication of 'Racers and Rovers' that used archival photographs from many sources including their own.

A trip to teach another workshop this Spring enabled me to make site visits to Oak Bay Community Archives where keen volunteers are ready to embark on database projects, and Oak Bay Secondary School Archives, where school records – annuals, photographs, documents – are being carefully organized. Another trip to Penticton for contract work gave me the opportunity to visit Hedley and Princeton Archives. Again I was amazed at the strength of the photo collections in the Province and the dedication of the community archivists.

While the situation in many archives is far from perfect, I am struck constantly by the community archivists' enthusiasm and willingness to learn. There are important records being kept by these small archives and the archivists want to learn archival procedures and bring their archives up to accepted standards. They are eager to change and improve – something that can only benefit the heritage of BC.

Linda Wills  
Education and Advisory Archivist

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# AABC Newsletter

Volume 15 No. 2 Spring 2005

## People and Places

At the end of May, **Jack Choules** will be starting a new position as archivist with the Corporate Records Management Branch, Ministry of Management Services, Government of British Columbia.

**Yau Min Chong** recently accepted the position of records analyst at the Law Society of British Columbia.

After completing the MAS program at UBC in April, **Greg Kozak** has been appointed project coordinator for the InterPARES project.

**Terra Dickson** has been hired as the Records and Information Administrator for the City of Coquitlam. She was previously working for the City of Richmond.

**Linda Wills** recently left her position as archivist at the Greater Vernon Museum and Archives to pursue opportunities as a contract archivist.

The City of Vancouver Archives welcomes **Carolyn Petrie** and **Dyane Laurin**, both UBC MAS students, for the summer.

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## The Terry Reksten Memorial Fund

Founded in honour of the late Terry Reksten, well known British Columbia historian, the Fund annually offers an award of \$700 to a Community Archives in British Columbia to assist in the endeavour of acquiring, preserving, indexing or disseminating information on archival documentary heritage of British Columbia in the broadest sense of the word. The award is administered by the Friends of the British Columbia Archives.

Eligibility Criteria are:

1. The Archives must be open to the public 8 hours a week or more
2. The Archives shall have three or fewer paid employees
3. No Archive is eligible to receive moneys from the fund in two consecutive years.

The winner for 2002 was the Aldergrove Heritage Society. Their project was to "sort, identify and scan original photographs from the Aldergrove Star fonds to provide public accessibility."

The winner for 2003 was the Bulkley Valley Museum. Their project was to "copy and encapsulate some of our map collection, especially those maps that are in fragile to fair condition or often requested by the public...."

The winner for 2004 was the Bowen Island Historians. Their project was rehousing their maps and plans collection.

Applications for the 2005 grant are to be submitted by June 30<sup>th</sup>. Please outline your project/need in not more than half a page and provide details of eligibility. Submit to:

Friends of the British Columbia Archives – Grant Committee  
c/o B.C. Archives  
675 Belleville Street  
Victoria, B.C.  
V8W 9W2

or by e-mail to: [ragreene@telus.net](mailto:ragreene@telus.net)

The winner will be chosen and announced in September.

The successful applicant will be required to provide notification on completion of the project, and if possible a short report for the Friends of the BC Archives Newsletter.

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# AABC Newsletter

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## Advertisers

### Archivia Enterprises

[Archivia Enterprises](#) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

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To learn more, visit our website at [www.archiviaent.com](http://www.archiviaent.com). E-mail: [trevor@archiviaent.com](mailto:trevor@archiviaent.com).

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# AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

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Summer 2005

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Newsletter homepage

[aabc.bc.ca/aabc/newsletter](http://aabc.bc.ca/aabc/newsletter)

How to join the AABC

[aabc.bc.ca/aabc/meminfo.html](http://aabc.bc.ca/aabc/meminfo.html)

The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

Got news? Send AABC news, tips, suggestions or letters to the acting editor:

[Marnie.Burnham@lac-bac.gc.ca](mailto:Marnie.Burnham@lac-bac.gc.ca)

Deadlines for each issue are one month prior to publication.

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Next Issue:

November 1, 2005

Please supply all submissions in electronic format, as either .txt, WP7, WORD 97/2000/XP or via e-mail

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## Coming Home: A two-phase research project for the Canada Lands Company

Contributed by Mr. Kelly Harms, Community Archivist  
Chilliwack Museum and Archives  
Monday, August 15, 2005

British Columbia archives large and small are dealing with the angst of increased financial pressures. This economic reality is nothing new, but seems to be the trend of the past two or three decades. Financial hardship has caused many to come up with new and innovative ways to generate revenue to compensate for funding shortfalls.

One example of innovation is a project recently undertaken by the Chilliwack Museum & Archives; to conduct historical research on behalf of the Canada Lands Company (hereafter CLC). The Chilliwack Museum & Archives was approached by the CLC to provide vital historical context, which in turn allowed them to broaden their vision for their commercial redevelopment project.



The CLC is the "arm's length, self-financing Crown corporation" in charge of the redevelopment of the former Canadian Forces Base Chilliwack. According to the Company website, the company: "purchases surplus strategic properties at fair market value from the federal government, then improves, manages or sells them in order to achieve optimal financial and community value for both local communities, and the company's sole shareholder, the Government of Canada".

According to the project introduction the CLC was aware of the close link between the former CFB Chilliwack and the community of Chilliwack. The goal of the project therefore was to "identify themes that are representative of the legacy that has been left behind by the thousands of men, women and their families who contributed to the legacy."

The research was conducted in two phases, based directly on the needs and vision of the redevelopment plan. The first phase of the

project "focused on the military families and the origins and development of the Permanent Married Quarters (PMQs) area of the former A6 Canadian Engineers Training Centre (later known as Camp Chilliwack, then Canadian Forces Base Chilliwack). The second phase of the research was to study the "military portion of the base, on the south side of Keith-Wilson Road."

Chilliwack Museum & Archives Director Ron Denman was asked to draw up a contract for the work, and assemble the project team. Meetings were held to identify project goals, and once the project team was assembled work commenced.



The project team for Phase 1 was: Ron Denman, Project Manager, Carol Baird, Researcher, Kelly Harms, Graphics Coordinator, and Paul Ferguson, Military History specialist. The Project team for Phase 2 was: Ron Denman, Project Manager, Dave Yendall, Researcher, Kelly Harms, Graphics Coordinator, Maria Wong, Research Assistant, Paul Ferguson, Military History specialist.



In order to determine important themes in life on the base, a focus group of former military personnel and local residents was assembled to discuss and give their perspectives. There were many themes identified by the focus group; so many in fact that it was necessary to distill these down to a few essential elements.

The detailed research and focus group discussions led to the recommendation of a legacy walk, to be incorporated into the lay out for the Garrison Crossing subdivision. Themes identified in the research, and reviewed by the focus group, were then added as program elements within this legacy walk. Themes recommended for inclusion were: 1) The major development phases of the base; 2) The Military Schools and Training; 3) The Field Engineers; 4) Community relations; 5) Gathering places; 6) Civilian employees.

The one major theme that came to dominate both Phase 1 & 2, was "Coming Home". According to the project introduction: "Careers were characterized by frequent returns to Chilliwack for postings or schooling. For many, Chilliwack was the only community that was called home. It is significant that a large number of military personnel chose to live in Chilliwack after retirement, reinforcing the strong ties of military personnel to the community and the base."

Themes and recommendations derived from the research were submitted to CLC, and other urban planning consultants retained by CLC. In due course these themes were incorporated into a legacy walk which was introduced into the layout of the Garrison Crossing subdivision project.

Accepting the challenge of this project made for a positive experience for the staff and contractors of the Chilliwack Museum and Archives. The project gave us an opportunity to reach a new corporate client; particularly one which appreciates the historical geographic context to the point where listening turns into constructive action.



Meeting new private sector partners broadens our connections throughout the business community, and demonstrates a new potential for how things can be done. Our philosophy going into the project was that it was better to get involved and be actively engaged in the process, than to stand back and be critical of decisions taken by the developer.

We were very impressed by the knowledge and considerable skills which CLC brought to the project. There was a good group dynamic between the project team and CLC staff and contractors, which made it an enjoyable project to be part of. Participation in the project has already led to new opportunities for consultant work. Director Ron Denman has been called upon by CLC to provide historical context presentations and on site walking tours as part of the development of the Canada Education Park.

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## British Columbia Archival Network News

### AABC/BCAIN Web Usage Continues to Increase

Web usage statistics for the first quarter of the AABC fiscal year (April 2005-June 2005) continue to show a healthy increase in the number of users of AABC and BC Archival Information Network (BCAIN) web resources. Quarter 1 statistics for 2005-2006 show a 35% jump in the number of unique visits to the AABC/BCAIN sites as compared to the same time period in 2004-2005. From April through June of this year, there were 177,930 unique visits measured, averaging almost 2,000 visits per day. This level of increase is consistent with quarterly percentage increases measured over the last three years.

The most heavily used resources continue to be the BC Archival Union List (BCAUL), the online Guide to Archival Repositories in British Columbia, and the AABC's online Archivist's Toolkit. In Quarter 1 of this fiscal year, 88,810 unique sessions were established on the BCAUL database, averaging just under 1,000 per day. One unique database session can constitute any number of searches, index scans, and display results.

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

New or revised descriptions recently submitted and added to the *British Columbia Archival Union List* are listed on the "New Descriptions on BCAUL" page of the BCAIN web site at [aabc.bc.ca/aabc/newbcaul.html](http://aabc.bc.ca/aabc/newbcaul.html)

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### Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

#### 1) Barkerville Historic Town and Resource Centre

New email address: [barkerville@barkerville.ca](mailto:barkerville@barkerville.ca)

New web address: [www.barkerville.ca](http://www.barkerville.ca)

#### 2) Bowen Island Archives and Museum

New web address: [www.bowenhistory.ca](http://www.bowenhistory.ca)

### **3) Revelstoke Museum and Archives**

New web site: [www.revelstokemuseum.ca](http://www.revelstokemuseum.ca)

### **4) Penticton Museum and Archives**

New web site: [www.penticton.ca/city/parks\\_rec/archives.asp](http://www.penticton.ca/city/parks_rec/archives.asp)

### **5) Arrow Lakes Historical Society Archives**

New web site: [www.nakusparrowlakes.com/historicalsoc.htm](http://www.nakusparrowlakes.com/historicalsoc.htm)

### **6) Atlin Historical Society**

New email address: [heritage@atlin.net](mailto:heritage@atlin.net)

### **7) Agassiz-Harrison Museum**

New fax number: (604) 796-3572

New email address: [avogstad@dowco.com](mailto:avogstad@dowco.com)

### **8) Crofton House School Archives**

New web address: [www.croftonhouse.ca/discover/history/archives](http://www.croftonhouse.ca/discover/history/archives)

### **9) Kamloops Museum and Archives**

New web address: [www.city.kamloops.bc.ca/museum/index.html](http://www.city.kamloops.bc.ca/museum/index.html)

### **10) Oliver and District Heritage Society Archives**

New web address: [www.odhsmuseumandarchives.com](http://www.odhsmuseumandarchives.com)

### **11) Union of BC Indian Chiefs Resource Centre**

New web address: [www.ubcic.bc.ca/department/library.htm](http://www.ubcic.bc.ca/department/library.htm)

### **12) Providence Health Care Archives**

New contact person: Archivist

New hours of operation: Mondays, 10 am to 3 pm, or by appointment

### **13) City of Richmond Archives**

New web address: [www.richmond.ca/archives](http://www.richmond.ca/archives)

### **14) Boundary Museum**

New contact person: Wanda Mizner , Curator/Administrator

New email address: [cwmizner@telus.net](mailto:cwmizner@telus.net)

### **15) West Vancouver Museum and Archives**

New contact person: Melanie Hardbattle , District Archivist

New email address: [mhardbattle@westvancouver.ca](mailto:mhardbattle@westvancouver.ca)

New hours of operation: Wednesday and Thursday, 1:00-4:30

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## British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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## **B.C. Archival Education and Advisory Service**

Education and Advisory Archivist Linda Wills

My last newsletter column was based on a lot of the positive aspects of all the community archives that I have visited in my role as Education and Advisory archivist. While I don't want to call this column the negative aspects of my visit, I do want to point out some of the more worrisome issues that I have come across in my travels. No names will be mentioned and, if you think I am using an example from a particular archives, you are wrong. These problems exist in many archives.

The most important two basic administrative documents that you need in an archives are gift agreements and accession records. Gift agreements record the name, address, and phone of the donor, a description of the material donated, a record of any restrictions, a transfer of ownership and copyright, and a signature of the donor and a representative of the archives. There may be instructions from the donor re disposal of unwanted material. The agreement is dated and the corresponding accession number is added when possible. These gift agreements are filed in alphabetical order by the donor's last name. The accession record is filled out as soon as possible after the donation has been received and requires the assignment of a unique number to that donation. Biographical/administrative information is recorded along with method of donation, media information, extent, and a brief description of donation contents. The record is signed and dated by the archivist. The accession records are kept in order of accession number. These two documents provide a cross-referenced means of recovering and using information about holdings even if they have not been processed.

I cannot stress enough the importance of these two basic documents. Without them, you do not have legal ownership of your archival material and you not have any control over your holdings. Although chances are slim, what would you do if the son of a donor came back at a later date and demanded to have his father's papers back? Without that legal transfer of ownership, you are in hot water. How embarrassing to have to admit that you don't have a legal transfer and, perhaps, cannot find all of the papers. It has happened to more than one archives and no one wants to find him/herself in that situation.

A lot of archives operate with little or no money. Imagine my dismay on seeing acid free envelopes inside acid free file folders when the item being preserved is a newspaper clipping. Appraisal of archival and non-archival material is difficult for all volunteers and staff at the beginning of their collecting activities; I must admit that I didn't grasp the difference immediately when I first started working in an archives. However, you can save yourselves money by learning the difference. Spend your hard-earned money on archival storage materials for your original, unique, and unpublished material. Newsclippings, magazine articles, and other published material do not need the specialized treatment given to archival material.

Some archives are not referring to their mandate and acquisition policy when accepting donations. Please

abide by these documents and do not hang on to items because they are interesting. Think about what will happen if you keep items rightfully belonging to another archives. Will any researcher ever ask for these items? We must think of the public good rather than our own interests when accepting donations. Photographs of the building of the Alaska Railroad do not belong in an Okanagan archives. I can say this with impunity because I found such a collection in 1986 and transferred it to Anchorage, Alaska.

Other archives find it difficult to discard photographs. All you have to do is think of the time and money expended on keeping one photograph and you will soon learn to discard the out-of-focus, poorly processed, backs-of-heads photographs. There are a lot of other reasons for not keeping certain photographs, but this column is not an archives workshop! Some archives will keep photographs that do not fall within their mandate and acquisition policy. When I was archivist at the Vernon Museum and Archives, I have to confess that I hung on to a spectacular panoramic photograph of Salmon Arm, convincing myself that I was keeping it because it was such a splendid example of panoramic photography. My conscience got the better of me and I finally transferred it to the Salmon Arm Archives. I was feeling very proud of myself until I visited Salmon Arm to find that my special donation was just one of many of the same photograph! I didn't know the photograph had been reproduced so many times, but the sentiment was the right one.

As a result of visiting many small archives, I have written a one-page summary on the disposition of published and unpublished material. It includes the type of storage materials to use, whether or not to label items with accession numbers, where to store various items, lists of some standard series in a fonds, and how to handle ephemera. I can e-mail a copy to anyone who feels that they can use this help. Feedback has been positive and many archives have my little guide in a permanent place on the wall. E-mail me at [lwills@aabc.bc.ca](mailto:lwills@aabc.bc.ca) and I'll send you a copy.

That appraisal summary will be expanded in a one-day workshop to be offered in Penticton this November. The exact date has not been chosen, but watch for more details on the AABC website. Attendees will be asked to bring archival material with them to appraise – both published and unpublished.

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## B.C. Archival Preservation Service

### Videotape Preservation: Format Identification and Condition Assessment (Part I)

This is the first in a two part series dealing with the preservation of videotape.

Videotape — and all other magnetic media — is considered high risk from a preservation perspective. In archives, videotape often suffers from the preservation syndrome of benign neglect. This neglect is due to a general lack of information regarding format identification and a lack of playback equipment required to view and appraise the media. Finally, the confusion regarding migration strategies can paralyse the best of archivists or conservators.

Before a videotape preservation strategy can even be considered the videotapes must be appraised. A common problem encountered during many BC Archives Preservation Service (BCAPS) site visits is the acquisition of unappraised videotapes. Appraisal of the videotape content is not done as the archive does not have appropriate playback equipment. The videotapes are then left to languish on the shelf. In an attempt to deal with this problem BCAPS is compiling a list of videotape playback equipment found in archives throughout the province. Archives will be asked if they would be willing to make their playback equipment available to other archives so that appraisal of videotape can be undertaken. Use of playback equipment and subsequent appraisal would be completed at the archive that owns the playback equipment. This is a crucial step in the development of a videotape preservation strategy as videotape migration is costly so an archive will want to ensure that the tapes being migrated are worth the effort and cost.

A preservation strategy for videotape consists of four steps:

- Videotape format identification
- Condition assessment and evaluation of storage environment
- Videotape priority for migration
- Evaluation of migration format options. (This step will be covered in the Autumn 2005 AABC Newsletter in " Videotape Preservation: Migration Options").

#### 1. Videotape Format Identification

Since the introduction of commercially viable videotape in the mid 1950s over 65 formats — analog and digital — have been in use.

Identification of videotape formats has become much easier with access to two excellent videotape identification websites. The Texas Commission on the Arts *Videotape Identification and Assessment Guide* (<http://www.arts.state.tx.us/video/>) is divided into five sections: Identity format; Longevity Risks; Condition

Assessment, Conservation Actions and Resources. The section on Identity Format is of particular use as it offers a detailed videotape identification guide with colour images and a description of each video format.

A second website compiled by Sarah Stauderman is the *Video Format Identification Guide* (<http://www.video-id.com/>). While less comprehensive than the Texas Commission on the Arts website is useful as it also has descriptions of videotape formats with images arranged by date. This site has identified formats not included in the Texas Commission on the Arts website.

### Condition assessment and evaluation of storage environment

Assessing the condition of videotapes can be tricky. To assist with condition assessment the Association of Moving Image Archivists (AMIA) has produced a series of 18 Videotape Preservation Fact Sheets. ([www.amianet.org/publication/resources/guidelines/videofacts/about.html](http://www.amianet.org/publication/resources/guidelines/videofacts/about.html)) *Fact Sheet – 9 Tape Inspection* is easy to follow and outlines seven steps to undertake as part of a basic videotape inspection. A more detailed condition assessment can be completed by a videotape migration company technician.

The terminology used to describe videotape, in general, and deterioration characteristics in particular are specific and technical. While the AMIA Fact Sheets tend to explain terms as they are used more detailed terminology glossaries are available. The AMIA *Fact Sheet 18 – Glossary* (<http://www.amianet.org/publication/resources/guidelines/videofacts/glossary.html>) and the Moving Image Collections (MIC) Glossary of Preservation Terms ([http://mic.imtc.gatech.edu/preservationists\\_portal/presv\\_bggloss.htm](http://mic.imtc.gatech.edu/preservationists_portal/presv_bggloss.htm)) are useful references to download.

### Storage Environment

Media format and equipment obsolescence are proving to be more of a deterrent to tape (information) access and preservation than the more common preservation issues of chemical and physical deterioration. However, a storage environment that meets ISO recommended standards will extend the life expectancy of all magnetic media and "buy" time to implement a tape migration program.

The ISO standard for the archival storage of polyester based magnetic media is listed in the Table 1 below.

Table 1

| Extended Term Storage Conditions |            |
|----------------------------------|------------|
| Max. Temperature                 | Maximum RH |
| 23° C                            | 20%        |
| 17° C                            | 30%        |
| 11° C                            | 50%        |

|                            |                 |
|----------------------------|-----------------|
| Below 8° C not recommended |                 |
| +/- 2° C/24 hours          | +/-5% /24 hours |

### Videotape priority for migration

Determining priority for migration is the next step in the preservation strategy. It is unlikely that an archive could afford to migrate all their videotapes at one time so it is necessary to identify which videotapes are a priority for migration. Table 2 — Videotape Priority Migration Tool — offers a numerical checklist to assess priority for migration. The videotapes with the highest numbers would be the first to be migrated. This checklist is not exhaustive and should be modified to fit the needs of individual archives.

Table 2

| Videotape Priority Migration Tool                                                                        |                            |
|----------------------------------------------------------------------------------------------------------|----------------------------|
| Copyright<br>Can the tape be copied<br>Yes<br>NO                                                         | If NO then stop evaluation |
| Age<br>Over 25 years old<br>15-20 years old<br>10-15 years old<br>less than 10 years old                 | +5<br>+3<br>+2<br>+1       |
| Format<br>Obsolescence Rating                                                                            | +1 to +6                   |
| Limited Edition – term used for some artist’s video – these tapes would be found in art gallery archives | Yes +3<br>No + 1           |

|                                                                 |                             |
|-----------------------------------------------------------------|-----------------------------|
| Use/Loan Requests<br>Are researchers requesting access          | High +5<br>Med +3<br>Low +1 |
| Playback Equipment<br>Does the archives have playback equipment | Yes +1<br>No +3             |
| Sticky Shed                                                     | +5                          |
| Original/Master Video<br>Duplicate                              | +5<br><br>+1                |
| Stable Environment<br>Meets ISO 18923-2000                      | Yes +1<br><br>No +3         |

The Format Obsolescence Rating referred to in Table 2 is based on the obsolescence rating system outlined in the *Video Format Identification Guide* (<http://www.video-id.com/>). To determine which numerical value (+1 - +6) your videotape should receive see Table 3 — Format Obsolescence Rating below.

Table 3 — Format Obsolescence Rating includes 12 videotape formats commonly found in archives. (They are included in no particular order).

Table 3

| Format Obsolescence Rating |                        |      |
|----------------------------|------------------------|------|
| Format                     | Obsolescence Rating    | Rank |
| ¾" U-matic                 | Threatened             |      |
|                            | 10 years or older      | +5   |
|                            | Less than 10 years old | +3   |
|                            |                        |      |

|              |                       |    |
|--------------|-----------------------|----|
| Hi8          | Threatened            | +3 |
| Betacam SP   | Endangered            | +4 |
| Betamax      | Critically endangered | +5 |
| Digibeta     | Lower Risk            | +1 |
| ½" open reel | Extinct               | +6 |
| DVC Pro      | Threatened            | +3 |
| Mini DV      | Threatened            | +3 |
| DV CAM       | Threatened            | +3 |
| Hi 8         | Threatened            | +3 |
| VHS          | Vulnerable            | +2 |
| SVHS         | Vulnerable            | +3 |

The six obsolescence rating levels are subjective but allow for relative ranking of formats.

6 = **Extinct**: Only one or two playback machines may exist at specialist laboratories. The tape itself is more than 20 years old.

5 = **Critically endangered**: There is a small population of aging playback machinery, with no or little engineering or manufacturing support. Anecdotal evidence indicates that there are fewer working machine-hours than total population of tapes. Tapes may range in age from 40 years to 10 years.

4 = **Endangered**: The machine population may be robust, but the manufacture of the machinery has stopped. Manufacturing support for the machines and the tapes becomes unavailable. The tapes are often less expensive, and more vulnerable to deterioration.

3 = **Threatened**: The playback machines are available; however, either the tape format itself is unstable or has less integrity than other available formats, or it is known that a more popular or updated format will be replacing this one in a short period of time.

2 = **Vulnerable**: This is a current but highly proprietary format.

1 = **Lower risk**: This format will be in use over the next five years (1998-2002).

Part two of "Preservation of Videotape: Evaluation of migration options" will be discussed in the Autumn 2005 AABC Newsletter.

Rosaleen Hill  
AABC Conservation Coordinator  
[rhill@aabbc.bc.ca](mailto:rhill@aabbc.bc.ca)  
[www.aabbc.bc.ca](http://www.aabbc.bc.ca)

## Community News

### **Dorothy Dodge - BC Community Achievement Award**

In February 2005, Dorothy Dodge of the Lytton and Museum Archives was awarded the prestigious BC Community Achievement Award. The BC Community Award is meant to recognize and celebrate B.C.'s spirit of excellence and is meant especially to honour dedicated individuals who give their time to various associations, institutions or volunteer organizations.

Dorothy established the Lytton Museum and Archives and was recognized for her work not only at that institution but also as a member of the Hospital Auxiliary and local Legion Branch.

What follows is the description which can be found on the British Columbia Community Award site:

*For nearly 60 years, Dorothy Dodge has contributed selflessly to community life in Lytton. From taking on the challenge to setting up and maintaining the Lytton community cemetery, to becoming the first volunteer curator at the newly formed museum as well as positions at the Hospital Auxiliary and local Legion Branch, Dorothy promotes volunteerism and community spirit with her energy and tireless work ethic. Dorothy exemplifies the spirit of imagination, dedication and commitment. (<http://www.bcachievement.com/community/recipients-2005.php>):*

The AABC would like to congratulate Dorothy on the award and wish her continued success in her work.

Information on the BC Community Award may be at the following URL: <http://www.bcachievement.com/community/>

\* \* \*

### **Association of Canadian Archivists Conference, Saskatoon 2005: East vs. West Softball Game**

Coming out of a whirlwind of bison meat and Saskatoon berries what I shall cherish most is the classic ACA East vs. West softball game. How I have not taken part before it pains me to ponder. The score, or simply the winner, of past games has taken on legendary proportions. It has been hotly debated as seen on Arcan-L. And at the ACA awards luncheon the anniversary booklet included a page that outlined the results of prior games, as best remembered. I wish to immortalize the triumph of the West, in our humble newsletter, by reporting that on Thursday June 9<sup>th</sup> 2005 the West had a successful game of 9 to 6. Our score keeper, Evelyn Peters-McLellan can certainly account for this.

There was no shortage of players in the West team and they hailed from across Western Canada. The sportsmanship displayed by this energetic team is something to be proud of. A memorable moment was the amazing catching ability of our shortstop, Mary McIntosh. Not once, not twice but thrice! She was soon hailed as MVP and assailed for much of the weekend on the status of her attendance at next year's conference. In fact, I believe there may have been attempts by the unscrupulous East to offer her contract employment in the East so that she may play on their side. I say.... good chance of that! Following the game was the Great Western Brewery beer night. George Brandak, our fearless captain and pitcher, entered the hall and was welcomed with loud applause and hollering.



(photos courtesy of Garron Wells and Linda Nobrega)

The game provided a great opportunity to meet and socialize with fellow colleagues. I will certainly take part in next year's game if I have the honour of attending the conference.

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# AABC Newsletter

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## Remembering Hugh Taylor

A great archivist, Hugh Taylor passed away recently. In my time in the archival community over the past thirty odd years, no one was held in higher esteem than Hugh. Hugh was born in 1920, served in the Second World War, after which he was educated at Oxford and at Liverpool, where he took archival courses. He held several archival posts in England between 1951 and 1965. In 1965, he became the first provincial archivist of Alberta, a feat he repeated in New Brunswick, 1967-71. He was at the Public Archives of Canada from 1971-77, where he was instrumental in founding the division for sound and moving image archives, and was provincial archivist of Nova Scotia from 1978-82, during which he saw to the construction of a new building. As you can see from this list of his posts, Hugh loved to start things, loved to set his formidable imaginative powers to the task of laying the foundations of a new program or a new initiative. At every one of these Canadian institutions, he left a strong imprint of those powers, even though many of his stays were relatively short.

Known by us all in the 1970s as a kind of philosopher archivist, who used to get up at meetings and offer wise and often witty reflections on the topic of the moment, Hugh and crossed paths with me in the 1980s after he retired from his archival work. In 1981, I went from the Provincial Archives in Victoria to UBC to start the Master of Archival Studies Program. I was appointed in April, and in June the annual conference of the Association of Canadian Archivists was held in Halifax. One evening a reception was held in the new Public Archives Building Hugh had had built. He was very proud of its energy efficiency, and of the design of the building to facilitate reference to the various types of records the institution held. Archivists have not always liked the building, but users of it that I have encountered invariably say it is the best place in the country to do research. During the reception Hugh took me aside to discuss the new program at UBC. I remember the meeting well. We went into his office. He sat me down and then sat at his desk with his feet on the desk, and mused about the program and his future. I listened intently, for Hugh had had a life long interest and commitment to archival education. He and Edwin Welch had written the first ACA guidelines on archival education issued in 1976. He told me that he intended to retire the next year, and would be available to help with the teaching in the program.

Beginning in the fall of 1982, Hugh was an adjunct professor in the M.A.S. program for four separate terms. It was a delight to have Hugh's wise counsel and support in those early years. Looking back, I see how green I was, and how much he helped to guide the program along productive lines. Of course, he brought his philosophical bent and imaginative approach to thinking about archives to a course he developed and taught during those years. While I was flying the bloody flag of practice, Hugh was trying to expand students' horizons and to make them think deeply about what archives were and the role caring for them played in the community, whether national, provincial, or local. Much of that thinking is reflected in articles that have recently been republished in *Imagining Archives: Essays and Reflections by Hugh A. Taylor*. He had a wonderful and sometimes quite biting sense of humour. On one occasion, in a mock debate we put on, he played Muller of the Dutch archival trinity Muller, Feith, and Fruin. It was a hilarious display of fun with archival principles and the effort to articulate rules for practice, both of which exercises Hugh actually supported, but he could see the funny side of such efforts as well. He could be shockingly irreverent. One day, he was showing students an ancient English deed from Special Collections in the Library. He held it up and fragments of it fell to the table, which, he noted by their reaction, was greeted with some alarm by the students. He said: "Don't worry, there are hundreds of thousands of these in England," and went on to make his point.

Hugh believed strongly in grass roots archival activity. He loved to speak about a fictitious local community, variously called Upper Rubber Boot, Nova Scotia or just Cupcake Corners, and its need to preserve its archival heritage. He believed deeply in scholarship, in democracy, and in stewardship of the planet, and managed to connect archives with all these passions. In his later years, he volunteered as the archivist of the Sierra Club in Victoria, where he was able to indulge his passion for ecology and environmental concerns and for archives. I think it is fair to say that Hugh never met an archivist he didn't respect and few he didn't like. For all his irreverence and high-mindedness, he believed deeply in the archival calling to which he devoted his life and his many extraordinary talents. He will be greatly missed. I doubt that we will see his likes again

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***Chip Monks at the Gate: The Impact of Technology on Archives, Libraries and the User***  
by **HUGH A. TAYLOR\***

The "monk at the gate" has for some time symbolized the manner in which the monasteries of the early Middle Ages preserved wisdom and knowledge within their walls and, at the same time, through the great ecclesiastical bureaucracies which fed the state administrations of Europe, stood guard over their monopoly of literacy and used it to their advantage in an age of scarce literacy. By contrast, the secular "chip monks" today control and manipulate the nature and flow of patterned knowledge as a protection against information overload in an age of abundance. But where then in this context, does technology make its impact?

The structure of this paper is based on experimental physicist Ursula Franklin's 1989 Massey Lectures, *The Real World of Technology*, which extends the field of inquiry far beyond the crafts and machinery of material culture to the systems which are developed to render them viable and productive. In short, technology involves "organization, procedures, symbols, new words, equations, and a mindset."<sup>1</sup> For the theologian Matthew Fox, wisdom is dying as a consequence of technological systems.

The Enlightenment produced so much knowledge and information that we have found it necessary to invent a multi-billion dollar industry to store it all and retrieve it all on command. Computers are the libraries of such a civilization. But what would it take to store all the wisdom we have accumulated these past three centuries? Where is the wisdom? ... Wisdom is of Mother Earth, for nature contains the oldest wisdom in the universe. Wisdom requires the right brain as well as the left, for it is berthed by both analysis and synthesis.<sup>2</sup>

Fox further believes that to speak of wisdom in a university today is a bit like talking of chastity in a brothel<sup>3</sup>

This point is also taken up by the cultural historian William Irwin Thompson<sup>4</sup> and Professor Franklin herself,<sup>5</sup> who both maintain that the requirements of technological systems impose the utilitarian curricula which are in tune with the job market. In the university we should experience our place in the universe.<sup>6</sup> In the ways in which we structure our information in archives and libraries, are we playing along with this technological imperative? Technology can be used for good or ill. It is the systems we build around it which determine this.

Arthur Kroker, in his *Technology and the Canadian Mind*, examines the writings of Marshall McLuhan, Harold Adams Innis, and George Grant<sup>7</sup> Kroker sees Canada as lying culturally between Europe with its ancient continuities from guild and craft over against the USA with its drive for transcendent technology as the spearhead of modernity. In his view, Grant saw a lack of morality and vision in this technological dynamo, which also includes technocratic bureaucracies. Innis, on the other hand, saw Canada representing a balance between civilization and power. McLuhan was concerned with the impact of technological media, which include the media of record, on the user: this in the archival context, has been discussed at length elsewhere.<sup>8</sup> What impact does technology, using Franklin's definition, have on the archivist and librarian?

Since most of us ply our trade within some form of bureaucracy, and since we are all limited by the literate mindset and the tools of literacy which make such structures possible, it is not surprising that we are diminished in our potential by these technologies. Jeffrey Katzer<sup>9</sup>, editor of *Library/Information Science Review*, deplores "too little research in our writings and too low quality in our research." What about the role of the American Library Association? There are those who would argue "that ALA is simply an organization of practitioners," in other words they are trapped in the daily operation of the library machine. Howard Zinn, in a lively address to the Society of American Archivists some years ago<sup>10</sup> (which the very conservative editor of *The American Archivist* would not publish), pointed out that professionalism is a powerful form of social control resulting in almost total immersion in one's craft. Knowledge for Zinn has a social origin and a social use and reflects the bias of a particular social order (the Marxist position): hence, until recently, a neglect of the records of fringe movements making their way towards the centre. Assuming that libraries and archives are technologies based largely on printing and text in one form or another, how neutral and impartial are we? Are we as "user-friendly" as we think?

The impact of technological systems on libraries and librarianship can inhibit personal communication with users. As Beverley Lynch points out:

Professionals tend to chafe under perceived bureaucratic constraints and strive for greater participation in library affairs ... In many libraries the decision to change classification schemes was made on the grounds of greater efficiency, as managers sought ways to reduce the costs in technical service operations ... Rarely was the decision based on extensive analysis of classification schemes or on an assessment of how the particular library's clientele need the old scheme to find needed materials and information.<sup>11</sup>

But professionals, through their training and administration and management, buy into the bureaucratic system and become managers themselves.

Archivists, for their part, often rely too heavily on finding aids designed more for their own use than for the client's research tools which mirror the bureaucratic structures which created the records in the first place, and neglect communication skills which would elicit what the user is really seeking. Whereas librarians have carried out a whole range of user surveys (though with limited success), archivists have been slow to respond; some introductory studies have nevertheless appeared. Linda Long has shown<sup>12</sup> how the techniques used in counselling, such as active listening, feedback, and self-disclosure can be of considerable assistance. Our profession is not exactly overwhelmed with technological systems, but it is still locked into an approach which is not always as user-oriented as it should be.

So much for mindsets. As Franklin points out, however, technology also restructures social relations<sup>13</sup>, and the anthropologist Jack Goody has shown how writing was essential to the evolution of the bureaucratic state. I believe that *The Logic of Writing and the Organization of Society* should be on the bookshelves of all of us.<sup>14</sup> His comparison of the ancient world and medieval society in terms of their record-keeping, with the oral cultures of Africa, is most revealing, especially in light of Ursula Franklin's discussion of what she terms holistic and prescriptive technologies - which is central to her thesis.<sup>15</sup>

"Holistic technologies (HT) are normally associated with the notion of craft," where the artisans control the entire process of their work and enjoy the fullest possible freedom of decision. Prescriptive technologies (PT), on the other hand, require discipline, planning, organization, and a command structure with very little latitude for personal decision-making by the operative. The work is fragmented, sequential, and monotonous; it is designed for compliance (as is much preparatory education).

Allied with these technologies, Franklin identifies the growth model (GM) where "the features of growth, the very process and cycles of growing, the diversity of the components of each growing organism, all have resonated through the historical written record ... In any given environment, the growing organism develops at its own rate."<sup>16</sup> With the production model (PM) "all essential parameters will become controllable" and there is a noticeable disregard for context and natural surroundings.

Let us consider these typologies in relation to archives and libraries, where there is a striking contrast. Archives could

be said to employ a holistic technology in that, wherever possible, the archivist is involved in all the operations of acquisition, arrangement, description and public service, and resists division by function among specialists. Archives also exhibit a growth model in accordance with their organic nature, although bureaucratic imperatives increasingly focus on production. Libraries, on the other hand, have long exhibited a prescriptive technology:

Much of the work performed in libraries is divided into specialized tasks and is conducted outside the framework of the client relationship. Rarely does a librarian participate in all the tasks required.<sup>17</sup>

Librarians in consequence often chafe at the limitation of their freedom, as noted above. The circulation of published material through loan and reference also tends towards a production model as the yardstick of effectiveness.

This is not to argue that in each case one is good and the other bad - a mix of holistic and prescriptive is probably essential when economics of scale are considered, which should take into account the human environmental context. The danger is that PT and PM will dominate to the detriment of archivists, librarians, and their users.

Insofar as archivists and librarians are communicators in the full sense of that meaning, communication studies can be helpful. James Carey makes a similar distinction to Franklin between the *transmission view* involving the passage of information by technology, largely in a serial manner, where various textual references lead to the required work, followed by its receipt and return, as "the extension of messages across geography for the purpose of control" - Franklin's PT and the *ritual view*, her HT, through sharing, participation, association, fellowship, that typify the oral elements in communications, which means "living with the contradictions and ambiguities of our culture as exemplified in the New England Town Meeting."<sup>18</sup> Prescriptive technology sees people as the source of problems; machines and devices as the source of solutions. Machines are so much more reliable, but what becomes of the human beings?

Another consequence of the technological orientation is the downgrading of experience and the glorification of expertise<sup>19</sup> and the expert. One problem that leads to this reliance on "the expert" is that tools redefine the problem. This is particularly true of the "Arms Race"; it is equally true of word processing (WP). For Michael Heim, "the word processor is the calculator of the humanist" (which includes the archivist and librarian). He asks, "Will literature be eroded?" Does it crank out fastfood prose?<sup>20</sup> His critique is that WP eliminates handwriting, which is "a sign and signature of the self, the linkage of hand and thought through gesture." The typewriter was originally a person operating the "typewriting machine." The elimination of the person, as the machine takes over, is also true of the telephone.

Meanwhile, we struggle to make words become units in the technology of cataloguing and retrieval through one word, one meaning. This is perhaps a chimera, for, in J.C.R. Licklider's words, "No one seems likely to design or invent a formal system of automating sophisticated language behaviour. The best approach, therefore, seems to us to be somewhere between the extremes - to call for a formal base plus an overlay of experience gained in interaction with the cooperative verbal community."<sup>21</sup> Allen Kent lists the following unsolvable problems with information systems: (1) What society will be like; (2) What words will mean; (3) How people will act; (4) How people will view events.<sup>22</sup>

Diane Beattie's user study on sources for women's history<sup>23</sup> illustrates some of these points quite well as they affect archival perceptions, and discusses the way in which archivists in the past were victims of a social mindset and approach to history which virtually ignored women and ethnic minorities. Likewise, we do not know what society will be like in the future or how people will view events, and our information systems may be seriously flawed if we rely too heavily on technology. The archivist and librarian must provide "the overlay of experience" as they interact with the "verbal community."

One historian describes "a new seam of history," which

describes the reality of people's lives in addition to the image they would have liked us to see or ... the way we would like to seem to them. In other words, the new history has unmasked heritage history ... and moves on from people's individuality into an attempt to describe the culture within which and through which they

express themselves. Perhaps the simplest word to use here is *lifestyle*.<sup>24</sup>

How will our various research tools deal with this kind of approach?

Words do not always provide absolutes, and we are all in danger of diminishing both ourselves and the user in a lonely deadlock if our technologies become inappropriate and lacking a human context. Abraham Kaplan's article, "Age of the Symbol: A Philosophy of Library Education," though written in 1964, is still full of wisdom of which we archivists should also take note:

Everything in the library must ultimately be related to its uses, and these uses must ultimately depend upon the users. Words do not mean anything. *People* means things by words. Information means nothing, but *people* are informed and then take action or make informed decisions ... A library then is first of all an archive, a repository in which society can find what it has already learned.<sup>25</sup>

It is this edifice at the gate of which, as monks, we serve those who seek to enter.

I have no doubt that the world of librarians is divided over the extent to which the scientific method should rule. With us archivists, librarians share the multi-media corpus of recorded information, and it is tempting to speak of library science and archival science, where it would be more accurate to speak of two technologies and their systems in Ursula Franklin's real world. However, the root of *scientia* is knowledge, not just science, from which should come *sapientia*, wisdom; but we have tended more and more to equate knowledge with scientific knowledge, to the exclusion of knowledge built upon information as ideas. Curtis Wright, in an extended investigation into the philosophy of librarians, notes that "Kaplan has consistently argued that librarianship is an intellectual discipline based on the philosophical study of ideas, not an empirical discipline based on the scientific study of facts."<sup>26</sup> This to a lesser extent applies also to archival science, concerned as it is with the relation between acts and facts in the real world of transactions between parties. It is significant that archival studies of appraisal and description are increasingly focusing on the purpose of the record, on the activity, rather than on being lost in the serbian bog of content. Likewise, Curtis Wright asserts that "if librarians go for content, ... they must either become encyclopedists, who go for all of it, or specialists who go for some of it."<sup>27</sup> Kaplan maintains that the first is no longer possible and the second would fail dismally to perform the broad knowledge functions of librarianship. Archivists and librarians alike are swimming for their lives in a sea of symbols, and technology is only of limited help. We must design our own rafts from the riches of humanism and a new cosmology which, for Matthew Fox, consists of "a scientific story, our psychic response to the universe, and art which translates science and mysticism into images."<sup>28</sup> What will archives and libraries be like then, I wonder? Whatever happens, the monk must never be sacrificed to the chip.

To return to Franklin again, as she discusses the elimination of the human element from "successful" automatic and automated processes:

Once the development and the social integration of the technology has been accomplished to the satisfaction of its promoters, once the infrastructure of needs had been eliminated, the technology began to remove the human links.<sup>29</sup>

She then cites the virtual disappearance of the telephone operator, whose mediation rendered the telephone "user-friendly" in the first instance, adding that, "As the technologies matured and took command, women were left with fragmented and increasingly meaningless work."<sup>30</sup> Let this serve as a warning to us all, especially in the context of David Bearman's announcement of the imminence of the wrist phone and data tablet on the lap (shades of the ancient world!), receiving satellite transmissions and storing them so that the "individuation of information resources" will be greatly enhanced.

Individuals will increasingly carry their knowledge and the means to access new information in any format from any place around with them - which for archivists is a prospect greeted with some foreboding.<sup>31</sup>

This surely is a neo-oral culture in which we carry our knowledge around in an extension of our brains.

In the light of all this, Eric Ketelaar wonders whether researchers, who will be able to process so much automated information for their own purposes relatively easily, will accept the information available in archival finding aids which served their purpose one hundred years ago. "Can, in future, someone who has consulted a data bank be expected to turn over pages and find nothing?"<sup>32</sup> Will this lead to "fastfood research," to adapt Heim's expression?

Meanwhile, electronic technology is beginning to change the nature of recorded information in other ways which should also alarm the archivist. Ronald Weissman in a recent paper warns us that in the world of "hard copy," during which the archival profession came of age, "documents existed in clearly defined and separate classes of things."<sup>33</sup> Archivists of various media of record have developed their own disciplines and expertise "but, for an increasing number of document related types of work, the old world in which different types of information required the skills of different kinds of document specialists is rapidly disappearing."<sup>34</sup>

Compound records composed of text, graphics, tables, sound and images, for all their complex nature, "stand alone" and can be isolated, separated, and preserved if necessary.<sup>35</sup> In contrast, the hypermedia database is a much freer form, controlled by navigational and data-oriented links by which

the content of one document can be embedded in another, so that, as changes occur in a table, corresponding changes in the underlying data in a spreadsheet or data base are automatically reflected in updated charts in word-processed reports. In a system employing 'hot links', changes in one document are reflected automatically in every document that "subscribes" to that source document's content. In a system employing 'warm links', users are given the option of updating documents as source documents change.<sup>36</sup>

Weissman points out that this powerful flexibility is also a source of weakness, since there are "neither rules nor formalism."<sup>37</sup> In this kind of environment, documents as we know them will lose their separate formal identity and dissolve into a fluid mass of "tagged" content and information all too easily detachable from the initial documentary act, in the manner of Alice's Cheshire cat of which only the smile remained. Modern diplomacies will have a hard time with all this. The virtual (original) document will become increasingly elusive and fragile as it is plundered by data bank users transmogrifying sources through a multitude of links and object-oriented software "in a content mark-up architecture."<sup>38</sup> We may need to rethink some aspects of archival methodology if we are to deal with this babble of electronic discourse. What is information in the *archival* context? Will the monk standing bravely at the gate be swept away in a flood of content without form? On the other hand, perhaps we attach too much importance to originals in this environment of neo-orality, echoing the impermanence of speech in contrast to the persistence of cultural memory.

A clue may be found in the archival administration of written records created by or for aboriginal peoples to preserve tribal history and traditions. For instance, the Maori approach to this knowledge is one of reverence and love within a cosmology alien to the *pakeha* (white) archivists, which demands an appropriate ritual whenever such records are used and, in particular, their location close to the tribe and the land. "There are spiritual connotations surrounding Maori manuscripts which contain traditional knowledge,"<sup>39</sup> which require accommodation. Perhaps, if we are not to drown, we too need to let go of our concern for the material minutiae of documentation grounded in scientific reductionism, and give thought to Matthew Fox's new cosmology referred to earlier. Let Curtis Wright have the last word:

Does information reduce to something physical in the empirical world of matter and energy as in science? Or does it reduce to metaphysical patterns in the intellectual spirit world of ideas as in philosophy? Is information the machinery of communication? Or is it distinct from communicative machinery? ... Scientific theories of the physical are paralleled today by humanistic theories of the symbolic referent.<sup>40</sup>

Our world of symbols surely requires human mediation to reveal their changing meanings, as we search for knowledge and hope to acquire wisdom.

### Notes

\*This paper was originally read at the Annual Conference of the Archival Association of British Columbia, 25-27

April 1991.

<sup>1</sup>Ursula Franklin, *The Real World of Technology* (Toronto, 1990), p. 12.

<sup>2</sup>Matthew Fox, *The Coming of the Cosmic Christ* (New York, 1988), p. 21.

<sup>3</sup>Ibid., p. 22.

<sup>4</sup>William Irwin Thompson, Chapter 2, "Walking out on the University", *Passages About Earth* (New York, 1973).

<sup>5</sup>Franklin, *Real World*, p. 28.

<sup>6</sup>Fox, *Coming*, p. 22.

<sup>7</sup>Arthur Kroker, *Technology and the Canadian Mind: Innis/McLuhan/Grant* (Montreal, 1984).

<sup>8</sup>Hugh A. Taylor, "The Media of Record: Archives in the Wake of McLuhan," *Georgia Archive* 6 (1978), pp. 1-10.

<sup>9</sup>Jeffrey Katzer, "ALA and the Status of Research in Library/Information Science," *Library and Information Science Review* 11 (1989), pp. 83-87.

<sup>10</sup>Howard Zinn, "Secrecy, Archives and the Public Researcher," *Boston University Journal* 19, (Fall 1981), pp. 37-44.

<sup>11</sup>Beverly P. Lynch, "Libraries as Bureaucracies," *Library Trends* (Winter 1978), p. 262.

<sup>12</sup>Linda J. Long, "Question Negotiation in the Archival Setting: The Use of Interpersonal Communications Techniques in the Reference Interview," *The American Archivist* 52, no. 1 (1989), pp. 40-51.

<sup>13</sup>Franklin, *Real World*, p. 13.

<sup>14</sup>Jack Goody, *The Logic of Writing and the Organization of Society* (Cambridge, 1986).

<sup>15</sup>Franklin, *Real World*, pp. 18-24.

<sup>16</sup>Ibid., p. 27.

<sup>17</sup>Long, "Libraries and Bureaucracies," p. 264.

<sup>18</sup>James W. Carey, *Communications as Culture: Essays on Media and Society* (Boston, 1989), pp. 15-18.

<sup>19</sup>Franklin, *Real World*, p. 40.

<sup>20</sup>Michael Heim, *Electric Language: A Philosophical study of Word Processing* (New Haven, 1987), pp. 1-4.

<sup>21</sup>J.C.R. Licklider, *Libraries of the Future* (Cambridge, 1965), p. 204.

<sup>22</sup>Allen Kent, "Unsolvables Problems," Anthony Debous, ed., *Information Science: Search for Identity* (New York, 1973), pp. 299-311.

<sup>23</sup>Diane L. Beattie, "An Archival User Study: Researchers in the Field of Women's History," *Archivaria* 29 (Winter 1989-90), pp. 33-50.

- <sup>24</sup>Michael Honeybone, "The Nature of History and the National Curriculum," *Teaching History* no. 60 (July 1990), p. 9.
- <sup>25</sup>Abraham Kaplan, "The Age of the Symbol: A Philosophy of Library Education," *Library Quarterly* 34 (1964), pp. 296-297.
- <sup>26</sup>Curtis Wright, "The Symbol and its Referent," *Library Trends* 34, no. 4 (Spring 1986), p. 743.
- <sup>27</sup>*Ibid.*, p. 745.
- <sup>28</sup>Fox, *Coming*, p. 1, note.
- <sup>29</sup>Franklin, *Real World*, p. 107.
- <sup>30</sup>*Ibid.*, p. 110.
- <sup>31</sup>David Bearman, "Communications in the 90s," *Archives and Museums Informatics* 4, no. 3 (Fall 1991), p. 1.
- <sup>32</sup>Eric Ketelaar, "Exploration of New Archival Materials," *Archivum* 35 (1989), p. 172, quoting P. René-Bazin, "Vers une informatique archivistique," *Gazette des archives* (1985), pp. 114-115.
- <sup>33</sup>Ronald E.F. Weissman, "Virtual Documents on an Electronic Desktop: Hypermedia, Emerging Computer Environments and the Future of Information Management," Cynthia Durance, ed., *Management of Recorded Information: Converging Disciplines* (Munich, 1990), pp. 37-60.
- <sup>34</sup>*Ibid.*, p. 38.
- <sup>35</sup>*Ibid.*, p. 41.
- <sup>36</sup>*Ibid.*, p. 42.
- <sup>37</sup>*Ibid.*, p. 42.
- <sup>38</sup>*Ibid.*, p. 47.
- <sup>39</sup>Jane McRae, "Translating the Grey Maori Manuscripts for the Public," *Archifacts: Bulletin of the Archives and Records Association of New Zealand* (June 1985), p. 52.
- <sup>40</sup>Wright, "Symbol and Referent," p. 739.

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# AABC Newsletter

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## Editor's Note: Hugh Taylor

*Chip Monks at the Gate: The Impact of Technology on Archives, Libraries and the User* was originally read by Hugh Taylor at the Annual AABC Conference in 1991 and later published in *Archivaria* 33 (Winter 1991-92). It seems fitting to honour Hugh Taylor's memory through his own words. This particular article was selected upon the recommendation of Terry Eastwood as it, "...is in many ways Hugh at his suggestive and provocative best on a topic, the impact of technology on our lives, we all must think about now and then."

Thank you to Daphne Taylor for her permission to publish this article in the AABC Newsletter.

*Marnie Burnham, Editor*

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# AABC Newsletter

Volume 15 No. 4 Fall 2005

## British Columbia Archival Network News

### New and Notable on the Web

#### 1) City of Victoria Archives -- "Victoria Vignettes" Online

A new online resource, "[Victoria Vignettes](#)", provides access to a series of programs jointly produced by the City of Victoria Archives and Shaw TV. Each segment focuses on a location, building, or event that has played a special role in Victoria's past. Available online now are the first three segments: The Immigration Building, Enterprise Wharf, and The Centre of Town.

#### 2) Archives Society of Alberta -- Archives in the Classroom: "Letters from the Trunk"

Developed jointly by the Archives Society of Alberta and the Alberta Online Consortium, "[Letters from the Trunk](#)" is an interactive online resource for use by teachers and students. Users enter a virtual train station filled with photographs, newspapers, posters and recordings that provide evidence of the lives and experiences of Canadian immigrants. Inside the station, one finds trunks containing the experiences of three immigrants, complete with the photographs, letters, and recordings that tell their stories. Students maintain their own interactive journals to collect photographs and documents that help to record their experiences.

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email at [bpurver@aabbc.bc.ca](mailto:bpurver@aabbc.bc.ca).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aabbc.bc.ca/aabc/bcaul.html](http://aabbc.bc.ca/aabc/bcaul.html):

#### **British Columbia Medical Association Archives:**

Dr. Sydney Segal fonds

#### **City of Richmond Archives:**

British Columbia Packers Limited photograph collection

## **City of Vancouver Archives:**

Westcoast Transmission Company Ltd. fonds

## **City of Victoria Archives:**

Association of Women Electors of Greater Victoria fonds

## **Glenlyon Norfolk School Archives:**

Glenlyon Norfolk School Society fonds

## **Nanaimo Community Archives:**

Nanaimo Foundry fonds

## **Saanich Pioneers' Society Museum and Archives:**

Dominion Astrophysical Observatory (Saanich Observatory) collection

Farm/berry business collection

Sidney Fire Department collection

Experimental Farm collection

Saltspring Island collection

Central Saanich District collection

First nations collection

Saanich Historical Artifacts Society (Heritage Acres) collection

Telegraph line collection

Parks collection

Post offices collection

Butchart Garden collection

Norman Morison ship collection

Aviation and airport collection

## **Salmon Arm Museum:**

Helen Brown Akrigg fonds

Salmon Arm Farmers' Exchange fonds

Shuswap Consumers' Co-operative and Mainline Co-operative fonds

Cooperative Granite Trading Association fonds

North Okanagan Coin Club fonds

Canoe United Church fonds

Salmon Arm Forest District fonds

Fraser Basin Council fonds

Ruth family fonds

Owens family fonds

McKay and Currie fonds

Lois May Harrington fonds

Edward Charles Turner fonds

South Canoe and Larch Hills Red Cross Auxiliary fonds

Salmon Arm District Municipality, City and Village fonds

Ladies Orange Benevolent Association Shuswap Lodge 473 fonds

## **Simon Fraser University Archives:**

Technical University of British Columbia fonds

Sons of Scotland Benevolent Association fonds  
Office of Continuing Studies fonds  
Ann Messenger fonds  
School of Communication fonds  
Fraser Valley University Society fonds  
SFU Archives Ted and Nora Sterling Prize collection  
School of Computing Science fonds  
Office of the President fonds  
Gordon Hardy Kenneth Strand interview collection  
Peter Stursberg Hugh Keenleyside interview collection  
Peter Stursberg Pauline Jewett interview collection  
Terry Spurgeon Roy L. Carlson interview collection  
Office of the Registrar fonds  
Evelyn T. and Leigh Hunt Palmer science collection  
Department of History fonds  
Ceremonies and Events Office fonds

### **University of British Columbia Library Rare Books and Special Collections:**

Philip Farmer fonds  
Stanley John Hunter fonds  
Technocracy Movement fonds  
Denbei Kobayashi fonds

### **University of Victoria Archives:**

Faculty of Fine Arts fonds

### **Vancouver Maritime Museum:**

Donald Graham fonds

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## **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) University of British Columbia Archives**

New address: Irving K. Barber Learning Centre, 1961 East Mall, Vancouver, B.C. V6T 1Z1

### **2) University of British Columbia Library Rare Books and Special Collections**

New address: Irving K. Barber Learning Centre, 1961 East Mall, Vancouver, B.C. V6T 1Z1

### **3) Powell River Historical Museum and Archives**

New web address: [www.armoritech.com/museum](http://www.armoritech.com/museum)

### **4) Anglican Diocese of British Columbia Archives**

New email address: [darchives@bc.anglican.ca](mailto:darchives@bc.anglican.ca)

New web site: [www.bc.anglican.ca/archives.htm](http://www.bc.anglican.ca/archives.htm)

### **5) Bulkley Valley Historical and Museum Society**

New web site: [www.cfdcnadina.ca/e-business/green/centralparkbuilding/cpbpages/museum/museum.htm](http://www.cfdcnadina.ca/e-business/green/centralparkbuilding/cpbpages/museum/museum.htm)

## **6) Cortes Island Museum and Archives**

New e-mail address: [cimas@island.net](mailto:cimas@island.net)

New web site: [www.cortesisland.com/pages/museum/](http://www.cortesisland.com/pages/museum/)

## **7) Delta Museum and Archives**

New web site: [www.corp.delta.bc.ca/EN/main/residents/266.html](http://www.corp.delta.bc.ca/EN/main/residents/266.html)

## **8) Falkland Heritage Park**

New web site: [www.shuswap.bc.ca/Flalkandmuseum.htm](http://www.shuswap.bc.ca/Flalkandmuseum.htm)

## **9) Historic Yale Museum**

New web address: [www.heritage.gov.bc.ca/historic\\_yale.htm](http://www.heritage.gov.bc.ca/historic_yale.htm)

## **10) Kootenay Gallery of Art, History and Science**

New email address: [info@kootenaygallery.com](mailto:info@kootenaygallery.com)

## **11) Nelson Museum**

New email address: [collections@nelsonmuseum.ca](mailto:collections@nelsonmuseum.ca)

New web site: [www.nelsonmuseum.ca](http://www.nelsonmuseum.ca)

## **12) Matsqui-Sumas-Abbotsford Museum Archives**

New address: #1B – 32320 George Ferguson Way, Abbotsford, B.C. V2T 6N4

New phone number: (604) 853-3722

New fax number: (604) 853-3726

New email address: [msaarchives@shaw.ca](mailto:msaarchives@shaw.ca)

## **13) Salt Spring Island Archives**

New email address: [info@saltspringarchives.com](mailto:info@saltspringarchives.com)

## **14) Sandon Historical Society**

New email address: [shs@slocanlake.com](mailto:shs@slocanlake.com)

## **15) Silverton Historical Society Archives**

New phone number: (250) 358-2852

New address: 408 4th Street, Silverton, B.C.

New mailing address: Box 9A, Silverton, B.C. V0G 2B0

New email address: [rkprovan@netidea.com](mailto:rkprovan@netidea.com)

New web site: [www.silvertonhistoricalsociety.ca](http://www.silvertonhistoricalsociety.ca)

## **16) Summerland Museum**

New email address: [info@summerlandmuseum.org](mailto:info@summerlandmuseum.org)

New web site: [summerlandmuseum.org](http://summerlandmuseum.org)

## **17) U'Mista Cultural Centre**

New email address: [umista@cablerocket.com](mailto:umista@cablerocket.com)

### **18) Unitarian Church of Vancouver**

New web site: [www.vancouver.unitarians.ca](http://www.vancouver.unitarians.ca)

### **19) Valemount and Area Museum**

New address: 1090 Main Street, Valemount, B.C. (mailing address unchanged)

New web site: [www.valemountmuseum.ca](http://www.valemountmuseum.ca)

### **20) Victoria Medical Society**

New web site: [www.victoriamedicalsociety.org](http://www.victoriamedicalsociety.org)

### **21) Village of Fraser Lake**

New email address: [village@fraserlake.ca](mailto:village@fraserlake.ca)

New web site: [www.fraserlake.ca](http://www.fraserlake.ca)

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## **British Columbia Archival Network Service - Contact Information**

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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## B.C. Archival Education and Advisory Service

So many of the inquiries that I receive from small archives, either by e-mail or on site visits, centre around computers and databases. While I don't want to appear to be endorsing one particular database, I would like to offer some general guidelines that might help you during your research.

I'll start with a warning. Don't assume that computerizing your records or digitizing your photographs will be the end-all and be-all for your archives. I've almost had to physically restrain enthusiastic employees/volunteers whose main goal is to enter everything into a database or digitize every photograph they own. As they said long ago – GIGO, or garbage in, garbage out. You cannot begin to even think about using a computer for your records until you have your records in order. Archival material must be appraised, arranged, and described before you look in the direction of the computer. The computer database entry is your last goal, not your first. Photographs must be appraised, arranged and described before you begin digitization or item level description. Think of the time and computer storage space you will waste if you decide at a later date that a good third of the photographs you have digitized or described at item level are not worth keeping in your collection.

Accession records lend themselves to being entered into a computer database as the information is already available in fields. However, if your gift forms are carefully kept in alphabetical order and your paper accession records are kept in accession number order, these two will provide a convenient and fast method of looking up information without entering information in a database. Assess the use of your archives - the majority of your requests will be for photographs or textual archival material. Keep track of the number of times you must look up information in your accession records, other than finding the next accession number available. I think you will find that that number is low. With that use in mind, use the computer first for your archival records and second for your office records.

Once you have your archival records in order, decide what you want a computer database to accomplish. Are you a corporate archives with one fonds (your own records), and many photographs? Do you have a photo or map archives that might function better with item level description as well as fonds and series level description? Are you a community archives with many fonds/collections, photos, maps, and oral histories?

The more straightforward off-the-shelf inexpensive databases are fine for item level description, but do not offer the sophistication of the specialized more expensive databases designed specifically for libraries and archives. These specialized databases offer linked levels of description that allow you to print out descriptions almost automatically. Check with other archives in your area to find out what databases they use and whether they are happy with the results. Ask if you can drop by for a demonstration. Talk to the database representatives at AABC conferences and check the internet for information. Think about the support network available. Will you have to take a night school class or can you rely on the distributor for help?

Whatever you decide, do your homework! Even if you think the purchase of a computer is down the road, resign yourself to the inevitable and prepare ahead of time. Computer databases were made for archives. Just compare the ease of identifying everyone on that hockey team photo once as you enter the information into a database compared to having multitudes of index cards for one photo, one for every name and subject. Databases give you the satisfaction of knowing you have found every bit of information available in your archives to fulfill that request for a certain image. They also allow you to easily transmit your fonds level descriptions to BCAUL. To prepare for the day the computer arrives, start now to catalogue your archival material in the same manner that it will be entered into the computer. For example, your main photo catalogue card can have the same fields that you would eventually use in a database. On the day you welcome that new computer, all you will have to do is hire a fast typist and your records will be entered in no time.

For those of you who are still using catalogue cards and who are also contemplating the purchase of a computer, I can supply some fonds, series, and item level templates that could help you with the transition. Contact me at [lwills@aabc.bc.ca](mailto:lwills@aabc.bc.ca) and I can e-mail you what you need. One last piece of advice – choose your software before you choose your hardware. Hardware must be powerful enough and have enough memory to run your chosen software.

Good luck!

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## Digital Preservation: Where to Start

Trolling the internet for preservation information is fun but can be time consuming and frustrating particularly when you are not able to locate the information you need from a site you trust.

In response to BC Archival Preservation Service email inquires about digital preservation and where to get "start-up" information I have highlighted three excellent online publications which can be used as a primer for beginning a digital program.

### 1. Digital Preservation Handbook

[www.dpconline.org/graphics/handbook/](http://www.dpconline.org/graphics/handbook/)

The **Digital Preservation Handbook** was designed to " provides an internationally authoritative and practical guide to the subject of managing digital resources over time and the issues in sustaining access to them". The Handbook offers an instructive overview to the world of digital records. It is a very useful place to start the adventure of creating digital records or in the acquisition of born digital records.

### 2. Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files – Raster Images

[www.archives.gov/research/arc/techguide-raster-june2004.pdf](http://www.archives.gov/research/arc/techguide-raster-june2004.pdf)

This 87-page document produced by the US National Archives and Records Administration (NARA) provides excellent guidelines for the creation of digital copies of archival records. This document provides an excellent overview of 'best practice' and has very useful background discussion section. The type of archival records included for discussion in this document are: textual, graphic illustration/art work/originals, maps, plans, photographs, aerial photographs and objects/artifacts.

Topics covered in this document include:

- Digital Image Capture – production of master files, digitization environment, colour management etc.
- Minimum metadata
- File formats, naming and storage
- Quality Control

### **3. The National Digital Information Infrastructure and Preservation Program (NDIIPP) – Library of Congress**

[www.digitalpreservation.gov/index.php](http://www.digitalpreservation.gov/index.php)

The NDIIPP web site is comprehensive and necessarily so as it attempts to meet the NDIIPP mission statement which is to "develop a national strategy to collect, archive and preserve the burgeoning amounts of digital content, especially materials that are created only in digital formats, for current and future generations."

Of particular interest to archivists and conservators is the "Digital Formats" web page. ([www.digitalpreservation.gov/formats/index.shtml](http://www.digitalpreservation.gov/formats/index.shtml)).

In "Digital Formats" sustainability, evaluation and discussion of a wide range of file formats is presented for still images, moving images, sound and textual records.

Rosaleen Hill  
AABC Conservation Coordinator  
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# AABC Newsletter

Volume 15 No. 4 Fall 2005

## People and Places

The Vancouver Office of Library and Archives Canada welcomes *Caitlin Webster*. Caitlin has recently returned to the Lower Mainland after five years working for LAC in Ottawa. Caitlin is replacing *Jana Buhlmann* who is away on maternity leave until August 2006.

Several new appointments have been made recently in the City of Vancouver's Records and Archives Division. *Glenn Dingwall* has accepted the City Archives' new full time continuing position of Digital Archivist. Glenn previously worked at the Archives as an Archivist and most recently has been working in the Division's Records and Information Management section (RIM) as a Corporate Records Administrator on the City's Corporate Records Standards (CRS) Project. *Jeannette Black* has accepted the full time continuing position of Corporate Records Administrator in RIM. Jeannette has over 20 years experience with records management in the City's Engineering Department and City Clerk's Office. She most recently was working as a Records Analyst on the CRS Project. *Scott Redgrove* has accepted a four-month CRS Project position as Corporate Records Administrator. Scott joined the CRS Project team earlier this year as a Records Analyst.

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# AABC Newsletter

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**Doreen Stephens**

**Thank-you.**

I am retiring at the end of 2005, completing 20 years as an archivist for the Anglican Church. I can't leave without thanking the members of the AABC & its predecessors for all they have done to make my job so satisfying - by serving on executives and other committees, by leading workshops and planning conferences and above all, by being passionate about archives. I can't imagine the 20 years without you.

*Doreen Stephens*

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## Ray Wunderlich 1924-2005

Archivist, teacher and WWII veteran, Ray Wunderlich, died 6 September 2005.

Ray was the founder of the School District 61 Educational Heritage Archives and Museum, instrumental in setting up the archives at Vic High as well as promoting the heritage of schools Province wide. As an executive member of the Retired Teachers Association, Ray conducted the first schools inventory and played a big part in seeing the Schoolhouse exhibit come to fruition and in securing a major collection of textbooks. His experience and enthusiasm did much to get the B.C. Education History Project going. "School archives tend to get lost" says Shirley Cuthbertson, a fellow retired teacher and archivist who worked with Ray on several heritage projects "but Ray did his best to see that they were saved for future generations".

A native of Cudwoth, Saskatchewan, Ray obtained his teaching degree at UBC and started his 30 year teaching career in Kelowna later moving to Victoria where he retired in 1981. Ray taught math and was "one of those really good teachers who helped in the best of ways" remembers Shirley Cuthbertson.

Apart from preserving school history, Ray was passionate about many things including the environment, traveling and square dancing. Ray leaves his wife of 60 years, Peggy, children, grandchildren and great grandchildren.

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