



Fall 2005
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NEWSLETTER

PRESIDENT'S ANNUAL REPORT, 2004-2005

Garth Clarke, President



It has been an honor to serve the Archives Society of Alberta in this the first year of my term as its president.

During the 2004-2005 year the Board of Directors focused upon a set of immediate priorities: the management of ASA special projects; the completion of the Centennial Legacies Fund grant obligations; and advocacy for the strengthening of provincial and federal support to the archival community. We have, I believe, successfully dealt with all three priorities.

Special Projects

The Board set up a Special Projects Committee, with Jo-Ann Munn Gafuik as its chair, to help it coordinate all present and future large-scale ASA projects. That committee has worked hand-in-hand with the ANA Committee in the digitization phase for the current Populist Populism Project. That phase is now complete and we await the production of the teaching tool and project web site.

The ASA has actively sought out and will continue to seek out funding sources that will allow better public access to the documentary heritage of its member institutions and of Canadians. The emphasis on digitization has allowed the Archives Network of Alberta to continue to grow almost exponentially in size and in use. The Board realizes that such an emphasis should not come at the price of curtailment of the ASA's mandated educational and advisory functions. The ASA's commitment to online access, however, has increased the ASA's annual web server maintenance costs. The Archives Network of Alberta can continue to be a leading archival information network only if it can continue to grow and develop

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Everything you wanted to know about archives...but were afraid to ask.

Conference features:

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Archives Society of Alberta Conference

June 2006

Edmonton, Alberta

Watch for more information!

new digital resources in support of provincial and national objectives. This may require an increasing percentage of available ASA funds to be directed towards digitization. The impact of these cost increases on the organization has been offset up to now by the Centennial Legacies funding. Without any new outside grants or special projects funding, the Board may be forced to re-examine all the ASA's current grant and bursary programs.

Centennial Legacies Fund

The Finance Committee has done stellar service in dealing with the financial reporting requirements for the provincial Centennial Legacies Fund grant. The project itself will end in September. I would like to take this opportunity to thank the Alberta government for its foresight in supporting increased digital access to the documentary heritage of all Canadians through the Centennial Legacies Fund grant. Without it, the present Archives Network of Alberta would still be a pipe dream. Without it, Alberta's archival institutions would not all possess the modern technologies to provide users with better access to the records of this province.

Advocacy

Over the past year I have advocated along with other presidents of provincial and territorial archival councils for the continued existence of Canadian Council of Archives and for long-term adequate federal funding to the Canadian archival community. The federal government has listened. The CCA has had a year's extension of its grants and contributions programs. And Library and Archives Canada will soon be presenting to Treasury Board a new "National Archival Development Programme" for its approval. The NADP will start as of 1 April 2006 and will be for a five-year period. There will not be any increased funding, but the CCA will be allowed to continue its peer-reviewed adjudication of grant applications.

Future Issues

The Board will be asking all members for input on the development of a new strategic plan for the next decade. A short survey will be sent to all members this September. A Strategic Planning Committee has been set up to review the responses and to examine all aspects of the ASA: its governance, funding, staffing, communications, new technologies, archival advocacy, and renewal. A new strategic plan will be ready for presentation at the 2006 Annual General Meeting.

There is talk of a new federal heritage policy in the works, and even the possibility, however remote, of the development of a national Heritage Council. The LAC is sponsoring a coordinated Canada-wide digital information strategy, which may affect the operation of Archives Canada and of ANA. And there will be another round of copyright amendments by the fall.

Next year will be the 25th anniversary of the ASA. The Board will be looking into a combined ASA Conference and Annual General Meeting in late May or June 2006 to celebrate that quarter century milestone.

I extend the Board's thanks for the ongoing dedication and support of the ASA's staff: Michael Gourlie, Executive Director; Janet McMaster, ANA System Administrator; Carrie Herrick, Administration Coordinator; and Mandi Wisheu, Financial Coordinator. I also extend the ASA's thanks to all the directors, committee chairs and committee members. Without all of you the ASA would not be the vibrant organization it now is.

Finally, a special vote of thanks is owed Lisa Atkinson, current ASA Treasurer. Lisa took over the position last year and has devoted many hours of her free time to help the Board gain better financial control of our budgetary processes, and improve the quality of financial reporting for the Centennial Legacies Fund grant. Her dedication to her voluntary duties is a credit to all archivists.

EXECUTIVE DIRECTOR/ARCHIVES ADVISOR'S REPORT

Submitted by Michael Gourlie, Executive Director/Archives Advisor

The role of the Executive Director / Archives Advisor is to oversee aspects of the ASA's administration and to provide advice about archival procedures and practices to new, developing and established archival programs. Activities undertaken as a result of these roles contributed to an interesting and innovative year.

Advisory Services

The individuals and organizations that accessed the ASA's Advisory Services Program in 2004-2005 asked a variety of questions pertaining to education, preservation, grants, and the development of new archival programs. A statistical analysis of the types of inquiries follows this report.

The onsite visit continues to bring the advisory services program to the institutions seeking advice about archival practices. In addition to less formal visits to institutional members throughout the year, there were 11 site visits to the following institutions: St. John's Ambulance – Calgary, The Works International Visual Arts Society, Lougheed House Conservation Society, Empress Theatre (Fort Macleod), Olds-Mountainview Museum, Alberta Catholic Health Corporation, South Peace Regional Archives (2 visits), Museum of the Highwood, Alberta Medical Association, and the Blackfalds and District Historical Society.

Additional Initiatives

The overall numbers of inquiries and site visits in the advisory services program increased compared to the previous year, but there were also other activities that were undertaken during 2004-2005. These initiatives included:

- co-teaching the ASA's Archives Education Institute
- attending ASA Board meetings
- producing a quarterly column for the ASA newsletter
- collaborating with the Alberta Women's Archives Association to produce components of the Alberta Women's Memory Project website
- representing the ASA at various events, including the Library and Archives Canada

consultation held in Calgary, the Canadian Council of Archives roundtables in Ottawa, and a focus group on digital archives services undertaking public awareness activities, including a demonstration of the ANA databases during the "Archives in Your Attic" event at the Provincial Archives of Alberta and outreach workshops during Archives Week 2004

The major undertakings for this year surrounded the ASA's online projects. Final revisions were completed on "Archival Resources in the Classroom – Letters from the Trunk," and the project was demonstrated at the Alberta Social Studies Council conference, BCEd Online and Museums and the Web. During the Social Studies conference, the project attracted the attention of representatives from Alberta Education, and it will be linked to an online version of the Alberta Social Studies curriculum. The Archives Tour was launched in early 2005, and work is underway in conjunction with the Canadian Council of Archives to produce a French language version of the tour in order to broaden the tour's reach. The ASA received funding for the Prairie Populism Project, which involved coordinating the digitization of records of populist organizations and activists held by archival repositories from Alberta, Saskatchewan and Manitoba. The Populism project is nearing completion, and, thanks to the efforts of Jo-Ann Munn Gafuik and the Special Projects Committee, an application is in the works to undertake an online project focusing on aboriginal sources, an area identified by educators as requiring additional resources.

The coming year will bring new projects, additional site visits, and public awareness initiatives to assist in the development of Alberta's archival community. I look forward to your calls and emails. Thanks to the Board members, Committee chairs, the ASA's contractors, and all the ASA members who have been so helpful this past year.

ARCHIVES ADVISORY SERVICES: STATISTICAL ANALYSIS APRIL 1, 2004 - MARCH 31, 2005

	2004/2005	%	2003/2004
Total Inquiries	174	100%	119
Source of Inquiries			
Member vs. Non-Member	88/86	51%/49%	52%/48%
Institutions vs. Individuals	76/98	44%/56%	55%/45%
Site visits vs. Telephone/fax/email	11/163	6%/94%	5%/95%
Types of inquiries			
Development of New Archives	18/174	10.3%	7.6%
Grant Related Inquiries	27/174	15.5%	15.1%
Requests for contractors	11/174	6.3%	4.2%
Request for library materials	1/174	0.6%	0.0%
Technical issues: general	18/174	10.3%	8.5%
Technical issues: conservation	1/174	0.6%	6.7%
Technical issues: FOIP	0/174	0.0%	2.5%
Technical issues: ANA/CAIN	6/174	3.5%	9.2%
Education	36/174	20.7%	23.5%
ASA Membership	9/174	5.2%	6.7%
Public Awareness	10/174	5.7%	4.2%
Other	37/174	21.3%	11.8%
TOTAL	174	100%	100%

ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE ANNUAL REPORT

Submitted by Janet McMaster, Chair

The ANA Committee is responsible for providing leadership and guidance in the development, maintenance and management of the Archives Network of Alberta. This includes overall responsibility for the maintenance and development of existing and future databases and the ASA's web site, as well as the coordination of provincial, regional and national network-related activities, and the promotion of professional standards.

The ANA Committee has been involved in a number of different activities over the past year:

- ❖ Supervision of Databases – Our databases continue to grow on a monthly basis. As of May 31, 2005, they contain the following records:
 - ANA database (fonds level descriptions) 9,247
 - Alberta InSight (digitized images) 25,926
 - Alberta InWord (digitized textual records) 1,069**represents over 30,000 scanned pages
- ❖ User Statistics – The number of user sessions are monitored on a quarterly basis. For the quarter ending March 31, 2005, we experienced the highest number of user session to date: 28,492 total user sessions, or just slightly less than 10,000 per month. These are user sessions that have been initiated by the general public, and do not include sessions initiated by our Owner-Editors on asaback.

- ❖ Marketing Materials – In conjunction with the Public Awareness Committee, a third printing of bookmarks was completed in spring 2005.
- ❖ Possible move of Servers – The contract with Knight Enterprises for hosting our servers came up for renewal this spring. At the request of the Board, the Committee conducted a detailed review of a number of different options for hosting our servers, and provided recommendations to the Board.
- ❖ Images Canada – The Archives Society of Alberta continues to maintain their partnership with Images Canada. As of May 31, 2005, a total of 5556 images have been submitted. A link to the Images Canada web site has recently been added to the ASA's web site.

In early 2005, we welcomed Mary Nutting from the South Peace Regional Archives to the committee. The other members of the ANA Committee are: Susan Kooyman, Sharry Watson, Raymond Frogner (board liaison) and Michael Gourlie. I would like to thank all of the committee members for their contributions and enthusiasm over the last year.

COMMUNICATIONS COMMITTEE REPORT

Submitted by Kirsten Olson, Chair

The Communications Committee undertook a variety of activities in 2004-2005 to promote awareness about archival institutions in Alberta.

Archives Week

For the 2004 edition of Archives Week, events were held in both Edmonton and Calgary. Two workshops were held at the Provincial Archives of Alberta: *History.org: Preserving Organizational Records* and *What Not to Keep*, attracting a large number of

participants from the general public. To start Archives Week, the ASA held a lunch event at Fort Calgary that featured Dr. Elizabeth Jameson, speaking about the creation of women's archives.

The virtual exhibit theme for 2004 was *Women Who Made A Difference*. The exhibit featured submissions from twelve institutional members that featured the unique ways in which women have contributed to the province. Thanks again to Chris

Hezell of the Glenbow Archives for his innovative and attractive exhibit design. In keeping with celebrations surrounding the centenary of Alberta entering Confederation, the 2005 virtual exhibit will focus on symbols of Canadian identity in Alberta.

Membership Statistics

New memberships for the year 2004/2005 include 16 individual members, 2 institutional members and 1 associate institutional member. In total, the Archives Society of Alberta has 89 individual members, 35 institutional members and 16 associate institutional members as of June 15, 2005. There has been a decrease in the number of individual members over last year's total (102 vs. 89), but this category's numbers tend to fluctuate from one year to the next.

Public Awareness Activities

The ASA has continued to advertise the Archives Network of Alberta and its databases through ads in *Legacy Magazine*. An article about the *Archives in the Classroom: Letters from the Trunk* project appeared in the Spring 2005 issue of *Legacy*, and additional copies of that issue have been purchased to distribute at conferences and trade shows. The ASA also generated a third printing of bookmarks, so institutional members requiring additional bookmarks can contact the ASA office.

The Communications Committee continues to work on a variety of public awareness / promotion and advocacy projects. The committee looks forward to new and exciting initiatives in 2005.

REPORT OF THE SPECIAL PROJECTS COMMITTEE

Submitted by Jo-Ann Munn Gafuik, Chair

In the spring of 2004, the Committee applied for a \$360,000 grant under the Canadian Content Online Program to create a learning object around the topic of prairie populism. We were notified in June that we were successful and work commenced in earnest in early September. Although the ASA and, in particular, Michael Gourlie, took a leadership role on this project, archivists in all three western projects participated. The project involved the development of a virtual archives, a simulation based on a decision tree concept, teacher resources focusing on primary resource research skill, and a tool that will allow students to communicate within and among classrooms. To date, over 45,000 pages of archival material from 12 institutions has been digitized, the simulation is in final edit, the teacher resources have been drafted, and the Canadian Connections piece is being built. The project will be finished by June 30, 2005 but marketing efforts will continue until December.

The committee has also developed a new proposal for a project that would explore the concept of record keeping and evidence from an aboriginal perspective. Specifically, we have proposed to examine what is known about the Majorville cairn with 'new eyes'. The cairn, located in Southern Alberta, marks the original site of the first Inisskimm. It is documented in conventional, that is Western archival terms but these sources only provide a limited and ethnocentric understanding of the site and the tradition it represents. We have suggested that in order to more fully understand the significance of the cairn, the researcher must also explore other more culturally relevant sources. More importantly, the researcher must contemplate other ways of knowing. The proposal was submitted to the Library and Archives Canada for consideration under the Canadian Content Online Program last month and we expect to receive the results of their deliberations before the end of June. All completed projects are accessible through the ASA website.

Members: Jo-Ann Munn Gafuik, Bonnie Woelk, Michael Gourlie (liaison)

EDUCATION PROGRAM REPORT, 2004-2005

Submitted by Michael Gourlie

One of the ASA's most important mandates is to provide educational opportunities in basic and advanced archival theory and practice. To meet this objective, the ASA's Education Program undertook the following activities in 2004-2005:

Fundamental Archival Education

The main activity in this area of the education program was the delivery of the annual Archives Institute:

Course: Archives Institute
Location: Concordia University College of
Alberta, Edmonton
Dates: May 10-15, 2004
Instructors: Margery Hadley, Michael Gourlie,
Michael Dawe, Don Bourdon, and
Garth Clarke
Participants: 11

The ASA thanks Karen Baron of the Lutheran Historical Institute, Concordia University College, for acting as Institute host and providing the facility. The evaluations for this course were both instructive and positive. The annual schedule of the Institute permits a preliminary report on the 2005 Institute:

Course: Archives Institute
Location: University of Calgary
Dates: May 9-14, 2005
Instructors: Margery Hadley, Michael Gourlie,
Don Bourdon, Janet McMaster and
Apollonia Steele
Participants: 18

Special Topics Workshops

The ASA offered two special topics workshops in 2004-2005

Course: Managing Archival Institutions
Location: University of Calgary, Calgary
Dates: September 10-11, 2004
Instructor: Linda Wills, Greater Vernon
Museum and Archives
Participants: 8

Course: Promoting Archival Institutions
Location: Provincial Archives of Alberta,
Edmonton
Dates: February 25-26, 2005
Instructors: Linda Wills
Participants: 17

The ASA did not apply for CCA Professional Development grants for 2005-2006 but will offer courses relying upon resources within Alberta. The preliminary information about these courses available at the time of the AGM is as follows:

Course: Health and Safety Issues in
Archives
Location: Calgary
Dates: Fall 2005
Instructors: Alison Freake, Provincial
Archives of Alberta
Participants: 20 (maximum)

Course: Audio-visual Archives
Location: Edmonton
Dates: Spring 2006
Instructors: Marlena Wyman, Provincial
Archives of Alberta
Participants: 20 (maximum)

ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP SURVEY – NOVEMBER 2005

The Archives Society of Alberta is conducting a review of its existing programs and services. We'd like to find out what you think about current programs and to give you an opportunity to provide input into the development of future initiatives. The results of this survey will be published in the ASA newsletter and used as the basis for further consultation and strategic planning. All individual replies will remain confidential.

Please take a few minutes to complete this survey and return it to Mandi Wisheu, by fax at 780-425-1697 or by using the enclosed postage paid envelope.

If you choose to add your name, all those who return a completed survey by December 17, 2005 are eligible to win a free registration and accommodation for the 2006 ASA Conference.

Section I: Evaluating the Past

1. How important are each of the following benefits of being a member of the ASA?

(Rank from 1 — needs improvement to 5 — excellent)

Educational opportunities	1	2	3	4	5
Advocacy	1	2	3	4	5
Newsletter	1	2	3	4	5
Annual conference	1	2	3	4	5
Advisory services	1	2	3	4	5
Right to vote	1	2	3	4	5

2. What other membership benefits are important to you?

3. How effective do you believe the ASA has been in addressing the needs of Alberta's archival community?

(Rank from 1 — needs improvement to 5 — excellent)

1 2 3 4 5

Comments _____

4. Membership rates are: Institutional depending upon budget; Associate Institutional \$60; Individual \$40 and Volunteer/Student \$20. Do you think that membership rates are:

- Too high
- Too low
- Just right

5. Have you ever participated in an educational program offered by the ASA?

- Yes
- No (skip to #10)

6. In how many programs have you participated? _____

7. In which programs have you participated?

- Archives Institute
- Conference
- Semi-annual course

8. When did you last participate in a program offered by the ASA?

- Within the last year
- 2-5 years ago
- More than 5 years ago

9. Please evaluate the programs in which you have participated.

(Rank from 1 — needs improvement to 5 — excellent)

<input type="radio"/> Quality of instruction	1	2	3	4	5
<input type="radio"/> Right balance of theory and practice	1	2	3	4	5
<input type="radio"/> Quality of information	1	2	3	4	5
<input type="radio"/> Meeting of expectations	1	2	3	4	5
<input type="radio"/> Improvement in job skills	1	2	3	4	5
<input type="radio"/> Location	1	2	3	4	5
<input type="radio"/> Cost	1	2	3	4	5

Comments _____

10. If you haven't participated in any ASA programs, why not?

- Location not convenient
- Content too general
- No perceived benefit to career
- Content too advanced
- Not happy with choice of instructor
- Cost too high

Other _____



11. Which columns of the ASA newsletter do you read?

(Check as many as apply.)

- News & events in Alberta's museum community
- Director's report
- From the chair
- Information forwarded from the CCA
- Feature articles
- Members' page
- Advertisements and classifieds
- Job notices
- Educational update
- Membership handbook
- Don't read the newsletter (skip to #17)

12. The newsletter is currently published 4 times /year. Do you think this frequency is:

- Just right
- Not often enough
- Too often

13. Do you think the length of the newsletter is:

- Too short
- Just right
- Too long

14. Would you prefer the newsletter to be available as a:

- Printed edition
- Electronic edition

15. Since the fall of 2004 the newsletter has been theme based – have you enjoyed the format?

- Yes
- No

16. If you haven't read the newsletter, what is your reason?

- No time
- Not pertinent
- Too long
- Don't enjoy it
- Don't receive it

Other

17. Have you visited the Society's website at <http://www.archivesalberta.org/>?

- Yes
- No (skip to #20)

18. How often do you visit the website?

- Weekly
- Monthly
- When you have heard there is going to be something new.
- When you need information about the ASA (board members, grant form, etc.).

19. Did you find the information you were looking for on the website?

- Yes
- No

Comments _____

20. If you haven't visited, why not?

21. Have you visited any of the ASA's online projects? Please check as many as apply.

- Letters from the Trunk <http://www.ataoc.ca/archives/main.html>
- Online Archives Tutorial <http://www.archivesalberta.org/>
- Prairie Populism <http://www.prairiepopulism.ca/>

22. Are there other topics you'd like to see the ASA address as online projects?

- Yes
- No

Comments _____

23. Have you received advisory services from the ASA?

- Yes
- No

Comments _____

24. If yes, were you satisfied with the advice provided?

- Yes
- No

Comments _____

25. Do you use collections management software?

- Yes
- No (skip to # 28)

26. What is the name of the software you are presently using?

27. Do you believe that Access to Holding Grants should be:

- Smaller grants that are awarded more frequently (2 or more times a year).
- Larger grants that are awarded less frequently (every other year).
- Left as they exist as one grant run per year.

Comments _____

28. Have you ever accessed the PDTA or EPTA grant programs?

- Yes
- No (skip to #32)

29. Was the process easy to follow?

- Yes
- No

Comments _____

30. Was the grant sufficient?

- Yes
- No

Comments _____

Section II: Planning for the Future

31. Do you think it is important that the board continue to have regional representation?

- Yes, regional representation is most important.
- No, having committed members with a good balance of skills and perspectives is more important.

32. Which issues do you think the ASA should address in the next five years? (rank according to importance, with 1 being least important, and 5 being most important).

- Professional development 1 2 3 4 5
- Archival standards 1 2 3 4 5
- Succession planning 1 2 3 4 5
- Volunteer burnout 1 2 3 4 5
- Funding 1 2 3 4 5
- Advocacy 1 2 3 4 5
- Other _____

33. Next to funding, what do you think is the most important single issue facing the Alberta archival community today?

34. What improvements would you suggest to ASA services and programs?

35. What do you want to see on the Society's website?

- Directory of Archives
- Calendar of Events
- Links
- Courses and Seminars
- Board
- Publications
- Membership information
- Advocacy alerts
- Job notices
- Other, specify _____

Wouldn't use

36. Do you think the Society should have a list-serve, a means of posting and sending messages, notices and questions to members?

- Yes
- No

37. What kinds of information would you like to receive from the Society via e-mail?

- Advocacy alerts
- Newsletters
- Notices of professional development activities and conferences
- Information about events at archives in Alberta
- Information about grant deadlines for provincial and federal programs
- Job opportunities
- Other _____
- None of the above
- All of the above



Section III: Who is the ASA?

38. What is your membership status?

- Individual
- Associate Institution
- Student/Volunteer
- Institutional
- Non-member

39. How long have you been a member?

- 0-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- more than 20 years

40. Please indicate whether you are:

- Male
- Female

41. How old are you?

- 18-24
- 25-34
- 35-49
- 50-59
- over 60

42. With what type of institution are you primarily affiliated?

- University archives
- Municipal archives
- Provincial archives
- Community museum and archives
- Other (please specify) _____
- No affiliation

43. Which of the following best describes your relationship to archives?

- Employed full-time
- Employed part-time
- Student
- Volunteer
- Contractor
- Retired
- Unemployed
- Other (please specify) _____

44. In what aspect of the archives do you work?

- Archivist
- Conservation
- Manager/Head Archivist
- Other (please specify) _____

45. Do you expect to remain committed to the archives field for the duration of your career?

- Yes
- No
- Volunteer

Comments _____

46. What is the highest level of education you have completed?

- Public or grade school
- High school
- Community college
- Technical school
- University
- Graduate school (please specify degree(s) _____)

47. Please indicate if you would be interested in becoming involved in the ASA as a...

- Committee member
- Board member
- Instructor

Remember all responses received before December 17, 2005 will be entered to win a 2006 ASA Conference Registration. Thank you. Your name will only be used for the draw; your survey answers will remain confidential.

Name _____

Street Address _____

City _____ Prov _____

Postal Code _____ Phone (____) _____

Email: _____

GRANTS COMMITTEE ANNUAL REPORT

Submitted by Debby Shoctor, Chair

The Grants Committee for 2004-2005 consisted of the following members: Karen Buckley and Linda Fraser of Calgary; Carolyn Hill of Wetaskiwin and from Edmonton, Judy Kovacs and Debby Shoctor, Chair. Michael Gourlie played a major role in assisting and guiding committee deliberations, as a non-voting member.

For 2005-2006, a total of \$141,200.37 was recommended to fund 29 projects that benefit 15 institutions across Alberta. In early March 2005, the committee met in Red Deer to adjudicate grant applications. Prior to the meeting, committee members completed scoring sheets for each grant application received. During the meeting, the scores were averaged

and the projects ranked. Every effort was made to distribute the available funding as widely as possible throughout the membership, to include as many institutions as possible and to have a balance both geographically and between large and small institutions.

The Grants Committee gratefully acknowledges the financial support of the Alberta Historical Resources Foundation, the Alberta Centennial Legacies Program and the Canadian Council of Archives in assisting the Archives Society of Alberta's efforts to preserve and make available Alberta's documentary heritage.

1. CCA Control of Holdings

A total of \$47,850 was distributed. The 11 successful institutions included:

<i>Institution: Project</i>	<i>Amount of Grant</i>
University of Calgary Archives: Aberhart and Manning Project	\$3,959.00
Archives, Whyte Museum: Nicholas Morant fonds, Phase II	\$9,165.00
Museum of the Highwood: Lillian Knupp fonds	\$2,261.00
Canadian Architectural Archives: Baird Simpson Neuert	\$8,400.00
United Church, ANW Conference: Pastoral Charge Project	\$3,920.00
Red Deer and District Archives: Kerry Wood fonds	\$4,930.00
University of Alberta Archives: Peter Meekison fonds	\$8,775.00
Legal Archives Society of Alberta: Calgary John Howard Society	\$6,435.00
TOTAL	\$47,850.00

2. ASA ANA-CAIN

A total of \$29,083 was distributed. The 7 successful institutions included:

<i>Institution: Project</i>	<i>Amount of Grant</i>
Lutheran Historical Institute: Revision of RAD Descriptions	\$5,000.00
Jasper-Yellowhead Museum and Archives: Robinson and Perrier	\$4,808.00
Red Deer and District Archives: Document Digitization III	\$5,000.00
Canadian Architectural Archives: Web Access Project	\$5,000.00
Glenbow Archives: McDougall Online Finding Aid	\$1,760.00
University of Alberta Archives: Oil Sands Online Guide	\$4,995.00
JAHSENA: Fonds-level descriptions / photo digitization	\$2,500.00
TOTAL	\$29,083.00



3. ASA Access to Holdings

A total of \$28,642.37 was distributed. The 7 successful institutions included:

<i>Institution: Project</i>	<i>Amount of Grant</i>
Glenbow Archives: Charles Denney fonds	\$4,400.00
Archives, Whyte Museum: Bob and Marj Hinds fonds	\$4,875.00
City of Wetaskiwin Archives: Populist Politics fonds	\$1,625.00
City of Calgary, Corporate Records, Archives: Residential Assessment Cards	\$4,942.37
Red Deer and District Archives: Red Deer Advocate photographs	\$5,000.00
University of Calgary Archives: Native Centre fonds	\$5,000.00
University of Alberta Archives: Dr. B. Kratochvil fonds	\$2,800.00
TOTAL	\$28,642.37

4. CCA Preservation Management

A total of \$35,625.25 was distributed. The 7 successful institutions included:

<i>Institution: Project</i>	<i>Amount of Grant</i>
Banff Centre Archives: Audio reformatting project	\$5,773.00
Glenbow Archives: Film Duplication Project	\$5,000.00
Provincial Archives of Alberta: Preservation of Rolled Material	\$9,968.75
Musee Heritage Museum: Global Preservation Assessment	\$2,950.00
University of Calgary Archives: Update-Preservation Policy	\$6,618.50
Archives, Whyte Museum: Nicholas Morant Physical Processing	\$6,846.00
Grande Prairie Regional Archives: Photograph copy negatives	\$ 675.00
TOTAL	\$35,625.25

PROVINCIAL ARCHIVES OF ALBERTA PARTICIPATES IN THE DEVELOPMENT OF A NEW DIGITAL PRESERVATION STRATEGY

Lori Podolsky Nordland, *Digital Archivist, Government Records and Preservation Services, Provincial Archives of Alberta*

In March of 2004, John McDonald facilitated a roundtable discussion with several Government of Alberta (GoA) stakeholders that resulted in the identification of the issues, challenges and needs for a digital preservation strategy. Some of the findings from the roundtable pointed out that digital preservation is much a management issue as a technical one, is an integral part of the business and information technology infrastructure of the government, and should be implemented in phases that will include the completion of test projects to analyze concepts and strategies. Overall, the objective was to create digital information that “is authentic, reliable, available, understandable and usable for as long as required to support decision-making, the delivery of programs and services, and the ability to meet specified accountability requirements including the obligation to support the collective societal memory of the people of Alberta.”

As a result of the discussion and its subsequent paper *Toward a Digital Preservation Strategy for the Government of Alberta*, John McDonald and Peter Van Garderen were hired to develop a digital preservation pilot study and initiate a cross-government committee to implement the digital preservation strategy. Consequently, the Provincial Archives of Alberta (PAA) is working with the Alberta Information Management Branch, Alberta Corporate Service Centre and Alberta Infrastructure and Transportation to implement a strategy for the long-term preservation and management of the GoA’s digital records.

In this strategy, the PAA is taking the lead role in developing and implementing a digital preservation standard that includes a technical format component and the specifications for both a digital archives and a digital repository. The preservation standard will be based upon a technical analysis of Alberta Infrastructure and Transportation Building and Lands Infrastructure Management System, the Open

Archival Information System (OAIS) reference model (ISO standard 14721), and a standard template for both a digital preservation components checklist and a digital preservation plan to guide the GoA’s digital preservation strategy. Together, the analysis, standard templates and plan will be reflected in the GoA’s Information Management Strategic Plan and integrated with existing government policies and standards to enhance the support of the digital preservation strategy.

Over the next four years, the PAA will be following the roadmap that was outlined as a result of the *Digital Preservation Pilot Study*. This begins with the development of the OAIS-based tools required for the components checklist and the digital preservation plan that will form the foundation of a high level strategy. The new standards and practices arising out of this strategy will include the management policies and procedures, functional requirement specifications, metadata requirements, system architectures and technical formats for the digital repositories and the digital archives, and thereby ensure the preservation, management and access of digital records across the GoA. In particular, a shared responsibility model has been presented as an alternative option as opposed to traditional archival practices. In moving forward, a digital preservation environment is being established, which will effectively meet the needs of the GoA within the context of internationally accepted digital preservation models, standards and protocols.

The Provincial Archives of Alberta, in a unique partnership with the University of Calgary, has hired me as the digital archivist responsible for developing the standards and practices to support the GoA’s digital preservation strategy. In this position, I will be focusing developing



the policies and procedures relating to the preservation standard, which also includes establishing a comprehensive infrastructure for networking digital repositories throughout the government into cohesive virtual collections of digital records. Needless to say, this is a massive undertaking that will be broken down into a series of “next steps” and rolled out in three phases. The first phase has been the approval of the digital preservation strategy, and the second phase focuses on the development of the digital preservation component checklist and the template digital preservation plan. The third phase will be the implementation of the digital preservation tools, and

the digital preservation checklist and plan, with a follow-up evaluation of the digital repositories and digital archives. The last phase also includes the pre-implementation of the GoA’s digital preservation strategy.

Throughout all the phases, I look forward to communicating the results and challenges in rolling out this new digital preservation strategy. This is an exciting and momentous time in working on the long-term preservation and management of digital records as I embark on this important journey.

PEOPLE AND PLACES

Hugh A. Taylor, 22 Jan. 1920 - 11 Sep. 2005

Dear archival colleagues,

Daphne Taylor has asked me to circulate her announcement of Hugh’s death to his archival colleagues, who meant so much to Hugh throughout his life.

Jane Turner

My dear husband, Hugh A. Taylor, died peacefully in his sleep in the very early morning of September 11th. I and our daughter Ruth had spent most of Friday and all day Saturday with him, and he responded as best he could. Hugh has suffered from vascular dementia over the past few years, and since February has been lovingly cared for in the Baptist Central Care Home here in Victoria. The staff respected him as a distinguished gentleman.

Hugh has been a very loving and gentle husband and father to his family, and a wise and loyal friend and colleague to all who knew him. Apart from his family, Hugh’s life was dedicated to the archival world, as you all know. He found profound satisfaction in his work, both as a colleague and a teacher, and, of course, in his thinking and writing. I told him yet again on Saturday how “His Book,” so expertly edited by Terry and Gordon, is his long-lasting legacy to archivaria worldwide.

I would like to thank you all, and especially Tom Nesmith, for the Moment of Quiet Reflection after Tom’s comments at the last ACA meeting in Saskatoon. Very soon after that event Hugh became less resistive with the staff in the care home and started to cooperate with them. Prayer, in its many forms, is a mysterious and wonderful thing....

Thank you all for being part of Hugh’s distinguished life.

Daphne M. Taylor

Services were held on Friday September 16th at St. George’s Anglican Church, in Victoria. Mrs. Taylor asked that donations in his memory be given to Vision 2020, a capital fund for the building of a new St. George’s church beside the original church of 1941, and the present one built in 1956.

"The new church building will represent the past, the present and the future — which is what our dear Hugh stood for all his life."

Daphne M. Taylor

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The **City of Edmonton Archives** is pleased to announce the completion of the Albert College fonds project.

Through the generous support of the Archives Society of Alberta, the City of Edmonton Archives secured project funding to process 42 linear metres of material relating to all aspects of the history of Alberta College in Edmonton, from the foundation of the school in 1903, to the transfer of the College's operational control to the provincial government of Alberta in 2000.

Before his death in 1876, Reverend George McDougall set aside Methodist Mission land high on Edmonton's river bank for missionary and education purposes. Twenty-seven years later, in fulfillment of McDougall's vision, Alberta College became the province's first post-secondary institution, a private, not-for-profit, residential school specializing in the instruction of Arts, Commerce, and Music. It was one of the first of its kind to offer university transfer programmes, business education for women, and a Hearing Impaired Education Centre.

The Alberta College fonds consists of personal, academic and administrative material including: meeting agendas and minutes; correspondence; contracts, applications and other administrative material; financial records and ledgers; reports; student evaluations and records; calendars and yearbooks; diplomas and certificates; newspapers and periodicals; manuals and books; programmes and pamphlets; advertisements and other printed matter; architectural drawings and blueprints; scrapbooks; trophies and awards; printing plates; audio and video tapes; film; pennants and crests; buttons and pins; money and other artefacts; and photographs and slides.

City of Edmonton Archives

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Screening of Grande Prairie Trail Video goes Sept. 24
Ed Moore - Reporter

It's been two years in the making, but Edson and area will finally see the finished product on Sept. 24. That's when the Grande Prairie Trail video will be unveiled. The event, held at the Edson Legion, not only pays homage to the past but to the future, as all proceeds will go towards the Galloway Station museum

renovation and expansion project. Tickets are \$35 each. Whole tables can also be reserved for the evening, which will start at 6 p.m. with a social and silent auction. Dinner will be served at 7 p.m., with the screening of the video set for 8 p.m.

The one-hour film has already been shown in Valleyview and Grande Prairie. The \$300,000 movie was produced by Viacom. Copies of the production will be available in both DVD and video formats at the event. CDs of the movie's theme song will also be available. The film is all about the Grande Prairie Trail, the route which ran from Edson, north to the Debolt region. The path was taken by hundreds of settlers on their way to the Peace Country of northwestern Alberta. It was used through the years 1910 and 1916, prior to the coming of the railway into Grande Prairie. People who live south of the trail refer to it as the Grande Prairie Trail, while those up north refer it to the Edson Trail. Edson and District Historical Society president Jean Hatlen welcomes the debut screening of the video and hopes it will give people a newly found appreciation of local history of the region in general. "I think it's just great. It's about time we started tooting our own horn because we get ignored a lot."

The production featured local amateur actors and personalities from the Edson, Grande Prairie and Valleyview areas. Hatlen said even though the finished product is very smooth, things did not always go according to plan. "There's a scene in there when they have an oxen pulling the wagon and the oxen decided it wasn't going anymore and it just laid down."

One of the familiar faces in the video is Edson's John Switzer, whose father Harvey Switzer established Switzer's Drug Store in 1911. The store continues to be family run. Hatlen's believes if the video is successful, then it could be time for a movie to be made on the story of the Coal Branch. Tickets for the video debut evening are available at the Edson Public Library, Thymes Two and at the Galloway Station. You can also call Hatlen at 723-3718 or 723-2126. You can also reserve tickets by calling 723-5696.

Edson Leader
September 6, 2005
Reprinted with permission

ARCHIVES SOCIETY OF ALBERTA ANNUAL GENERAL MEETING

With its members braving inclement weather, the Archives Society of Alberta held its AGM in Calgary on June 19, 2005 at Beaulieu, the newly restored mansion of the Lougheed family. First, the spring Institutional Forum saw the election of Debby Shoctor of the Jewish Archives and Historical Society of Edmonton and Northern Alberta as Institutional Member-at-Large as well as discussion of the status of the Canadian Council of Archives (CCA) and various ASA projects.

The AGM was held immediately after the Institutional Forum. Reports outlining the various activities and accomplishments of the past year were presented, and planning for the upcoming year was discussed. As the ASA is at the end of a five-year plan related to the Centennial Legacies grant a process for developing a new strategic plan was outlined. Elections for ASA board and committee positions were held, with the following results: Vice-President, Judy Kovacs; Secretary, Susan Stanton, Grants Committee member, Bonnie Woelk.



Jennifer Bobrovitz leads group tour

photo courtesy of Darlene Briere

Following the AGM, there was a special signing ceremony between the ASA and the CCA, one of many held across the country involving the CCA and the provincial or territorial archival organizations. The document outlines the relationship between the CCA and the ASA, strengthening and better defining each other's role in the national archival community. CCA Vice-President Lara Wilson and ASA President Garth Clarke signed on behalf of their organizations.

At the conclusion of the formal events of the day, those attending the AGM had a traditional English high tea, followed by a guided tour of the new facilities at Beaulieu.



Lara Wilson and Garth Clarke

ARCHIVES WEEK 2005

Archives Week in Alberta took place from October 3-7, 2005. The year's theme - "What Makes Us Canadian?" - honoured the centenary of Alberta's entry into Canadian Confederation.

Drawing on the same theme, this year's virtual exhibit drew an impressive eighteen entries from a variety of institutions and covered the era from 1905 to the present. The images and documents represented the numerous ways in which Albertans took part in or affected the course of Canadian history over the past century. The ASA gratefully acknowledges the funding support of the Celebration Commemoration and Archives Society of Alberta Newsletter

Learning Program: Alberta - Saskatchewan Centennial Initiative of the Department of Canadian Heritage in creating this year's exhibit.

Several events took place to celebrate Archives Week. On October 3, the reading room of the Provincial Archives of Alberta was renamed the Sandra Thomson Reading Room in honour of Dr. Thomson's contributions during her time as Provincial Archivist. Finally, the Friends of the Provincial Archives of Alberta Society and the ASA presented a cheque for \$3695 to the PAA to form

the Sandra Thomson Book Fund, which will enrich the holdings of the PAA's library. Finally, the ASA also unveiled its Centennial Legacies Project bronze plaque, which soon will have a virtual component on the ASA website.

In addition, the Friends of the Provincial Archives of Alberta Society inaugurated its lecture series on October 5, with Pat Myers of Alberta Community Development speaking on the subject, "Make History! The Incredible Story of How You Can Make History and Why You Should."

Thank you to all the ASA members who worked to make Archives Week 2005 such a success!



*Garth Clarke and Michael Gourlie
unveil Centennial Legacies
Project plaque*

SUBMISSIONS? QUESTIONS? SUGGESTIONS?

The *Archives Society of Alberta Newsletter* is published quarterly by the Archives Society of Alberta. Submissions, questions and suggestions should be directed to the Newsletter Editor c/o

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Individuals and institutions are encouraged to submit articles, reviews, reports, photographs or Letters to the Editor to the *ASA Newsletter*, Issues #2, 3 and 4. Submissions are preferred in electronic format as DOC or TXT files for textual submissions, or as JPG files for graphic submissions.

Submission deadlines are:
September 30th Issue #2 - Winter
January 15th Issue #3 - Spring
April 30th Issue #4 - Summer

*Issue #1 is reserved for Annual Reports of the Society and its committees

The views expressed in the *Archives Society of Alberta Newsletter* are not necessarily those of the Archives Society of Alberta or its Editor.

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Archives Society of Alberta Membership Application 2005 - 2006

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- Yes, I would like to volunteer for an ASA Committee

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