

YCA Newsletter

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Can't Copy!?!? Copyright and Archives Workshop

- Heather LeDuc

Everyone has a vague idea about copyright. It's why we have a twinge of guilt when we dub CD's onto cassette. And it has something to do with those warnings from Interpol that precede every movie we rent on video. We also know that copyright applies to archival material. But how exactly *does* the Copyright Act impact archives, and what do we need to do to change our policies, procedures and practices in order to comply with the Act *and* satisfy the requirements of our researchers?

In February 2000, the YCA hosted a workshop entitled *Copyright and Archives*, taught by Jean Dryden of CopyRight in Toronto. Steven Horn of the Yukon Government's Department of Justice provided a legal perspective on issues of copyright and the interpretation of the law. Armed with considerable knowledge of copyright, a background in archives, and a very good sense of humour, Jean led the 26 participants through the complexities of copyright and archival material. The participants represented a wide range of institutions and organizations, including the Yukon Archives, MacBride Museum, Dawson City Museum, Midnight Arts, Northword Consulting, Kwanlin Dun First Nation, Vuntut Gwitchin First Nation, Champagne/Aishihik First Nations, White River First Nation, Na Cho Nyak Dun First Nation, and the Yukon Law Library.

Basically, complying with copyright is a matter of determining who the author of the material is, and how long the author's works are protected by the Copyright Law. Identifying both the author and the length of protection depend on the category of the work in question. If a work is in the public domain, it is fair game for copying. If a work is still protected, there are some exceptions in the Act that make it permissible for libraries, archives, and museums to copy works for the purpose of research or private study. It is also permissible to make a copy of an "insubstantial part" (whatever that is; it is not defined by the Act itself) of the work for research and study purposes through the "fair dealing" clause written into the Act. Still, it is expected that some attempt be made to obtain permission from the copyright owner, which is not always an easy matter.

In fact, as workshop case studies showed, the Copyright Act is not straightforward in either its interpretation or its application. In instances of uncertainty, institutions may need to do a risk analysis in deciding whether or not to reproduce archival material. What *is* certain is that institutions must make changes in their policies, procedures and practices in

order to comply with the Act. These changes impact all areas of archival practice, including acquisition, reference services, descriptive practices and conservation.

At the end of the two-day workshop, participants were better informed of their responsibilities as institutions and researchers, and in some cases of their rights as authors and subjects of works held in archival holdings. For many of us, it was the beginning of a process: the process of reviewing and refining our practices in light of the Copyright Act and its implications for archival institutions, researchers, and creators.

Funding to support this workshop was provided by the Yukon Archives and the federal government through the Canadian Council of Archives professional development and training program.

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Yukon Council of Archives Executive 2000-2001



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the YCA Newsletter. Between the dichotomy of “Can’t Copy!?!? Copyright” and the oxymoron of “Personal Privacy in the Electronic Age,” you will find records management issues, the “Dawson City Records Management Policy,” copies of which can be obtained from YCA or DCM, conference reports, institutional reports and other tantalizing tidbits. You can check out our website at www.whitehorse.microage.ca/yca.

In the last couple of issues, I have written about digitization. Two things have come to my attention on this topic. 1) A book titled *Moving Theory into Practice: Digital Imaging for Libraries and Archives*, Kennedy, Anne and Oya Y. Rieger, ISBN 0-9700255-0-6 and 2) an e-mail just handed to me announcing a call for papers for AAO Conference 2001 entitled Digitization and Archives. Contact program chair, Sharon Smith, at 62 Hampton Avenue, Ottawa, ON, K1Y 0N2, phone 613-995-6654, e-mail ssmith@archives.ca.

You can also obtain information from hilscan@fs.utoronto.ca, the Center for Research Information Studies, University of Toronto, re: Historical Health Information Locator Services Canada (HHILSCAN).

YCA 2000-01 Members

Shawn Allen	Kluane First Nation
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Linda Moen	Kwanlin Dun First Nation
Murray Munn	Cybrarian Outpost
Jenny Nesbitt-Dufort	Yukon Law Library
Shannon Olson	Yukon Archives

Editor's Notes

- Ford Colyer (written January 2001)

Well, this is that time of year again. Time to curl up in your favorite armchair by a warm fire with your very own copy of

Susan Parsons Dawson City Museum
 David Porter Archives Advisor
 Bill Purver AABC
 John Richthammer
 Clara and Doug Rutherford Yukon Archives/Yukon College
 Kandice Shelton Yukon Archives
 Greg Skuce
 Fay Tangermann Information Services Branch
 Paul Thistle Dawson City Museum
 Susan Twist Yukon Church Heritage Society
 Mario Villeneuve
 Megan Williams Vuntut Gwitchin First Nation

Personal Privacy in the Electronic Age

-Ian Burnett

Personal privacy is often defined as “the right to be let alone” or “the right to control what information about oneself is revealed to others”. Today, in the “electronic age”, it seems that this right is being violated at every turn: retailers are using “loyalty programs” to track our spending habits, telemarketers are phoning and disturbing our evenings, web site administrators are monitoring what pages we look at. The list of ways in which our privacy is taken from us is virtually endless. Yet what is even more disturbing than these *practices* that violate our privacy are the *attitudes* and *myths* used to justify this behaviour. This article identifies some of the major arguments or positions that are being used to justify attacks on privacy in the electronic age. It also provides some information on things you can do to protect yourself.

Privacy Myths and Attitudes You Should Worry About

(1) *Promises, promises, promises....*

Many businesses that operate on the Internet explicitly communicate their commitment to customer privacy in so-called “privacy statements”. In addition, many businesses that operate on the Internet claim to have implemented procedures and technical solutions that provide the promised level of privacy. Nevertheless, the privacy literature is filled with examples of companies that have done things contrary to their stated privacy policies. Further, there are many cases where software flaws, inadequate upgrade paths, and other technical failures have led to the inadvertent release of personal information. (An inventory of significant privacy violations is provided in Appendix B of: Jennings, Charles and Lori Fena. [The Hundredth Window: Protecting Your Privacy and Security in the Age of the Internet](#), 2000). In short, a stated commitment to privacy should not be accepted at face value - it needs to be actively and consistently demonstrated. To be effective privacy protection needs to become a part of a corporate culture and accepted by every employee

(2) *Privacy is our business...*

Many businesses typically analyze privacy issues in terms of costs and benefits. Expenditures on protecting privacy, for example, are justified as a means of securing the firm from lawsuits that result from unauthorized disclosure. Another common rationale for incurring such costs is that they enable the organization to demonstrate commitment to addressing the concerns of customers and thereby build trust and loyalty. Avoiding costly investigations by regulators and attracting financial backers are other common justifications for implementing privacy. In other words, private sector privacy protection is often an economic consideration and/or business strategy - there is rarely any discussion that protection of privacy should be done simply because *it is the right thing to do*.

(3) *Progress is progress...*

Discussion and debate on privacy typically view it as a fundamental democratic right that is under threat from new technologies – technologies of surveillance, biomedical technologies, databases, and networked communications. There is an implicit assumption that the gradual erosion of privacy is an inevitable consequence of technological progress. This is an erroneous argument. There is nothing implicitly invasive about technology – there are only invasive uses of technology. Democratic societies control the impact of technology on privacy through choosing how they apply technologies and through the policies and guidelines created to regulate their use. Technology is neutral; protecting privacy is a value that is either honoured or abandoned. Citizens should be cautious of any arguments that justify trading their privacy as an inevitable consequence of progress.

(4) *If you only knew how much we care...*

Very often the public’s concern with online privacy is discounted or misconstrued as simply a lack of understanding or misinformation. Advocates of this line of argument suggest that, in general, personal information is treated confidentially in the electronic world and that the public would not be so concerned if they knew the “true facts”. Surveys that show increasing concern for personal privacy therefore reflect poor communication or marketing by service providers rather than a legitimate concern of the public over how their personal information is managed. However, a number of high profile incidents at major web sites – Doubleclick, RealNetworks, Amazon.com – demonstrate that commercial sites routinely violate privacy, either as a business strategy or through inadequate security safeguards. Investigations by the federal and provincial commissioners also suggest that Canadian governments frequently violate the privacy rights of citizens (the HRDC Longitudinal Labour Force File is only the most recent, high profile example). In short, citizens privacy concerns are well founded and should be recognized as such.

(5) You don't really want privacy anyway...

Many writers critical of privacy protection often note an apparent contradiction in the behaviour of electronic commerce customers: a majority of people *say* privacy is a significant concern but then, through their *actions*, contradict this stated view. This is a flawed argument on both logical and moral grounds. As to logic, it assumes that customers have perfect knowledge of what information they are releasing, have detailed knowledge of its possible uses, and that they concur with all of these uses. Most customers do not have this knowledge. Second, regarding the moral argument, the real issue is that a customer should be in control of how, when, where, and for what purposes he or she releases personal information. It is the right of the individual to evaluate and decide when to exchange information for services. In other words, the apparent lack of concern among individuals with protecting their own privacy is irrelevant.

(6) Privacy is gone...get used to it!

Some experts argue that it is too late to protect privacy or that there is already far too much privacy in contemporary society. These writers believe that society has gone too far with capturing and using private information to ever return to a situation in which individuals closely control their own personal information. Also, they suggest that the high degree of privacy that currently exists is detrimental to the good of society as a whole. At the other extreme is the equally prevalent counter argument that individuals have an inherent property right to their own personal information. Even if such information is widely known and disseminated, it is still personal information that should not be used without the concurrence of its owners (e.g. addresses). These two extreme arguments are philosophical orientations to which there is no obvious, simple response. These arguments will, however, continue to colour all debates over the appropriate role of privacy in society.

What You Can Do to Protect Your Privacy*(1) Upgrade Your Browser*

Previous versions of the two most common browsers - Netscape Navigator and Microsoft Internet Explorer - have both experienced security flaws. Typically, any bugs that are detected in the browsers are repaired in the next release of the program. The new browsers make look identical to the previous versions but they will have technical enhancements to rectify any security flaws. Having the most up to date browser will help ensure that you are surfing the web safely.

(2) Use Anonymizers

An anonymizer is a program that acts as an intermediary between your computer and the web sites that you visit. Typically you would visit the anonymizer site and then enter

the address of the web site you ultimately want to visit. The anonymizer serves as a proxy for your computer; the destination web site is thus unable to identify who you are. One of the most popular anonymizers can be found at www.anonymizer.com.

(3) Use "Guerrilla Tactics"

One of the main ways web sites gather personal information is by requiring visitors to register - to view content, to win a prize, to receive regular updates. Once your personally identifiable information is acquired companies can then match it with more "anonymous" information such as IP addresses and click-stream traffic.

Experienced web surfers often employ guerilla tactics to avoid releasing their personal information. If required to submit a name they make one up; if asked to provide an e-mail address they invent one. Some web surfers also use multiple variants of their name on different sites; when they receive e-mail addresses to a particular variant they can then trace the source of the leak. If you have moral qualms about lying or deceiving web site administrators, you are in a select group - approximately 40% of registration information given over the Internet is false.

(4) Know what cookies you are accepting

A cookie is a small data file that is written by a web server to your PC hard drive. The cookie remains quietly and unobtrusively on the hard drive until you return to the web site. At that point, the cookie is retrieved and read by the web server; the information in the cookie is then used to perform functions or display additional data oriented to you.

Cookies are used for many purposes, such as storing passwords and user identifications and storing data and preferences for online shopping / ordering. This may be of great convenience to you; however, cookies can be used to build up a very detailed profile of your online habits. Fortunately you can set your browser to notify you if a cookie is about to be downloaded. In Internet Explorer this is done in the Internet Options - Security screen. You may also want to delete existing cookies from your hard drive. In Internet Explorer they are probably located in the directory `Windows/Profiles/UserName/Cookies`.

Further Information

There are numerous books, articles, and web sites dedicated to informing the public about threats to privacy in the electronic age. Some of the more interesting and readable are...

Garfinkel, Simson. *Database Nation. The Death of Privacy in the 21st Century*, 2000.

Sykes, Charles J. *The End of Privacy*, 1999.

There are also a number of interest and advocacy groups engaged in lobbying for greater recognition of the privacy rights of individuals using the Internet. Among the more useful of these are:

- Electronic Frontier Foundation (www.eff.org)

¹ Often cited comment of Sun Microsystems CEO Scott McNealy.

- The Privacy Foundation (www.privacyfoundation.org)
- Electronic Privacy Information Center (www.epic.org)

As electronic privacy is a constantly changing area it is important to keep informed of recent developments. A number of computer and news sites have regular columns on privacy issues. These include:

- www.about.com (look under computer and network security)
- www.pcworld.com (look under concerns/issues)

Records Management Corner

Fay Tangermann and Clara Rutherford attended the joint conference of the Association of Canadian Archivists (ACA) and the Association of Records Managers and Administrators (ARMA) in Edmonton, June 22-24, 2000. Funding for their attendance was provided by the Canadian Council of Archives through the Yukon Council of Archives, Yukon Archives and Information Services Branch. Following is a selection from Fay's workshop reports, relating to sessions offered by ARMA on the subject of records management.

The workshop "**The Australian RIM Experience and its Applicability to Canada**" was presented by Cindy Lafleche, lecturer and veteran Records Management consultant.

Cindy compared her Canadian records management experience to what she learned and observed in New South Wales (NSW) while she was working on a records management project there.

Some issues raised in her presentation have already been recognized and addressed in the Yukon, at least at the government level. These include the importance of function-based classification systems, the necessity of guidelines, standards and best practices, transitory records schedule and electronic records management. It was interesting and gratifying for me to see that the Yukon Government's corporate records management program is well on its way to realizing what are considered good records management programs and practices in other areas of the world.

However, a few issues stood out as warranting some further examination:

- Do we really have agreement among ourselves on what a record is?
- Are the records management roles and responsibilities defined? What are the knowledge, attitudes and skills we want represented in RM positions?
- Is the records management program planned, identifiable on the organizational chart, recognizable? Is there formal responsibility allocated and profile given to the program?

- Is the RM program regularly measured and evaluated? Do we have mechanisms in place that ensure accountability and compliance?
- What should be the scope and goals of a RM program? Must it include vital records and forms management?
- Are RM staff involved in business and strategic planning?
- Are RM terms defined? Do the words mean the same things to different people?

The presenter wholeheartedly embraced the NSW approach to records management and encouraged the participants to be guided by it. The NSW approach to records management appears to be a holistic one.

- The records management function is well defined,
- Roles and responsibilities are identified,
- Acts, policies, guidelines and procedures are developed, and
- A monitoring and measuring aspect is incorporated in their programs.

The user has a number of tools available, including an administrative records classification system, a keyword thesaurus (also useful for standardizing vocabulary for naming electronic records), the very specific State Records Act and the Australian Standard which includes rules on records management responsibilities, strategies, control, appraisal, disposal and storage.

Check out their comprehensive website at:
www.nsw.gov.au

The workshop "**From Backroom to Boardroom: Getting Information Management and Knowledge Management on the Executive Agenda**" was presented by Mark Vale.

This interesting session examined the question of how organizations can capture the undocumented knowledge and insight employees carry in their heads.

The need to develop an Information Management (IM)/Knowledge Management (KM) program is primarily driven by financial, physical and political risk, loss of corporate memory, missed business opportunities, increased cost and waste, lack of timely information required by decision makers, and client demand.

There are three ways of looking at information:

1. As a resource (helps employees to do their work)
2. As a product (provided to clients)
3. As an asset (value inherent in information holdings)

In order to establish a knowledge management program, an information management program needs to be in place. Organizations need to:

- Recognize types of knowledge in their organization (what do we know, what don't we know, tacit/explicit, knowledge of individuals vs. systematic);
- Identify knowledge processes (creation, sharing, decision-making, branch-spanning);
- Create space for knowledge creation (slack resources, allow employees time and space)

Knowledge is defined as value-added information. When represented graphically in a pyramid, 'data' would be at the bottom, 'information' in the middle, and 'knowledge' at the top.

Mark recommends that organizations adopt guiding principles, a "credo" of organizational Knowledge Management stating that

Knowledge and information will be shared (common electronic directories, etc.)

Sharing will be rewarded

Information and knowledge are valuable assets

Managing information and knowledge is everyone's responsibility

The following activities can help make this happen:

Integrate KM into accountability accords

Reward knowledge sharing

Provide space and time for knowledge creation

Develop KM component in training courses

Develop model competencies for knowledge workers

Provide coaching and facilitation on request

Here are some useful tools that each organization, department or office can consider using:

Allow 15% of employees' time, provide space, 'a lounge' for sharing (I like this!)

Develop an intranet

Develop 'yellow pages' of skills to include employee expertise and knowledge (not only based on job descriptions but on what people know and would like to do)

Develop alumni directory

Develop 'lessons learned' database

Records Management at Dawson City Museum

- Paul Thistle

The Dawson City Museum & Historical Society has recently adopted a records management policy to govern and control the integrity of our institutional records. Our primary motivation was to create a management tool for making consistent decisions on the disposition of our records. We wanted to end up with "fewer and better records" (read more effective and efficient use of essential documents). We needed to do this for administrative, operational, legal, fiscal, and historic informational reasons. I had been fortunate

enough to be introduced to the importance of proper records management during an internship at the Provincial Archives of Manitoba, a training workshop sponsored by the Association for Manitoba Archives, and some basic reading on the subject.¹

The Dawson City Museum Records Management Policy sets out the above goals, states the Board's commitment to the process, identifies the relevant responsibilities (e.g., the Board must approve all destruction of records), and establishes four categories of records. These are active records (those in current use), semi-active records (those which have to be retained for certain periods before they can be disposed of), redundant records (those which have no enduring value and can be destroyed), and permanent records (those selected for perpetual retention). The core of this policy is found in the Document Retention and Disposal Schedule chart which lists the types of records generated by the Museum, the length of time they are to be retained in the active operating files, and their final disposition (destruction after a certain specified period or permanent retention). For example, ledgers are kept in the operating files for five years and are then retained permanently, while records such as general correspondence that has no enduring value and time sheets are destroyed after one year.

The move to develop and implement such a policy was stimulated by the recognition that, in the absence of a policy, the Museum had accumulated a great deal of outdated and essentially useless records. We also soon discovered that there is no specific legislation in Yukon outlining the requirements for records management. For example, the rules under the *Yukon Societies Act* other than mention of "proper account books", "minutes", copies of foundational documents, "register of all members", "all moneys received", and "capital and fixed assets", the requirements are frustratingly vague.

Because of this vacuum, we began to look to other non-profit organisations. The Klondike Visitors Association recently had engaged a lawyer to advise them on the legal requirements for their records and so we used parts of its records management policy.² We also consulted the Canada Customs and Revenue Agency (formerly Revenue Canada) web site for information on federal requirements for records retention and disposal.³ We sought advice from staff at the Yukon Archives. In the absence of any general territorial legislation, we cribbed from the *Manitoba Municipal Act* that provides for regulations

¹ H.G. Jones, *Local Government Records: An Introduction to their Management, Preservation and Use* (Nashville: American Association of State and Local History, 1980).

² Klondike Visitors Association "Policy 35: Document Retention & Destruction Policy" (1999).

³ Canada Customs and Revenue Agency "Books and Records Retention/Destruction. Information Circular IC 78-10R3" (5 October, 1998) at www.rc.gc.ca.

specifying a number of standards for the disposition of records.¹ This was done to ensure that there was at least some legal foundation (admittedly from another jurisdiction) for example on how long monthly financial statements need to be retained (one year) before they can be destroyed.

The implementation of this policy allows the Dawson City Museum to be confident of our legal position so that we retain the records required by the law. Since most institutions like ours have limited storage space, this policy helps us to avoid the accumulation of unnecessary institutional records. It also helps to improve their organisation and accessibility.

Other institutions interested in reviewing the Dawson City Museum & Historical Society's Records Management Policies are welcome to obtain a copy by contacting the Museum or the Yukon Council of Archives.

Canadian Council Of Archives 2001/02 Funding

The Grants Committee received requests for the following amounts in the two programs: \$42,228.58 (Control of Holdings, Special Projects and PD&T) and \$26,016.00 (CPCAR). Some institutions were requested to resubmit revised applications, some applications were voluntarily withdrawn and some applications were accepted for amounts as first submitted. \$2,474.57 (less than the allowed 10%) was transferred from Control of Holdings to CPCAR. MacBride Museum and Dawson City Museum submitted a joint application to conduct a global assessment.

All applications were approved at the CCA Board of Directors meeting in May. This was an unusual grant year due to the resignation in January of Monique Ostiguy, long time CCA Grants Manager. The CCA staff carried on bravely throughout the grants year and now have a new Grants Manager, Louise Charlebois.

CONTROL OF HOLDINGS PROGRAM

Archives	Project Title	Funds
Dawson City Museum and Historical Society	Shirley Dickenson et al. photo collections	3,675.00
Yukon Archives	Village of Teslin Municipal Records	3,441.38
Yukon Archives	Yukon Electrical Co. Ltd. Fonds	4,981.05
MacBride Museum	MacBride Museum Archives Re-description to RAD Fond Level 3	5,928.00
PD&T (workshops)	FN Workshop & course participation	4,000.00
Archives Advisor		6,000.00

CPCAR PRESERVATION MANAGEMENT

Archives	Project Title	Funds
MacBride Museum Archives	Reformatting of Several Photograph Collections	5,776.00
MacBride Museum Archives/Dawson City Museum Archives	Global Assessment	8,200.00
Yukon Archives	Preservation Policies and Treatments	6,498.57



Historic Gathering! Representatives from NWT, Nunuvut and Yukon at CCA Board of Directors meeting, November 2000. Left to right: Ian Moir, Edward Atkinson, Clara Rutherford.

¹ Manitoba, "Schedule of Records Retention and Disposition. Regulation M225-53/97" relating to the *Manitoba Municipal Act*. *RSM Chapter M225* (1996).

Workshop/Conference Reports

Report - Education Institute - Edmonton, Alberta May 8-13, 2000 - Archival Society of Alberta

- David Porter, Archives Advisor

As the Yukon Archival Advisor I attended the Education Institute offered by the Archives Society of Alberta in Edmonton from May 8-13, 2000. The course was instructed by Michael Gourlie, the Archival Advisor in Alberta and Margery Hadley, archivist at the Archives and Library, Whyte Museum of the Canadian Rockies in Banff, Alberta.

Twenty-three individuals from Alberta, Saskatchewan and Yukon with a broad background of archival experience participated in the course. The majority of the participants had some level of first hand experience working in an archives.

The six-day course provided the participants with a historic and present day overview of the role that archives play in the management of archival documents. The course covered such topics as archival theory, acquisition, appraisal, arrangement, description of records using Rules for Archival Description (RAD), reference service and copyright issues. Guest speakers were invited to talk about conservation of archival materials and copyright issues.

The course was based on *The ANLA Resource Binder for Small Archives* produced by the Association of Newfoundland and Labrador Archives, a valuable resource document for any small archives. When originally produced, this document was formatted as a 5-day workshop for staff and volunteers working in small archives.

Mornings and afternoons during the six days of this course were spent on lectures, discussions and exercises. Evenings were spent working with an actual accession that we had to appraise, arrange into series and sub-series and describe according to RAD.

During the week the aspect of arrangement that became most apparent to me was that there is more than one acceptable way to arrange a collection of archival records. The archivist has some discretion as to how the collection may be arranged, always keeping in mind the archival principles or tenets of provenance and original order. Experienced archivists have learned over the years what arrangements may work best depending on the type of records that are being arranged.

Participants of the Education Institute received training in the fundamentals of archival theory that either broadened their knowledge of archival practice and theory or gave them a working understanding that would allow them to work competently in an archival setting.

The Education Institute is well worth attending and I would recommend it to anyone who will be involved in setting up or managing an archives.

"Calling the Shot: Archival Appraisal in Theory and Practice (How I Spent My Summer 2000 Vacation)"

- Clara Rutherford

It was a cold February day in the Yukon in the year 2000 when I decided to write a personal cheque for \$428 that would reserve a spot for me in the second Association of Canadian Archivists (ACA) Institute on appraisal of archival records. According to my ACA Bulletin, the ACA advanced level institute on appraisal was being offered again from 19 to 21 June in Edmonton, just before the annual ACA conference. Terry Cook of the Master's Program in Archival Studies at the University of Manitoba (U of M) and Barbara Craig of the Faculty of Information Studies at the University of Toronto would again be the instructors for this Institute that would explore in depth the critical keep/destroy decision-making process of appraisal, the ideas behind it and the strategies, methodologies, and criteria for best doing it with institutional and personal archives. The Institute would bring me up-to-date on the new tools and approaches archives are developing in the appraisal process. Registration would be limited so I decided to go for it.

In late May, I had reason to doubt my sanity when the reading material arrived, along with a case study to submit just hours before my holidays began. My vacation baggage was heavily burdened as I scrambled to find what I needed from the 16 page bibliography of selected readings on appraisal (including acquisition and records management and disposition) for background information for the Institute. The bibliography was based on the U of M Archival Studies program and supplemented by the University of Toronto and University of Michigan reading lists. This reading, I was informed, was not to detract me from submitting my case study by June 6 or from completing the nine compulsory readings and absorbing the three pages of definitions so that all 25 participants in the course could be on the same playing field. I did meet the deadline for the submission of the case study and found enough of the compulsory and recommended readings to keep me amused on my 10-day visit with in-laws prior to the three-day institute.

Stepping into the meeting room in Edmonton was a step back in time to my previous three appraisal workshops: St. John's (1983), Ottawa (1989) and Whitehorse (1994). The first two workshops were presented by NAC staff and the third by Rick Klumpenhouwer. Yet again, the emphasis seemed to be focused on public sector records. We were going to cram the

work of 11-12 four-hour seminars and the reading of 100-150 articles and books into just under three days. The object of Day One was to increase our level of discomfort by focusing on the volume of records to be appraised and on the history of appraisal theory and thinking. There it was again, that frightening formula from the 1980s – (8.5 trips to the moon, 144 trips around the equator; the equivalent of 600,000 books for each archivist to read each year or 13 books per second) – now increased tenfold by electronic records. This doesn't include the 30 million plus fonds in the country and the decisions to make. For example, what 30 hours of the 7000 hours of TV per week in Canada would you recommend that the National Archives preserve (the National News vs. This Hour Has 22 Minutes)? Appraisal, as Terry Cook said, is "like drinking water from a fire hose."

I admit that, by Day Two, my level of discomfort being greatly increased by the physical discomfort of a pinched nerve, I was prepared to quit my job on the spot and look for a job teaching Aquafit classes at the artificial beach at the West Edmonton Mall. When Terry asked if the previous day had gone totally over our heads, my mumbled "and then some" caught his attention. There was an ensuing discussion on private records vs. public records. It was reassuring to be told that macroappraisal was irrelevant for private records at the first level. At the secondary level, I am to look for the activities of the person and with whom that person interacted rather than focus on function. The literature of Tim Erickson and Brian Bothman was particularly recommended. I have to be more concerned to find the fonds of 1-2% of the population (300,000 of 35 million) rather than how to determine how to decrease the output volume of a government department by 98%. I am more likely to have survivals of fonds rather than complete fonds and photograph albums will already have eliminated routine tasks and organize the parts of life individuals meant to memorialize. With these reassurances, I swallowed the painkillers and forged ahead.

We started group work on the case studies that continued into Day Three. Again there were words of wisdom gifted to me. I am not to be a lone arranger or a lone appraiser. I have joined the posse. Barbara Craig emphasized the value of recording all the appraisal steps as archivists must be seen to have acted ethically. Procedures must be clear, public and auditable and I have this support group and my colleagues at work to fall back upon.

Appraisal is both a fundamental and intellectually challenging archival procedure. The greatest value of this three-day institute for me was the intellectual and physical challenge of completing the course. To be able to focus for three days on one aspect of my job, listening to the perspectives and practical experiences of workshop leaders and participants in the 22 diverse case studies renewed my spirit. The decisions I had made in reviewing the case studies were mostly in line with the group decisions. I am again aware of all the issues surrounding appraisal. I realize what a complete process it is and learned that the appraisal knowledge of my colleagues

must be recorded in print. The handouts were wonderful and my NAC colleagues sent me additional information. Immediately after returning to work I had the positive reinforcement of putting my renewed knowledge to work on a major collection. And in the future, when I'm not sure if I have all there is of a fonds, I can search on CAIN (Canadian Archival Information Network). After all those fur and gold seekers traveled to the Yukon from near and far so why not follow them home electronically! Private sector records are indeed the challenge of the Twenty First Century. My only regret is that the reading list wasn't distributed in February. Maybe archivists should have a three-day study retreat every year. My thanks to the ACA for the \$275 reimbursement on my registration cost and for the funding provided from the federal government through the National Archives of Canada and the Canadian Council of Archives under their Professional Development and Training grant.

Yukon Archival Advisor Program

Once again the Friends of the Yukon Archives Society received funding from the Canadian Council of Archives (CCA) and the Yukon Archives to run the Archival Advisor Program for the fifth year.

The program is designed to assist organizations such as museums, historical societies and First Nations in developing, improving or maintaining their archival program. David Porter has been hired to fill the role of Archives Advisor. The program runs each year from September to March with a hiatus in the summer.

David can be reached at (867) 667-8289, by fax at (867) 393-6253 or by e-mail at david.porter@gov.yk.ca until March 31, 2001.

Enhancing access to Yukon's documentary heritage – Yukon Archival Union List Project

In anticipation of participation in the national Canadian Archival Information Network (CAIN) initiative, the Yukon Council of Archives launched the Yukon Archival Union List (YAUL) in April 2000 and has also joined with British Columbia, Northwest Territories, and Alberta in the Canadian North West Archival Network (CaNWAN).

Over the past few years, Yukon institutions have used Canadian Council of Archives (CCA) funding and their own financial resources to support the production of RAD compliant descriptions for CAIN. As a result, YAUL and CaNWAN currently include 660 fonds-level descriptions from five Yukon institutions.

With recent funding from the CCA under the CAIN 2000/2001 program, the Yukon Council of Archives (YCA) recruited three contract archivists to prepare fonds-level descriptions of archival material held in Yukon institutions for inclusion in the YAUL database. From January 1, 2001 through March 31, 2001, Jody Cox, David Porter and Kim Brenner worked on increasing the number of descriptions available to online researchers. Jody Cox has drafted a manual called "Guide to entering fonds/collection level descriptions on YAUL" which will be distributed to all institutions participating in YAUL. The YCA has submitted an application for continued funding in the next year.

Minutes of the meeting of the ACA Special Interest Section on Aboriginal Archives (SISAA).

Held in Edmonton, June 21, 2000. These minutes were edited and are reprinted with the kind permission of Mary Charles.

The minutes taken by Lynn Austin and Jim Burant

- The Chair reported on activities undertaken since the last meeting in 1999. These included the following:
 - a) the development of an aboriginal archives resource guide by Jim Burant with assistance from other SISAA members, which is now available on the ACA website, and which has been distributed at various events during the course of the year 1999-2000. (*See address of website at end of article, ed.*)
 - b) Publication of a Canadian version of Native American Archives. Jim Burant reported that although there had been some discussions with the Society of American Archivists about this, nothing has come of the idea to date.
 - c) contact with the Assembly of First Nations through records manager, Dennis Borynec. Jim Burant reported that correspondence and information had been exchanged with this individual in the past month concerning efforts to introduce a standardized records management program to all aboriginal communities administrative offices based on the Assembly of First Nations' model.

In an attempt to bring a higher profile and increased activity in the aboriginal archives community, Jim Burant moved:

...that SISAA proposes investigating getting funding from Human Resources Development Council (HRDC) to put together a group (ideally representatives from CCA, ACA, ARMA, National Archives) to put together a needs assessment survey.

Terry Thompson seconded. The resolution was passed unanimously. This resolution was subsequently brought to the ACA annual general meeting, and was tabled as a motion there, with slightly modified wording:

...that the ACA explores the feasibility of conducting a needs assessment in the area of establishing and maintaining archives and records management programmes. This would involve the Assembly of First Nations, the ACA, the Canadian Council of Archives, the Department of Indian Affairs and Northern Development, the National Archives, Human Resources Development Canada and other potential stakeholders.

The motion passed unanimously.

Terry Thompson of the Anglican Church of Canada, General Synod Archives spoke about the effect of litigation on the General Synod. Although the federal government was a partner in the residential schools program, the church through its Missionary Society is the main party named in the lawsuits. The result is that the General Synod archives holdings could be auctioned off at a low price. Terry pointed out that the collection has one of the largest aboriginal components in Canada and the First Nations could lose access to this valuable resource. Terry asked that archivists be made aware of this situation and raise public awareness about the potential breaking up of the General Synod archives holdings.

Brainstorming for further action to promote SISAA, summarized as:

- (1) use Assembly of First Nations (AFN) newspaper to get out the message of aboriginal archives to the First Nations community, e.g., get the First Nations community involved.
- (2) check with University of Saskatchewan about creating an aboriginal archives resource guide.
- (3) create guides, e.g., how to create aboriginal archives, protocols for oral history, bibliography, etc.
- (4) get funding from HRDC for needs survey
- (5) ask National Archivist to push this initiative in the archives and heritage communities.

Sheree Bonaparte mentioned that major capital funding was necessary to create a proposed national archives for aboriginal peoples but that regional repositories were more likely to be established.

To become a member of the Association of Canadian Archivists' Special Interest Section on Aboriginal Archives you have to be a member of the ACA. You can visit their website to find out more:

aca.archives.ca/sis//sisaa/index.htm

Institutional Reports

The MacBride Museum Reformatting of the LeVake and Winslow Slide and Photo Collections

- Clifford O. Evans, MacBride Museum

This Project was conducted between October 1999 and March 2000 and was made possible by funding from the federal

government through the National Archives of Canada and the Canadian Council of Archives. We were also fortunate to receive matching support funding from the Yukon Government's Heritage Branch. The scanning of images was solely funded by Heritage Branch.

Prior to the beginning of the reformatting project, the Territorial Conservator, the Photographer, and the Director conducted a preservation assessment of the MacBride Museum Photographic Collections. There are 3500 images and negatives remaining in the backlog prior to 1996.

The Winslow Slide Collection consists of 400 colour slides in 35 mm. format. These slides range in dates from the 1950s to 1960s and depict Whitehorse buildings, including the museum, events and personalities. There are also images of White Pass trains and steamboats, tourist views of Dawson, and placer mining. The slides are fading, typical of transparency film that is over forty years old. We re-formatted in colour to preserve their historical information. There were also 65 black and white images (not slides) in the Winslow collection that were copied on to 4" x 5" b/w negatives. The Deyo LeVake (nee Puckett) Photograph Collection consist of 320 silver gelatin prints. The subject matter of the LeVake photos is Whitehorse and the surrounding area during 1906-1930s taken by the Puckett family, owners of the Puckett General Store in Whitehorse and the Takhini Crossing Roadhouse. This collection contains many severely yellowed prints, which were (reformatted) photographed using high contrast film in order to improve the image quality. Keystone Viewing Company: There are also several commercially produced stereo cards of the Keystone Viewing Company from 1920.

Images were reformatted after selection based on image clarity, content and research value. The curator selected the slides and prints and methods of cleaning them were adopted after consulting with Brian Thurgood, photograph conservator from the National Archives. The transparencies were copied using the slide duplication method, which provided an image that will last at least another forty years or longer kept in ideal conditions. In order to make the images more accessible to the public for research purposes, the slides and copy prints of the photographs were scanned electronically and the scanned, colour or black and white images were included in the database along with a description. The selected images were reformatted and negatives and contact prints were created, numbered and filed. The original photos and slides are stored using acid-free materials with custom housing made for curled and damaged photographs.

Researchers, video documentary producers, the general public, and staff use the photographic collection of the MacBride Museum very frequently. We have taken steps to protect the original images, prints, and negatives. The original images are catalogued and in most cases we have recorded the description on each image which is stored on our electronic database. The original copy negatives are filed in acid free envelopes/mylar

sleeves and boxes located in a secure storage area. Copies are held in research binders accessible to the public.

MacBride Museum Archives Redescribing Museum Collections: RAD at the Fonds Level

- Clifford O. Evans, MacBride Museum

The MacBride Museum archival collection has been accruing since 1950. It reflects the first attempts to collect and preserve the documentary heritage of the Yukon within the Territory. The records represent a broad cross-section of documentary heritage and provide valuable evidence relating to the development of the Yukon and the City of Whitehorse.

The fonds, which we estimate to be around 200, have been accessioned, described and filed in folders; most accessions are only one folder. The donor information and provenance exist in master accession files. Description of the collection contents is completed and some of the larger collections have rudimentary finding aids established. The Shadwell Fonds finding aid, completed in 1997, was our first RAD description project and it served as a model for this project. The aim of the project was to prepare RAD fonds level descriptions from descriptive information held in the master accession files. Daintry Chapple under the scope of this project created thirty-five fonds level descriptions. The hope is to eventually have the Museum's entire archives described at the fonds level. This information is now stored on the MacBride (CHIN compatible) database and has been included in the Yukon Archival Union List (YAUL). This project was made possible by funding provided by the federal government through the National Archives of Canada and the Canadian Council of Archives.

Dawson City Museum & Historical Society

- Paul Thistle, Dawson City Museum

The summer of 2000 was a rather busy one at the Dawson City Museum. Susan Parsons was working on a Young Canada Works in Heritage Institutions (CCA) grant provided by the Department of Canadian Heritage under its Youth Employment Strategy. In preparation for upcoming forty-fifth anniversary celebrations, we have arranged and described the Museum's internal institutional photograph collection. Photographic images of former staff members, exhibits, programs, and events will now be accessible to us and adds to the Museum's textual records description accomplished last summer.

John Richthammer was hired to arrange and describe seventeen collections of photographs documenting the Dawson City region from the 1898 gold rush era through to the mid-1970s. The project was made possible by financial assistance from the federal government through the National Archives of Canada and the Canadian Council of Archives.

As usual, the Museum's Klondike History Library and Archives was inundated with research requests during the busy tourist season. Our Reference Librarian, Moriah Whitley, hired under a Young Canada Works in Heritage Institutions (CLA) grant, Library Assistant Jennifer Knowlan hired under an HRDC Summer Career Placement grant, and Cheryl Thompson our Administrative Assistant, answered more than four hundred and eighty-five research requests for in-person, telephone, fax, e-mail, and snail mail questioners.

Among the additions to the Museum's archival collection this year are a further accumulation of corporate records from the Klondike Visitors Association, Robert Service materials from Mrs. Jean Schade, and numerous historic photographs and glass plate negatives. Paul C. Thistle, Dawson City Museum

improved access to these CBC Yukon sound recordings dating from 1942-1998.

People and Places

Barb Hogan, Jody Cox and David Porter have been working at the Yukon Archives recently on the FOYAS/CCA-funded arrangement and description projects. Blair Taylor has been assisting with the technical aspects of the projects.

Linda Johnson presented a slide show entitled *ACA: a 25 Year Retrospective* at the Association of Canadian Archivists' annual conference in Edmonton. Linda Johnson and Lesley Buchan compiled the slide show. Ford Colyer provided the photographic assistance.

The Yukon Archives is pleased to welcome back Angela Wheelock who will be the Reference Assistant until May 31, 2001.

Government Records Archivist Heather LeDuc will be a member of the Yukon Archives staff permanently, starting April 1, 2001.

Fay Tangermann resigned her job as Archives Advisor with the Friends of the Yukon Archives Society (FOYAS) and accepted a position as Records Analyst with the Department of Government Services in January 2000.

Former YCA Board member, Judith Balsor, recently married former MacBride Museum Board member, Dave Webster. Congratulations to the happy couple.

Lloy Billingham came back to Whitehorse in February 2001 to work on a 6 week preservation project to conserve historical maps at the Yukon Archives. Funding to carry out this project was provided by the federal government through the National Archives of Canada and the CCA.

Kim Brenner started in January 2001 on a three month project as the YCA/YAUL archivist. She is creating fonds level descriptions for materials held at Yukon Archives and MacBride Museum.

Tim Kinvig has been working over the last fourteen months on a project to transfer to compact disc, the reel-to-reel sound recordings from the CBC collection held at the Yukon Archives. CBC funded this valuable project that will provide

Submissions, Comments

The YCA Newsletter is the official publication of the Yukon Council of Archives. The Publications Committee welcomes articles, project reports and announcements for publication in upcoming issues. Articles printed in YCA Newsletter do not necessarily reflect the views of the Yukon Council of Archives. Previous copies can be found on the YCA website. The YCA Newsletter is published approximately twice a year.



Material for publication must be received at least one month prior to the date of issue. Comments and questions are welcome at any time. Write or fax:

Yukon Council of Archives
Publications Committee
Box 6053
Whitehorse, YT Y1A 5L7



ACA President, Bryan Corbett, and YCA President, Clara Rutherford, at the CCA 15th Anniversary Wine and Cheese Party, November 2000.