

THE MARITIME CONFERENCE ARCHIVES OF THE UNITED CHURCH OF CANADA: A good number of records from Maritime congregations have come in during the year. Mention might be made of old books and papers, some dated well over a century ago, from the former Cornwallis Congregationalist, Methodist and Presbyterian congregations. Copies of theses and papers, research for which was done here, have been very valuable additions to our holdings.

The building up of finding aids is one of our projects this year. In addition to the main card catalogue for books and pamphlets, we have an index of congregations indicating where pertinent historical material may be found; an index of church courts according to denomination; an index of ministers showing where their biographies, and in some cases their pictures, are located; and indexes to collections of letters and pamphlets. We are fortunate in possessing indexes to many of our religious periodicals prepared by the Rev. Charles H. Johnson, D.D., now living in retirement in Kamloops, British Columbia.

ONTARIO

PUBLIC ARCHIVES OF CANADA: The post of Dominion Archivist was filled by the appointment of Dr. Wilfred I. Smith, effective December 23, 1970. Mr. Bernard Weillbrenner was appointed Assistant Dominion Archivist, effective January 15, 1971.

A report on the Public Archives for the Years 1959-1969 will be issued shortly. The last report was for the years 1955-1958. Starting in 1971, an annual report, covering the fiscal year, will be published in May or June.

Manuscript Division, Personnel: New archivists to join the Division in 1970 were Marcel Caya, Carol Couture, Peter Gillis, André Guay, Harold Naugler and Robert Taylor. There were three resignations: David Rudkin went to the University of Western Ontario and Allan Boyd to McMaster University, both to continue their studies, and Robert Watt accepted a new position in Vancouver.

Manuscript Division, Services: In recent years there has been a general steady increase in the amount of work done, and 1970 was no exception. The number of inquiries increased to 6,611 (from 5,909 in 1969); the number of researchers rose to 2,612 (from 2,501 in 1969); the number of consultations was 10,614 (up from 10,073 in 1969); the number of reels of microfilm circulated on interlibrary loan was 2,655 (down from 3,112 in 1969); the number of feet of manuscripts and records accessioned rose to 6,553 (from 4,961 in 1969); the number of reels of microfilmed accessioned was 2,262 (down from 4,053 in 1969); the number of feet of records and manuscripts circulated was 43,735 (down from 45,209 last year), and the number of reels of microfilm circulated was 19,285 (up from 16,184 last year).

Manuscript Division, Accessions: Significant accessions of public records received during 1970 included: transcripts of hearings, briefs, studies, reports of regional conferences, and other papers of the Royal Commission on Bilingualism and Biculturalism, 1963-1970; Department of Trade and Commerce Registry Files, c. 1900-1965, dealing with trade missions, trade commissioner service, world fairs, imports and exports, and conferences; Department of Labour, "Lacelle files", covering all aspects of the work of the department; initial transfer of registry files of the Department of External Affairs, including the office files of the Under

Secretary of State, 1908-1954; and from the Immigration Branch, 32 reels of microfilm containing passenger lists for the ports of Quebec and Halifax for the years 1865-1900, as well as 220 feet of records to be reviewed.

The St. Laurent and Pearson Papers are now officially in our possession. Other notable acquisitions of private manuscripts included papers of the following: Stephen Leacock (microfilm copy of material in Orillia), Sir Wilfred Laurier (additional material), l'Ordre de Jacques Cartier, the University Women's Club, w. E. Gladstone Murray, Escott Reid, K. P. Kirkwood, D. C. Abbott, R. W. Sellar, Captain Joseph Brant, William Dummer Powell, Frank L. Packard, the Canadian Teachers Federation, the Canadian Labour Congress (including material on the former Trades and Labour Congress and on the former Canadian Congress of Labour), and papers of a member of the Sons of Freedom Sect of the Doukhobors, Mr. Davidoff.

Manuscript Division, Projects: Microfilming of the British military records ("C" series) has been completed. Unbinding and boxing of the Lower Canada Civil Secretary's Correspondence ("S" series) has also been completed. We have initiated a programme of restoration and repair of more than 200 Indian Treaty documents, which are in constant demand for legal and reference work. We have begun a major programme of revision of our preliminary inventories, the revision of Manuscript Groups 1-10 has been completed, and the volume is ready for publication. Our Systematic National Acquisitions Programme is in full swing, and has resulted in a number of very worthwhile accessions. In the field of labour archives, we are making contacts with people and organizations in an attempt to locate papers and to determine needs for records preservation. We are also attempting to collect papers of ethnic groups, because ethnic archives have tended to be neglected and we would like to remedy this situation. Plans are progressing for the publication of the revised Union List of Manuscripts in 1973, and a revised "Guide for the Preparation of Returns" has been prepared. During the summer of 1970, personnel of the Public Archives participated in the course for archivists given at Carleton University.

The final index printouts for the Sir John A. Macdonald, Sir Charles Tupper, Sir Robert L. Borden, and Arthur Meighen Papers were received in March, 1971. This marked the end of the Electronic Data Processing programme used to provide indexes to the Prime Ministers' Papers. In June, 1970, the Manuscript Division participated in a task force study to develop an EDP programme to meet the continuing information retrieval needs of the Archives and of other government departments. A programme has been written and tested, and has been operational since 1 April, 1971. Known as Records Management Data Base, this programme has the capabilities to meet information retrieval needs and to provide a records scheduling and file classification tool for records managers.

Manuscript Division, New Equipment: The Technical Services Division of the Archives has acquired, on a trial basis, Computer Output Microfilm equipment. Computer output microfilm is becoming a popular method of recording and maintaining data produced by the computer. In the past, the computer produced reams of papers, and the storage, retrieval, and maintenance of this ever-growing record created expense and delay in an already expensive system. Microfilm has been able to cure most of these ills. Employing modern electronics, alph-numeric and graphic information can be produced directly to roll and unitized types of microfilm, saving considerable storage space and permitting quick access. Virtually all government departments can make use of this system.

Map Division: Edward H. Dahl, M.A., Carleton, was appointed as a reference officer in the Canadian Section on 1 April, 1970.

Preparations were made to move early in the coming year the major part of the subsidiary map collection to space on the opposite side of Wellington Street in the West Memorial Building. A special cataloguing table was designed, to be built in the workshops of the Public Archives - National Library; four were ordered for delivery early in the new year.

T. E. Layng, Chief of the Map Division, attended a series of lectures on historical cartography in April 1970 at the Newberry Library in Chicago. C. C. J. Bond, Head of the Canadian Section, attended the annual meeting of the Canadian Historical Association in Winnipeg in June. He is English-language Secretary of the Association. Mrs. Karen Lochhead, Head of the Foreign Section, and Miss Betty May, Head of the Cataloguing Unit, Canadian Section, attended the annual conference of the Association of Canadian Map Libraries in Vancouver in June. Miss May presented a paper, "Maps as Sources of Historical Evidence"; it will be published in the proceedings of the conference. Miss May was elected Treasurer of the Association. Edward Dahl attended the course, "Archival Principles and Administration", at Carleton University and in part at the Public Archives of Canada in the summer of 1970.

In July, 1970, County Atlases of Canada: A descriptive catalogue, was published. Compiled by Betty May, Frank McGuire and Heather Maddick of the Cataloguing Unit, the work describes those county atlases which were published mainly in the 1870's and 1880's and are of special interest to local historians and genealogists. The work was distributed to large libraries and other institutions. In preparation for a catalogue of the Atlantic Neptune, C. C. J. Bond has plotted the J. F. W. Desbarres charts and views of the Atlantic coast. This publication should be available in late 1971. A series of catalogues describing in detail the atlases in the National Map Collection are being prepared by L. Seboek; the first volume will concern the Dutch atlases. Five sets of ten coloured slides each, on the "History of Canada in Maps", is being prepared by the National Film Board.

The Canadian contribution to the Bibliographie cartographique internationale for 1969, prepared by the Cataloguing Unit, was despatched to Paris in September. This lists the current map production of Canada, some 333 entries describing 1,646 maps.

Over 200 old maps, printed and manuscript, dating from the sixteenth century to the early years of this century, were acquired as part of the block purchase by the Government of Canada for the Public Archives and the National Gallery of the Coverdale Collection from the Manoir Richelieu. On December 11 at a brief ceremony, Dr. Wilfred I. Smith, Dominion Archivist, accepted the first major acquisition of the new National Architectural Archives, nearly 600 photographs and other information on the design competition for the Toronto City Hall.

Picture Division: It could be said that the year 1970 was characterized by the acquisition of the Manoir Richelieu Collection, one of the outstanding collections of Canadiana in Canada. The staff of the Division was involved in almost every stage of the negotiations which led to its purchase by the Secretary of State last July. Included were 2500 oil

paintings, water colours, drawings, lithographs, engravings and maps covering Canadian history up to about 1867. A limited number of items of esthetic merit representing 12% of the purchasing price will eventually be transferred to the National Gallery of Canada. Full records of the collection, however, are kept in the Division. It is our hope to organize exhibitions of 100 pictures or so to tour galleries and museums across the country within the next two years.

Many important acquisitions were negotiated by the Historical Photographs Section; namely, a collection of negatives from Alexandra Studios, Toronto; Expo '67 still photo collection from the National Film Board; the Duncan Cameron collection of the Capital Press Limited. Exhibition and display activities were a major concern of this Section with the opening by His Excellency, the Governor General, on December 7 of the P.A.C.'s first photo exhibit, "Reflections on a Capital".

A programme for the systematic acquisition of historical photographs was developed under the initiatives of Mr. Andrew Birrell, a member of the staff. This is a rather aggressive position taken by the Public Archives for the preservation of a forgotten section of our national heritage. This will involve contacting and visiting the major newspapers across the country, the best known photographers and studios, and the owners of outstanding collections.

The Division is pleased to announce the appointment of Michael Bell as Head of its Paintings, Drawings and Prints Section. One of his major projects is the selection of water colours from the Section's collection for the Centennial exhibition which will take place early in 1972. Dr. Nedo Paveskovic was granted leave of absence for two years in order to assume the duties of Chief of the Registry, Records Retirement and Mailing Section, of the United Nations Office at Geneva.

PROVINCIAL ARCHIVES: Records Services Branch: Advisory Services: In 1970 the Records Management Programme reached new heights in levels of activity and in proven economies by substantially exceeding the half-million dollars mark in net savings for the calendar year. Over 2,400 Retention Schedules were approved by the Records Management Committee, each one being the product of close liaison between a Branch Analyst and the departmental Records Officer concerned. Some 36,000 cubic feet of dead records were destroyed. This represents 600 tons of paper; the equivalent of 10 filled freight cars.

Significant contributions were made during the year in technology techniques through participation in a Government-wide study of microfilm practices, while a similar study was commenced on forms control.

Records Centre: The Records Centre in Mississauga which offers Government agencies secure storage facilities for their inactive records and a first-rate reference service took in a further 22,446 cubic feet during the calendar year. This brought the total holdings to 64,166 cubic feet which is 76% of the Centre's capacity.

Over 14,000 references to the Centre were serviced during 1970, the great majority involving temporary delivery of files to the Departments concerned. The efficient control established over the records stored in the Centre is illustrated by the fact that the average time required to

locate the files requested and prepared them for delivery was 4½ minutes. The Centre's truck makes twice-daily deliveries to the client agencies. Facilities are also provided at the Centre for more extended examination of records by departmental representatives and 78 such visits from the staff of 18 Departments were recorded in 1970.

Training: Training other Government employees continued to be a major activity. During the year, a Certificate Course in Records Management was developed and given to 19 Records Officers who participated over a 3-week period at the Staff Training Centre, Barrie. Additionally, regular lecturing contributions were made on courses offered by the Department of Civil Service and, through the 'in-house' records familiarization courses at our Branch headquarters.

Programme continuity was enhanced through a series of regular meetings held with the 30 departmental Records Officers. This type of open forum proved invaluable in the identification of common problems and the development of a dynamic and vigorous approach to the objectives of the Records Management Programme.

PROVINCIAL ARCHIVES: Archives Branch: Reading Room and Services to the Public: Research services to the public were maintained at an acceptable level despite difficulties arising from inadequate space and the frequent necessity of allocating archivists to work with the Records Services Branch staff on the Records Management programme. The space problem should be greatly alleviated in 1971 with the pending move to new and expanded quarters.

Recorded visits to our public reading room by researchers during the past year totalled 4,498, the largest annual total to date. The researchers, as usual, represented a wide range of professions and interests and included university staff and students, educators, authors, lawyers, surveyors, local historians, genealogists, Government administrators and representatives of the public media.

Some 30,000 genealogical subject cards have been separated and placed in a distinct catalogue series. This should assist the history generalist who will be less impeded by the proliferation of name cards in the reading room's general catalogue series.

Miss Jessie Jackson, who for over 20 years was in charge of the reading room, died in 1970 and will be greatly missed by the thousands of researchers whom she so capably assisted.

Apart from the assistance given to researchers working in the Archives, some 1,900 mail enquiries were answered by our staff, some of which involved very extensive research. It may be of interest to note that some 68% of the mail enquiries originated in Ontario, 12% in other provinces, 18% in the U.S.A., and 2% from other countries.

Our photocopying facilities were used to capacity in 1970 in order to supply copies of items preserved in the Archives to researchers or to add to our own holdings. Copies processed for researchers included: 1,530 photostats, 9,089 Xerox prints, 1,255 photographs and 211 one-hundred foot reels of microfilm. An additional 149 reels of microfilm runs of early newspapers and of our filmed pre-Hansard debates in the Ontario Legislature were supplied to various universities and libraries. Copying of outside material for addition to the Archives holdings included: 1,320

photostats, 2,096 Xerox prints, 973 photographs and 132 reels of micro-film. It should be emphasized that this service is not a simple matter of routine physical copying but includes exact identification of researchers' frequently vague requests, the specialized handling of perishable documents and the consequent delivery and accounting procedures involved.

Government Records Section: During 1970 a substantial proportion of the available time of this section was spent in liaison with the Records Services Branch analysts in an effort to assess the historical significance of the many schedules being prepared under the Government-wide Records Management programme. Priority was given to this co-operation since delays in archival evaluation hold up ultimate records disposal and prevent the major financial savings inherent in that programme.

At the same time, this universal record scheduling has resulted in the identification of a large volume of previously unrecognized records of archival significance. These must be transferred to the Archives proper where they are analyzed and where suitable finding aids must be prepared to facilitate the work of researchers. This has placed a very heavy burden on the small staff of the Government Records Section. Consequently, comprehensive processing of incoming material has been proceeding at a slower pace than we would wish and, in addition, our basic research services to the public have had to be somewhat curtailed.

Over 4,000 cubic feet of Government, Court and municipal records of enduring research significance were transferred to the Archives in 1970. This more than trebles the previous year's intake. Among the larger and more significant Government record accessions in 1970 were:

- (1) 1,302 cubic feet from the Department of the Provincial Secretary and Citizenship including registers of copies of Letters Patent and Crown Leases, 1794-1968; general correspondence files of the Minister and senior officials, 1867-1909; and files of various Select and Standing Committees of the Legislature, 1868-1968;
- (2) 176 cubic feet from the Prime Minister's Department, including general correspondence files of the Prime Minister's office, 1934-1958, letter books of out-going correspondence, 1943-1961, book copies of Orders-in-Council, 1867-1968, and correspondence files of the Cabinet Secretary, 1945-1953.

Private Manuscript Section: The holdings of our Private Manuscript Section were enriched by 128 accessions during 1970. Most of these, including gifts, purchases or copy loans, were obtained through the efforts of our Archives Liaison Officer who was also responsible for many of the newspaper and picture acquisitions. While we received a very large number of individual documents or small collections of historical significance, few major collections were added. In a brief summary of this nature it is, therefore, difficult to list representative accessions.

Among acquisitions pertaining to the fur trade were: the Aeneas and Angus Cameron papers (copy loan) containing some 1,500 items relating to the North West and Hudson's Bay Companies' posts in the Upper Ottawa Valley region (1777-1866). Students of the North West Rebellion may be interested in the Robert Cunningham papers (1859-1874) relating to a reporter who covered the Wolsley Expedition and remained in Manitoba to publish a newspaper and win a seat in the House of Commons; and the Diaries (1885) of Capt. J. M. Delamere who served with the Queen's Own

Rifles. Military historians may wish to consult the Journal and Memorandum Book (1848-1868) of W. T. McKinstry, Commissary General of British Forces in Canada.

Two major continuing microfilming projects might be noted. By agreement with the federal Department of Indian Affairs and Northern Development, we are filming locally-held records of Indian agencies throughout Ontario. The earlier records of the following agencies were completed in 1970; Tyendinaga, Fort Frances, Fort William, Kenora, Savanne, Ste. Marie and Peterborough. The second project involving the copying of the Women's Institutes' Tweedsmuir histories is continuing with 12 more histories added to our holdings in 1970.

Newspaper Collection: While the Archives is not primarily a depository for printed material, an exception is made in the case of early newspapers, particularly those of the 19th century and our Branch has one of the most comprehensive existing collections of this Province's papers. During 1970, the total of 56 accessions comprised 167 different mastheads. The Archives used its own cameras to microfilm extensive runs of Ontario newspapers.

Picture Collection: The new system reported last year of preparing a subject, cross-reference file of positive transparency aperture cards has been very well received by researchers. During the year some six thousand entries were prepared for this subject reference 'browsing' file. As far as possible, recent accessions have been incorporated into the system while making progress on incorporating the previously-established holdings.

New Buildings: The tentative date for transfer to our new Archives' building is late May or June, 1971. It will provide us with approximately 52,000 sq. ft. of usable space, over four times the inadequate area in which we are now compelled to operate. Situated at 77 Grenville Street, it will feature superior air conditioning, temperature humidity and dust control, fumigating equipment, a photographic darkroom, dumb-waiter service from stack levels to the public research room, and so on.

A major addition to our Record Centre at Cooksville has also been approved. Scheduled for completion in 1971, it will increase our total intermediate storage facilities there from 86,000 cu. ft. to over 200,000 cu. ft.

ARCHIVES DE L'UNIVERSITE D'OTTAWA: Un archiviste en formation, Robert Potvin, a été remplacé par un autre, Marc Lafrenière. Deux autres nouveaux archivistes seront embauchés en 1971-1972.

Grace à un échange de pièces entre le Doyen des Etudes supérieures et l'Archiviste de l'Université, la capacité des magasins s'est accrue de 306 pi. lin. en 1970 portant le total à 750 pieds linéaires. La place disponible sur les rayons, soit 180 pi. lin. sera saturée à la fin de 1971.

Le manque de place, voilà la pierre d'achoppement, qui paralyse tous nos efforts pour implanter notre programme d'archives.

Une brochure qui sera à la fois rapport et un guide sera bientôt mise en chantier, ainsi qu'un manuel d'archives.

L'archiviste, Paul Dumas, à titre de vice-président de l'Association France-Canada (Ottawa) a assisté au XX^e Congrès annuel de l'Association nationale France-Canada à Paris, les 13, 14 et 15 mars 1970.

Etat des Archives le 1^{er} février 1971: fonds officiels (24), 469 pieds linéaires; fonds privés (2), 6 pieds linéaires.

QUEEN'S UNIVERSITY ARCHIVES: Several staff changes have occurred in the Queen's University Archives during the past year. Ian E. Wilson, a member of the Archives staff since 1966, was appointed to succeed Dr. John Archer as University Archivist on April 1st, 1970.

The Archives continues to acquire material and to develop its collections in four major areas: University records and faculty papers, political papers, literary papers, and records and papers concerning Kingston and area. Policy statements concerning the authority of the Archives, access and destruction of University records are now under consideration and should soon permit a records management programme for the university.

On the political side, Queen's acquired the papers of Donald C. MacDonald, leader of the Ontario CCF-NDP 1953-70 and of Professor George M. A. Grube concerning his participation in the CCF. The information in these papers is being supplemented by an oral history programme on the development of the CCF and NDP in Ontario both as a class movement and as a party structure. The Archives is also assisting an oral history project on the influence and role of senior federal civil servants in the 1930's and 40's. Over 50 interviews have been completed in this latter project. The R. O. Sweezey papers and a positive microfilm copy of the C. A. Dunning papers in the Provincial Archives of Saskatchewan have also been acquired. Finding aids for the John R. Matheson, Grant Dexter, and R. O. Sweezey papers have been completed.

The first Ontario Historical Society Archives workshop was held at the Queen's University Archives in mid-November 1970. The workshop was organized by Ian Wilson and the staff of the Queen's Archives at the request of the Ontario Historical Society and in response to the problems faced by local historical societies in handling gifts of significant archival material. Twenty-six representatives of local societies from across the province converged on Kingston for a busy day and a half of lectures and discussions.

Those who attended were a most enthusiastic group and enjoyed the opportunity to look behind the scenes at a functioning repository. With a detailed look at the responsibilities incurred by a society in accepting archival material, the participants were better able to judge whether their societies should attempt to operate a repository or whether they should assist the provincial or other established archives in preserving the records of their community.

THE ANGLICAN CHURCH OF CANADA ARCHIVES: Among significant accessions made in 1970 were: Records of the Fellowship of the Maple Leaf, an organization founded in 1917 by George Exton Lloyd, later Anglican bishop of Saskatchewan. The Fellowship sent many teachers to Western Canada in the present century; Papers of the late A. L. Fleming, Bishop of the Arctic.

Certain of these papers will not be available for research for thirty years; Microfilm of the diaries of the late Canon J. H. Turner, Arctic missionary, 1928-1946; Microfilm of Reports of the New England Company 1829, 1832, 1840, 1846, 1871-72, 1873-78.

Because of continuing lack of money, no additions have been made to staff. Students and writers continue to make good use of the resources of the Archives.

QUEBEC

ARCHIVES NATIONALES DU QUEBEC: Le service des Archives nationales du Québec a voulu souligner de façon particulière en cette année 1970 deux événements d'importance dans notre histoire. Tout d'abord il a marqué le quatrième centenaire de la naissance de Samuel de Champlain par une exposition ouverte au public et qui groupait, outre les oeuvres du fondateur de la Nouvelle-France, des photographies, documents originaux et divers aspects se rattachant à cet événement qui a attiré dans la salle de l'exposition plus de 65,000 visiteurs. Notre exposition locale s'est terminée le 19 septembre, alors que se tenait la réunion annuelle des membres de l'Association des archivistes du Québec, aux Archives.

Le second événement d'importance est que 1970 marquait le cinquantième anniversaire de la fondation officielle des Archives. Pour l'occasion, nous avons monté une autre exposition de nos documents les plus précieux et nous avons évoqué le souvenir de celui qui, en réalité, est le "père" de nos Archives, monsieur Pierre-Georges Roy.

Nous avons eu à déplorer cette année la mort de notre bibliothécaire, monsieur Antonio Drolet. Homme d'une grande compétence, érudit et très versé dans le domaine bibliographique, monsieur Drolet était pour nous tous un collègue d'une grande aménité et sa mort nous prive d'un précieux collaborateur.

Reorganisation et efficacité, voilà essentiellement les buts poursuivis au cours de cette année à la section Cartes et Gravures des Archives nationales du Québec. Ainsi 1935 négatifs ont été classés en fonction d'un numéro d'ordre et identifiés; 896 gravures divisées selon leur grandeur et leur sujet. Un inventaire sommaire nous permet de les localiser rapidement. De plus, nous avons catalogué environ 1600 cartes de notre collection régulière, excluant les cartes encore déposées dans les fonds manuscrits et à la bibliothèque. Nous avons, pour ce faire, adopté un nouveau classement déjà utilisé et mis à l'épreuve à la division des Cartes à Ottawa. Par sa relative simplicité, il répond d'une façon plus immédiate aux besoins particuliers de notre cartothèque.

LES ARCHIVES DE LA VILLE DE QUEBEC: Archiviste de la Ville, François Beaudin; Assistante-archiviste de la Ville, Murielle Doyle; Archiviste, France B. Sirois.

Edifice et équipement: Les Archives de la Ville sont logées dans l'Hôtel-de-Ville de Québec, pièce 310. L'adresse postale est: Archives, Service du Greffe, Hôtel-de-Ville, C.P. 37, Québec, 4. Le numéro de téléphone est: 418 - 532-7041, poste 238. Les heures d'ouverture pour