

YCA Newsletter

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CAIN CAN: THE CANADIAN ARCHIVAL INFORMATION NETWORK FORUM, OTTAWA.....

On March 25 and 26, Lesley Buchan and I attended the Canadian Archival Information Network (CAIN) Forum in Ottawa. The purpose of the Forum was to bring together provincial, territorial, and national representatives to report on the current status of CAIN, voice concerns, and discuss future possibilities and initiatives. Status reports were provided by CAIN National, as well as from the National Archives and the provinces and territories. I gave a brief overview of the YCA activities this year as follows:

"Last year the YCA received funding from the CCA for a pilot project to develop a union catalog for the Yukon. The YCA formed a steering committee and hired Blair Taylor to carry out the project. We decided to participate in the BCAUL/ANA Inter-Provincial Union List, and named our catalogue the Yukon Archival Union List, or YAUL [laughter from those present, who thereafter pronounced it y all]. Blair collected and edited fonds-level descriptions from participating institutions, and has sent these to Bill Purver to be included in the Inter-Provincial [soon to be Inter-Provincial-Territorial] Union List. We expect this to be functional in April. YCA will shortly repatriate their website from the University of Saskatchewan to a Yukon web provider. Blair has designed a new website for YCA with a link to YAUL.

The Union List itself resides with the Archives Association of British Columbia, who has been kind enough to provide this service. Bill Purver has been instrumental in the process, and we appreciate all his assistance and the support of Chris Hives [AABC President] and the AABC executive."

Other provinces and territories are at varying stages of development in their union catalogues and preparations for CAIN. The Northwest Territories reported that they are also investigating joining the BC/Alberta/Yukon Union List, which will be very exciting.

Other subjects covered during the two-day Forum included a discussion on technical requirements and functionality. This section covered CAIN National data elements, the centralized format for the database, and the National Archives contribution of hardware and software to get the National gateway running. A CAIN Implementation Committee was formed immediately following the CAIN Forum and will be developing a prototype of the centralized Network.

Funding and fundraising at the national level was on the agenda the second day. CAIN National has applied to Heritage Canada for funding, and the requested amount is 7.8 million

dollars over 4 years. The Yukon has been targeted to receive \$75,000 the first year; however, this amount may be reduced since the funding will arrive late in the year. While applications will require matching dollars, CAIN National is proposing that related projects conducted over the last six years be considered contributions made by the councils or institutions.

The expectation is that funding will be available in September 2000, so provincial and territorial councils are urged to start planning now for developing proposals and prioritizing the various funding streams. The five funding streams include:

1. Preparation of RAD descriptions
2. a. Technical Network Infrastructure
b. Functional/Operational Requirements
c. Research and Development
3. Scanning and Digitization
4. Training
5. Project Management

CAIN National has prioritized the first stream, i.e. the preparation of fonds-level RAD descriptions.

(Continued on Page 2)

Table of Contents

CAIN CAN	1
EDITOR S NOTES/PRESIDENT'S REPORT	2
ANNUAL GENERAL MEETING	2
YUKON COUNCIL OF ARCHIVES EXECUTIVE 1999-2001	2
YUKON ARCHIVAL ADVISOR PROGRAM	2
CANADIAN COUNCIL OF ARCHIVES 2000/01 FUNDING	3
DIGITIZING	4
THE KEEPING OF BUSINESS RECORDS	5
PROFESSIONAL DEVELOPMENT AND TRAINING REPORTS	7
SUCCESSFUL WORKSHOPS	7
CCA PROJECT REPORTS	9
TREASURES FROM THE ARCHIVAL VAULT	9
MEMBERSHIP PROFILE — ESLIN TLINGIT COUNCIL	10
UPCOMING WORKSHOP	11
UPCOMING ARTICLES	12
PEOPLE AND PLACES	12
WANT AD	12

The Forum was productive and informative, and created an excellent venue, both formally and informally, for provincial and territorial representatives to exchange ideas. The general impression I left with is that all provinces and territories are excited about the possibilities for CAIN, and that the Yukon is

well on its way to being part of a national gateway for accessing Canada's documentary heritage.

For more information on CAIN, check out the website at: <http://www.usask.ca/archives/car/cainmenu.html>.

Heather LeDuc

EDITOR'S NOTES/PRESIDENT'S REPORT

Time for apologies yet again. This time the computer did not eat the last issue. The President/Editor took an unexpected two months off and then the domino effect/CCA grants took over her life. Still, here we are - late but still great thanks to all our contributors. Thanks also to the Board Members and Grants Committee who have been ever so busy with CAIN & YAUL, the Copyright Workshop and grants administration. It's never too early to send submissions for the next newsletter and publicity is a requirement of CCA funding.

Clara Rutherford

ANNUAL GENERAL MEETING

The YCA Annual General Meeting will be held on June 1, 2000 at Yukon Archives at 5:30 P.M. Nominations for director positions will be accepted. Memberships for 2000/2001 can be renewed prior to the meeting.

A demonstration session on the prototype of CAIN (Canadian Archival Information Network) will be conducted from 3:45 - 5:00 on that same day at the Elijah Smith Building, Room 1A. This will be followed by an institutional (& general) members forum on the same topic. Come and see the Millennium Project for the Canadian archival community — it's the next step in making archival holdings more accessible to the general public.

Remember - Renew your YCA membership now!

YUKON COUNCIL OF ARCHIVES EXECUTIVE 1999-2001



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Archival Advisor Liaison: Donna McBee

Newsletter Design and Layout: Doug Rutherford

YUKON ARCHIVAL ADVISOR PROGRAM TO START AGAIN IN JULY

In June of this year, the Friends of the Yukon Archives Society will receive funding from the Canadian Council of Archives (CCA) and the Yukon Archives to run the Archival Advisor Program, now in its fifth season. David Porter has been hired as the Archival Advisor to continue the program in 2000/01.

The program is designed to assist organizations such as museums, historical societies and First Nations in developing, improving or maintaining their archival programs.

The programs early start in July will allow institutions operating during the summer to take advantage of the service.

The Archival Advisor Service includes:

- Providing help with surveying and assessing archival records

- Advising on preservation measures for archival material
- Helping with policy and procedures development
- Assisting with the appraisal, sorting and description of archival records using RAD (Rules for Archival Description)
- Providing information about resources available (e.g. publications, educational/training opportunities, etc.)
- Assisting with the grant writing process - availability and how to apply
- Assisting with the Yukon Archival Union List (YAUL) project

Archival Advisor Services are available:

- on an on-going basis by phone, fax, or e-mail until March 31, 2001
- by site visits
- through presentations at meetings or forums

Who can use these services?

- all archival repositories
- organizations and groups interested in establishing an archives or improving an existing archival program (museums, historical societies, First Nations)
- groups and individuals interested in learning more about archival programs and repositories in the Territory.

How to reach the Archival Advisor:

- The office is located at the Yukon Archives in Whitehorse.
- Phone: 867 667-8289
- Fax: 867 393-6253
- E-mail: yukon.archives@gov.yk.ca and refer to the Archival Advisor Program in the subject of the message.

CANADIAN COUNCIL OF ARCHIVES 2000/01 FUNDING

Four organizations, including the Yukon Council of Archives, received funding from the Canadian Council of Archives (CCA) for the 2000/01 fiscal period. The funding is for projects under the following CCA Cost Shared Cooperative programs: Control of Holdings, Conservation Plan for Canadian Archival Records, Professional development and Training, and Special Projects.

The total amount awarded to the Yukon is \$52,340. The breakdown of the amounts awarded by program is detailed below:

CONTROL OF HOLDINGS PROGRAM

Archives	Project Title	Funds
Dawson City Museum	Dawson City Museum photo backlog	\$ 4077.00
Yukon Archives	Creation/Conversion Private Records to RAD Phase IV	\$ 8,062.69
MacBride Museum Archives	Re-describe to RAD Fonds Level Phase II	\$ 5,720.00
Yukon Archives	Roy Minter photographic collection	\$3,146.40
Yukon Archives	Elsa Hamlet municipal records	\$1,769.86
	Total	\$22,775.95

CPCAR PRESERVATION MANAGEMENT

Archives	Project Title	Funds
Yukon Archives	Conservation of items identified in preservation plans	\$9,620.00
MacBride Museum Archives	Reformatting of several photo collections at MacBride Museum	\$9,867.00
	Total	\$19,487.00

PROFESSIONAL DEVELOPMENT AND TRAINING COOPERATIVE PROGRAM

Archives	Project Title	Funds
Yukon Council of Archives	YCA Workshop/Course Participation	\$ 4,077.05
	Total	\$ 4,077.05

SPECIAL PROJECTS

Archives	Project Title	Funds
Yukon Archives	Yukon Archives Archival Advisor Project	\$ 6,000.00

Cheques for successful applicants should be ready by the end of May and will be forwarded to applicants having fulfilled all reporting requirements for their 1999/00 project. Cheques may also be delivered by local Members of Parliament, a process that could take a little longer, perhaps until mid-June.

Please note that cheques intended for applicants who have not complied with reporting requirements will be withheld until July 1, 2000. After this date *grants will be revoked* if the association or the institution which was to benefit from the grant did not comply with *all* reporting requirements for its 1999/00 project.

Anyone interested in working on any of these grants should apply directly to the specified archives and should also check the ad on page 12.

THE DIGITIZING REMEDY- NOT A PANACEA: PROZAC OR VIAGRA?

The digital debate goes on. For libraries and archives, digital solutions are a two edged sword. According to the latest reports, digital media as a

preservation tool is still highly experimental. The high costs involved in not only digitizing records and photographs, but also migrating and maintaining digital records is overshadowed by the quick fix.

The pressure to digitize comes from clients who do not want to travel to an institution but get access via the Internet and the World Wide Web. According to RLG DigiNews volume 3 (5), the cost per image for the various digitizing processes for photographs can range from \$2.30 to \$16.50. And the cost of the scanning step may represent a relatively small percentage of the overall costs associated with digital programs.

According to the National Post, companies such as Dell say that an order taken over the phone costs about \$23.00, while a customer order produced completely online costs the company about \$2.90 to process.

Corporate Internet fraud is the down side of the digital world. Prioritizing which security measures to implement is another difficult exercise. Just how much is a digital asset worth? Fraud protection is an ongoing task, not just a one-time fix.

On-line security issues raise questions about how to handle on-line fraud scams. Electronic fraud artists act anonymously without leaving a trace of evidence. Security solutions include investigating means of encryption — how are files to be compressed?(i.e. jpeg or bitmap; watermarks — a must for graphic applications; thumbnail images or even corporate firewalls.) Trusted sources could pay a yearly subscriber s fee for access to secure sites. E-commerce sites must be kept up-to-date so that the integrity of files is preserved. More contract staff also pose more security problems such as sharing passwords to sensitive data. Lack of a security policy and inadequate training contribute to a lack of awareness. Too much security can hamper communication and productivity.

Changing staff responsibilities and activities are another digitizing spin-off. Clients that serve themselves to find information liberate staff for other activities. There is the potential of making staff more productive, more need for creative

qualities, freedom to innovate and bring in fresh ideas.

Creating accession descriptions at a more detailed level, uniting digital archives to their contents, taking on indexing or data base projects or designing websites are some of the ways staff job descriptions could change. These newly trained workers could also partake in inter-institutional digital projects. Fusing content and context into salable products could be another digital spin-off. Technicians freed up from conventional tasks could spend time scanning, balancing colour correcting processes, image size calibrations, digital migration, master file maintenance, network upgraders and other such electronic occupations. Policy and procedures have to be hammered out for such things as digital preservation of electronic publications, journals and e-mail.

As the cost of digital equipment comes down, the pressure to conform goes up. According to Senior Archivist Ian Moir, the Northwest Territories Archives have supplied digital images to clients since 1997. A client can order either prints or digital images. Digital images can be burned to CD and mailed to the client. The question was asked: What percentages of public orders now request electronic versions of their images? From December 1997 until December 1998 approximately 9% of orders were for digital images. From January 1999 to January 2000 the percentage grew to 32%. Overall since December 1997 to January 2000, roughly 24% of public orders were for digital copies of images. He summarized that I think that it does show indications of the impact of digitization and the Internet.

There is still a lot of apprehension based on costs and the demand on already scarce resources. The statistics do indicate that there is a need for digital images and archival information via the Internet. The allocation of human resources, the potential for fraud and plain fear of the unknown makes for difficult digital decisions. The digital demand is growing but not all archive users are Internet users.

Digitizing for archival purposes is not the question. Accessing information electronically is the here and now. The public demand cannot be ignored.

Decision-makers must weigh all of the options and proceed with caution.

Ford Colyer

THE KEEPING OF BUSINESS RECORDS FOR LAW, AUDIT AND ARCHIVES: AN EXPERTS MEETING

Over thirty lawyers, auditors, archivists and records specialists met on June 10-11, 1999 at the National Archives in Ottawa to explore issues concerning the authenticity of records from a legal, audit and archival perspective. The experts meeting, which was co-hosted by the National Archives of Canada and the National-Provincial-Territorial Archives Council, was organized in response to the realization that a multi-disciplinary approach to the issues would be far more productive than if each discipline approached the issues on its own.

As expressed in the Terms of Reference for the meeting, it was recognized that the keeping of authentic and reliable records presented a significant challenge for the legal, audit, and archival communities:

- the legal community is concerned about the admissibility of electronic records as evidence in a court of law. This concern is linked directly to the concern of those involved in the development of electronic commerce applications where the expression of requirements for the transmission and management of authentic and reliable electronic business records has been difficult.
- the audit community is concerned about the capability of organizations to create and maintain audit trails of their activities within an electronic environment. The challenge of keeping authentic and reliable records of Year 2000 conversions in anticipation of potential litigation and audit is but one of several examples of why this concern has been raised.

- the archival community is concerned about the preservation and long term accessibility of electronic records that have been designated as having archival value. How can these be maintained as authentic and reliable records in the face of changing software and hardware technologies?

The experts meeting provided a forum in which representatives from each of the communities would have the opportunity to undertake the following:

- to exchange information on records authenticity among concerned individuals from the audit, legal and archival communities.
- to identify the requirements for establishing the authenticity of records based on the perspectives of each of the audit, legal and archival communities and, if feasible, to identify common requirements shared across the communities.
- to identify opportunities for inter-disciplinary cooperative ventures and partnerships designed to address records authenticity issues shared across the communities.

Individuals with expertise in the records authenticity issue from each of the archival, legal, and audit communities were invited to the meeting. Knowledgeable individuals from other related communities were also invited to ensure that the discussions would benefit from a wide range of views (e.g. private sector, academic sector, etc.). The event was opened by Lee McDonald, Acting National Archivist, and Ian Wilson, Archivist of Ontario, served as the Chair of the meeting. A consultant moderated the discussions and ensured the smooth flow of the meeting.

The meeting itself was organized into three parts.

- the first part was in the form of brief presentations by selected participants on those planned or current records authenticity related initiatives underway in each of the communities (speakers were from the Office of the Auditor General, the Attorney General's Office in Ontario, the Ministry of Justice in Quebec, the Archival Studies program at the University of

British Columbia, and the National Energy Board)

- the second part was in the form of focus groups where participants had the opportunity to discuss the issues associated with establishing records authenticity, identify general requirements, and propose inter-disciplinary approaches to the development of solutions based on current and planned initiatives underway in each community
- the third part was in the form of brief presentations by the facilitators in the breakout groups and by the consultant who prepared a synthesis of the deliberations over the previous two days; these were used to stimulate discussion of both the issues as well as the next steps which should emerge from the event.

Some important highlights of the meeting are as follows:

- the legal, audit/evaluation, and archival professions share common perspectives concerning the attributes of records authenticity;
- most senior policy makers, managers of business activities, chief information officers and others are unaware of the issues associated with the management of records authenticity;
- policies and standards, especially those which have formal sanction (e.g. via a nationally or internationally recognized standards development process), are required to address the issues;
- existing initiatives in each of the domains of law, audit/evaluation, and archives could benefit from multi-disciplinary contributions;
- opportunities exist which would benefit from inter-disciplinary collaboration. These will be pursued as a result of the meeting.

A report on the meeting in both official languages will be provided to the participants in early July, 1999. It will also be published on the National Archives web site and made available widely to interested groups and individuals.

For more information about the event please contact:

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Diane Chisholm

PROFESSIONAL DEVELOPMENT AND TRAINING (PD&T) REPORTS

The YCA applies for CCA funding each year to put on workshops in the Yukon and/or to provide bursaries for members to attend workshops outside Yukon. Bursaries are awarded by the YCA Education Committee based upon merit and in accordance with PD&T guidelines.

In 1999, the YCA was asked to support workshops in Revelstoke, British Columbia, sponsored by the Archival Association of British Columbia (AABC) and the Alberta Society of Archivists (ASA). Here are the reports from the two YCA members who were awarded PD&T bursaries. In addition, Roberta Jackson was supported by the Teslin Tlingit Council to attend workshops in Revelstoke. All three were formally welcomed to the workshop/conference at the opening reception.

SUCCESSFUL WORKSHOPS

A joint workshop and conference of the Archives Association of B.C. and the Archives Society of Alberta took place in Revelstoke, B.C. April 15—17, 1999.

The theme of the event was *CAIN Enabled*. CAIN is the Canadian Archival Information network, a union list of archival holdings nation-wide.

Clara Rutherford and Fay Tangermann were sponsored by YCA to attend several of the workshops. Their reports follow.

Fay Tangermann:

CAIN was a full-day session with 17 participants. Bill Purver, the B.C. Archives Advisor and Network Coordinator chaired the event. The first part consisted of three presentations on CAIN, the second part was a roundtable discussion.

Michael Moosberger gave a talk on CAIN yesterday, an overview of CAIN's inception and past activities, which allowed the initiative - to create an archival union list - to get underway.

Cheryl Avery from the University of Saskatchewan Archives talked about CAIN today, and outlined the challenges with respect to funding.

Janet McMaster from the University of Calgary Archives addressed CAIN in the future, and talked about the ANA implementation study. ANA stands for Archives Network of Alberta which contains over 6,000 descriptions from 26 institutions.

In order to get archives across the country up to speed and involved in CAIN, the following educational initiatives were recommended as components of each province's/territory's education program:

- Rules for Archival Description (RAD)
- Management of electronic records / scanning / digitization of holdings
- Encoded Archival Descriptions (EAD) and controlled vocabulary
- Database design

The minimum level of description for incorporation into CAIN is the fonds level. The panel identified getting fonds-level RAD descriptions completed as the highest priority.

The remainder of the session was devoted to on-screen demonstrations of existing provincial databases.

The session was informative and useful to me, however, too technical at times. There was little participation by the delegates. They could have been encouraged to provide feedback on the current status of their union list projects at the local level, and the challenges they are facing.

Due to the cancellation of two presenters, one session was cancelled (Project Management) and another session (Aboriginal Archives) was presented as a round table information session.

Grant Writing

The Archives Advisor from Alberta, Michael Gourlie, offered this workshop. Surprisingly, many of the 12 participants were unaware of the CCA funding programs for archives.

Michael introduced us to the basic concepts of the CCA grants, and gave some general instruction on write a grant application.

In summary, there were three major recommendations:

- Does the grant fit into the institutional direction or plan?
- Does the institution have the resources to complete the project? (supervision, cost-shared, work space, computer..)
- Have a clear vision and explain: where you start, how you re going to do it, what s the end product
- CHECK THE FIGURES

Unfortunately, there were no handouts for these workshops.

Clara Rutherford:

I attended the two-day copyright workshop, which had premiered in Winnipeg the previous week with Jean Dryden, an Archivist and member of the Copyright Committee since 1974, and Wanda Noel, lawyer for the National Archives of Canada (NAC). The workshop I attended was presented only by Jean Dryden.

The workshop covered the following topics: what is copyright, federal jurisdiction, international copyright, and the international ' symbol; how the *Copyright Act* works; what archival holdings are protected by copyright; who owns copyright in archival holdings; how long does copyright protection in archival holdings last; what legal rights does the copyright owner have; what exceptions to these legal rights permit the use of archival holdings; and what are the legal consequences of copyright infringement.

The first day of the workshop set out how the *Copyright Act* works and the second day was used for case studies. The instructor gave a brief overview on copyright law, which is a balance between the rights of creators and the rights of users who do not want to seek out the creators or pay royalties. Copyright consists of a number of legal rights, which attach to works falling into seven protected categories in the copyright law. Works are not defined in the law. The word work is best understood as a synonym for intellectual creations, such as books, films and art. The rules provide that protection is for a limited period of time — called the term of protection. The copyright protection is provided for the benefit of authors — a term best understood as a synonym for creators. There are penalties for not following the rules set out in the *Copyright Act*. Breaking any of these rules is referred to as an infringement.

Copyright in Canada falls within federal jurisdiction. The legal result is that the same rules apply all across Canada. National laws, like the Canadian *Copyright Act* or the United States *Copyright Act*, have no extra-territorial effect. The rule applies even if works are published in another country. Many are familiar with the symbol c in a circle that is accompanied by a name and a date of first publication. Even in countries like Canada, where the use of the copyright notice is not required, it is a good reminder to the public that copyright does exist in a particular work. Basically, physical ownership does not mean intellectual ownership. In the absence of an agreement to the contrary, the creator of the record holds the copyright.

The *NAC Staff Guide to Copyright* in its draft form, minus the appendices, was used as a basis for the presentation. Sections 1-3 give a broad overview. Sections 4-9 give the application to particular types of records. Section 11, Standard Forms, was not included. The focus of the *NAC Staff Guide to Copyright* was on the general application of the rules. In the majority of cases, a lay person should be able to apply the ten basic rules that are explored in the Guide.

Day two of the workshop was spent on test cases. The key questions to consider when looking at any copyright question are:

- What category of protected work is involved?
- Who is the owner?
- What is the term?

A quick summary of the institutional role in applying the new copyright act is that the institution must:

- Keep records for three years of photocopying done from unpublished material.
- Keep records for when copyright owner cannot be located.
- Post copyright notice near self-service photocopiers and microfilm reader/printers.
- Include statement of copyright responsibilities on registration slips.
- Inform out-of-building researchers of copyright responsibilities.
- Have good acquisition records to determine who is the copyright holder.

Despite the lack of presence of a lawyer familiar with copyright, the workshop was well worth attending. As the instructor had noted in her introduction, participants wouldn't walk out as experts but would accomplish two things: have some idea of how to analyze a copyright problem and know how to use the *National Archives of Canada Staff Guide to Copyright*.

CCA PROJECT REPORTS

Yukon Archives staff have been busy over the winter coordinating and assisting with three projects made possible by financial assistance from the federal government through the National Archives of Canada and the Canadian Council of Archives in cooperation with funds provided by the Friends of the Yukon Archives Society. These projects are as follows:

- Daintry Chapple was hired to prepare 71 RAD (*Rules for Archival Description*) compliant fonds/collection level descriptions. These standardized descriptions brought together as separate fonds/collections a number of accessions acquired from individuals & businesses over many years. The information was entered into the Yukon Archives' GenCat database and printed for the Reference Room finding aid binders.
- David Porter was hired in December as the Yukon Archival Advisor when Fay Tangermann was hired as a Records Analyst with the Yukon Government. They made site visits to Burwash Landing, Dawson City, Pelly Crossing and Carmacks and provided advice and assistance to the First Nations, historical societies, and museums on their archival programs.
- The third project was the purchase and installation of an oversize map storage unit to hold flattened (previously rolled) maps. Many map cabinets and maps were moved to new locations in the vault to facilitate this new storage system and the archivists are sporting new muscles for all their hard work!

The Yukon Archives in coordination with Yukon Council of Archives & Canadian Council of Archives sponsored a 2 day workshop on copyright (February 4 and 5, 2000) presented by Jean Dryden. More than 20 people, representing museums, First Nations and interested researchers, attended the workshop. Its focus was the new Copyright Act and implications for archives' operations.

TREASURES FROM THE ARCHIVAL VAULT

Here are some of the recent accessions received at Yukon Archives since January:

- photocopies of two 1898 letters from and about Edward Maunsell Bruce chronicling his journey from Dyea to Dawson in 1898 and describing a trip out of Dawson during the fall freeze up.
- five photographs of Hugh Birch who lived at Lower Leberge during the 1940's and 1950's.
- a stock certificate for 100 shares in the Yukon Basin Gold Dredging Company, Ltd. and a newspaper article which tells the story of Jean Bredenberg, a nurse who came to the Yukon in 1936.
- two colour photographs of the ferry at Pelly ca 1954-1959.
- photocopied letter from Mrs. H.A. Cody (ne Flewelling) describing the visit she took to Dawson City with her husband, the Rev. H.A. Cody, who was rector in Whitehorse. The letter includes references to the visit and reception, in Dawson, of Governor-General Earl Grey.
- photocopies of typed transcriptions of handwritten letters written by William Mollett describing his life and time spent in the Klondike ca 1898 and 1929.
- 13 black and white photographs depicting the sternwheeler SS Tutshi in Carcross, taken in November of 1988.
- 46 sepia-toned photographs of panoramic scenes of mining claims of the Bonanza, Hunker and Eldorado Creeks area ca. 1903 taken by photographer H.A. Darms.
- promotional and commemorative material created in conjunction with the McCain TSN [The Sports Network] Skins Game held in Whitehorse on Dec. 3-5, 1999.
- A hand-coloured photograph of the steamship S.S. Yukon at Columbia Glacier.
- records of the YukonNet Operating Society for the period when the Internet was brought to Whitehorse. The records include minutes, correspondence, bylaw development and miscellaneous papers.
- Takhini School Council records
- records of the Yukon Order of Pioneers, Whitehorse Lodge #2 and Grand lodge, ca. 1966-1998.
- Two genealogical indexes were recently acquired by the Archives:
 - 1) a reprint edition of the Dawson City, Yukon Territory and Alaska Directory and Gazetteer, 1901 which was originally published by M. L. Ferguson in 1901 and
 - 2) Canadian Genealogy Index, 1600s to 1900s, on CDROM which indexes 2 million names from across Canada (including Yukon and Alaska).



MEMBERSHIP PROFILE — TESLIN TLINGIT COUNCIL

The Teslin Tlingit Council (TTC), a forward looking, well organized self governing First Nation, located in the Southern Lakes portion of the Yukon Territory completed the first phase of its Archives in 1999. A finding aid was developed, a controlled, safe place to store the records was found and now people interested in the history of this First Nation have access to its Archives during regular business hours.

After an extensive three year records management project, where records from the last 10 years were sorted, organized and filed, an Archives seemed to be the logical step in the progression towards complete management and control of the First Nations corporate memory through their records. These papers contained legislation, administrative details, history of the former Chiefs and their mandate, membership, land claims history, social programs and personal information. A wealth of information that needed to be organized and stored appropriately. It was obvious from what was found during the records management project that the over 100 boxes of loose paper not part of the project needed management as well. Although the boxes contained the same types of information they were not included in the records management project

because the records were older than 10 years, most of them from the 1960's and 1970's.

The Yukon Council of Archives was extremely supportive in applying for this grant. They made us aware of the existence of the grant process, visited Teslin to assess the task of archiving very old and dusty boxes of documents, assisted with the application forms, the jargon and the best ways of handling the project. Their availability and knowledge gave us a giant stride toward feeling confident enough to take on this project.

Once we received approval, we hired Mildred Jackson and began the project. As a result of the number of boxes we had to deal with, our office space ended up being an old, no longer used kitchen. Mildred worked with dedication and commitment in that kitchen for six months going through every single sheet of paper to determine its archival value. It was a long arduous project. We had over 85 linear feet of paper to make our way through, not to mention the inches of dust! We ended up with an Archive that was contained in 29 Hollinger boxes.

The whole experience was a positive learning experience. The First Nation is not only proud but grateful for the advancement in the management of their records. As part of the grant specifications the most useful tool developed is the finding aid. It leads us directly to the document without having to handle the materials.

Our experiences were so good, and the product is so useful that we re-applied to the Council for another grant for 1999/2000 and received approval. This time we have 100 linear feet to sort and organize. We look forward to the time when all of our records are organized and available for researchers and historians.

Brenda Oziewicz, Consultant responsible for the Teslin Tlingit Council Archives.

UPCOMING WORKSHOP ON OPTICAL AND MAGNETIC MEDIA

The Canadian Conservation Institute (CCI) will conduct a workshop entitled Modern Information Carriers (formerly titled Preservation of Optical and Magnetic Media) in Whitehorse on November 3rd and 4th. This workshop will provide a wide variety of information on optical disks (read-only, write-once, erasable, DVDs, WORMS, etc) and magnetic media records (floppy and hard disks and audio, video, and data tapes) in order to assist in planning for the preservation of these media. Workshop announcements will be sent to YCA members in September.

UPCOMING ARTICLES

Health Matters — the Dangers of Mould

PEOPLE AND PLACES

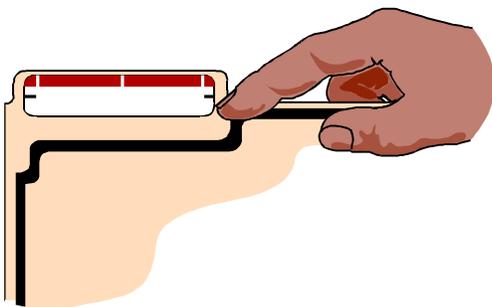
Diana Komejan, YTG Conservator, is moving to Nova Scotia after twelve years at Heritage Branch. Our loss is the East Coast's gain! The YCA will miss her valuable input on preservation issues and her collegial spirit.

YCA President Clara Rutherford attended the YHMA Heritage Forum-Election 2000 on April 10, 2000. She made a brief presentation on the mandate of YCA and reminded the panel (Pat Duncan, Vicki Durrant and Dave Sloan) that "Heritage" includes documentary heritage as well.

Geordan Clark was hired by Kluane First Nation under a CCA funded project to provide RAD based descriptions for their map collection.

With a change in government after the April 17th election, records of Cabinet were transferred to the Yukon Archives. In addition to these official government records, Yukon Party records, NDP Caucus records, and personal MLA papers of Doug Phillips, John Ostashek, Piers MacDonald, and Lois Moorcraft were also acquired. Congratulations to YA staff for surviving transition so soon after CCA deadlines.

Conservator Tara Fraser worked at Yukon Archives in March examining the map collections and preparing treatment plans for those too fragile to be handled.



WANTED: CONTRACT ARCHIVISTS & RECORDS MANAGERS

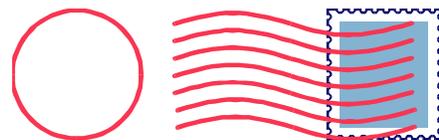
Due to increasing requests for names of contractors familiar with archives and records management, the YCA is interested in setting up a master list of those interested in providing these services. The list will be provided without prejudice and YCA will not be responsible for the quality of work carried out by the individuals listed. YCA will not be involved in any of the arrangements to be made by the client and contract workers. If you are interested in having your name included on this list, please submit your name, address and relevant experience to:

Secretary
Yukon Council of Archives
Box 6053
Whitehorse, YT Y1A 5L7
Fax: (867) 393-6253

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.

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