

YCA Newsletter

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HISTORIC PHOTOGRAPHS AT MACBRIDE MUSEUM

The backlog of historic photograph collections at MacBride Museum that required processing is completely up to date as of March 31 this year. There have been high quality b&w 4" x 5" negatives made for 80% of the entire collection of nearly 10,000 photographs. These negatives will "preserve" the images for at least 100 years and provide working negatives for printing exhibit, research and gift shop photographs as well as for digitization projects such as websites and databases. The original photographs, many of which are fading, are stored properly in archival conditions and seldom handled.

The project of copying historic photographs started in 1987, and there has been a grant from the Canada Council of Archives nearly every year for continuing work on the MacBride Museum historic photograph collection.

The other project funded by the Canada Council of Archives this year was the "Arrangement and Description of Historic Photographs". The photograph collections were numbered, described and the general condition noted. Individual descriptions for each image were entered into the MacBride Museum Collection Database along with digital scans of the preservation negatives. General collection descriptions will be added to the Archives Canada website.

Among the collections worked on this past winter was the Percy Peele Collection. Peele was a customs agent stationed in Whitehorse, Bennett, Carcross and Log Cabin from

1898-1908. The collection, donated by his granddaughter, consists of 300 photographs and several souvenir photograph books. Another interesting collection was from John Valens, who worked for the Hudson Bay Company in Fort Selkirk from 1946-47. Valens donated 120 photographs of events and buildings and kept a notebook recording the cold temperatures during the same year that Snag recorded the coldest temperature (still disputed with Mayo and Fort Selkirk). Senator Ione Christensen, who grew up in Fort Selkirk and knew Mr. Valens, kindly came to the museum to help us identify nearly everyone in the album.

With the completion of this project the cataloguing and registration of the MacBride Museum historic photograph collections is completely up to date as of March 31.

**Greg Skuce, Photographer & Industrial
Conservator, MacBride Museum**



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NEW VIRTUAL EXHIBIT LAUNCHED BY YUKON ARCHIVES

After months of development, the Yukon Archives successfully launched the virtual exhibit *A Yukon Romance: Claude and Mary Tidd* into cyberspace on Monday, June 20. The exhibit showcases a large volume of Claude's stunning still and moving images and Mary's expressive letters home. Wonderfully interpreted by writer Erling Friis-Baastad, the story of the Tidds' love for one another and for Yukon is brought to life. The exhibit features a simple, easily navigated, beautiful design by the creative team at Outcrop Yukon. It also includes lesson plans for students and an educational, fun and challenging game for all ages.

Government Records Archivist Heather LeDuc treated the 100 or so people who attended the launch party to a virtual tour of the exhibit. A special presentation on "Romance in the North" followed; novelist Barbara Dunlop demonstrated that the Tidds' story falls within a long tradition of romance in Yukon that continues to today. Check out the exhibit at www.yukonromance.ca.

And if you want more on the Tidds...the majority of the Yukon Archives Tidd photographs are included in our online images database. You can reach this database from our home page at www.yukonarchives.ca.

This project was made possible in part through funding from the Canadian Culture Online Program of Canadian Heritage, Library and Archives Canada and the Canadian Council of Archives.

Ian Burnett, Territorial Archivist, Yukon Archives

RECORDS MANAGEMENT WORKSHOP

Yukon Archives hosted *Records Management for First Nations and Small Organizations* from April 27 to April 29. *Yukon Heritage Training Fund* provided financial assistance to carry out this workshop along with in-kind support from Yukon Council of Archives and Yukon Archives.

The facilitator, Sandie Bradley, is a consultant from Harwood Information Associates in West Vancouver. She is a librarian and a Certified Records Manager (CRM) with over thirty years experience in information management. She is also an instructor in records management at the University of British Columbia and Vancouver Community College and has co-authored two books on information management: *At Your Fingertips! A Household Filing System that Works for You* and *At Your Fingertips in the Office: Information Management for the Small Business*.

The workshop attracted 25 participants from Whitehorse, Mayo, Beaver Creek, Carmacks, Dawson City, Atlin, Haines Junction, Old Crow, Faro, Pelly Crossing and Teslin. An introductions session allowed participants to explain their motivation for attending. The range of organizations and job types represented by the participants spoke to the importance of records management and the increasing challenges presented to those who develop and maintain records management programs. Many people expressed concern with taking on projects in developing, working with or updating records management systems in their work.

The ambitious three day schedule covered the elements of records management, management of active records, records classification, retention and preservation of records, storage of inactive records, information protection, records transfer to archives, electronic records, access

and privacy, and managing records management.

Sandie began the workshop by explaining the many benefits and challenges of records management. This moved into detailing the components needed for developing a records management program. Creating user-friendly systems that make sense to current and future users and the need to give those involved a common language with which to work received emphasis. She explained the importance of exercising control over the creation of records and the principles to apply it.

After an explanation of the elements of various records classification systems, we had the chance to create one during a group exercise. It was interesting to note how the results varied between groups and a valuable lesson to see how something so simple in theory can become complex when applied. Sandie described classification structures as living documents that may need to be adjusted accordingly and stressed the importance of having a process for controlling changes to the system. She gave advice on ways to overcome the challenges of such tasks as setting policies and procedures for retention schedules, meeting legal requirements in retention programs, addressing security concerns and identifying vital records. She also spent some time discussing the role of risk analysis, protection and recovery of records. Accessions Archivist Clara Rutherford then gave a presentation about the procedures for transferring records to Yukon Archives.

There was also a unit on challenges specific to electronic records and e-mail. Sandie described options for creating e-mail policies and the security issues with electronic records on networks. Everyone was eager to hear what Sandie had to say about the best kind of electronic formats to use and the most recent research into digital media. Another very interesting element of the workshop was a discussion of the skills and education that are desirable in staff hired for information

management positions and projects. She also explained the process required to attain records management certification.

The presentation style for the workshop combined PowerPoint presentations with more informal discussions and demonstrations. As part of the workshop notes, Sandie provided a very comprehensive list of suggested readings and resources for consultation as well as examples of survey forms, planning aids and information review forms.

At the beginning of the workshop, it felt a bit daunting for many of us to be taking on such a complex subject, but Sandie broke it down into manageable parts, presented them clearly and gave interesting examples and stories from her own experience. She spoke about the importance of being realistic with the implementation of a records management program and keeping projects and work levels manageable. She also gave suggestions of resources to consult for assistance and let us in on some valuable tricks of the trade. Exercises and discussions were a great opportunity for

ARCHIVES WEEK! CALL FOR VOLUNTEERS!

In order to raise the public awareness and appreciation of archives, it was agreed at the Annual General Meeting to hold an Archives Week in late October/early November. So now, we are looking for individuals who would be interested in participating in a committee to set this idea in motion.

If you have any suggestions for:

- events that could be held,
- topics that could be addressed,
- products that could be used for promotion,

or would like to be a part of the Archives Week planning committee please contact Ian Burnett at (867) 667-5321.

participants to put the principles presented into practice and to see firsthand how challenging it can be to keep a records management system detailed enough to be useful, but simple enough to be useable. Throughout the workshop, participants were invited to share their own experiences and to offer support and advice.

Discussions often carried through to breaks where we enjoyed the coffee and snacks provided. The spring weather allowed us to take our break time conversations outdoors to enjoy the Yukon sun and fresh air.

Thanks go to the *Yukon Heritage Training Fund*, Yukon Archives and Yukon Council of Archives for supporting such an important workshop and to the Yukon Council of Archive Education Committee for organizing the workshop.

Garnet Muething, Canadian Museum of Nature, Workshop Participant

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 are on the YCA website. The YCA Newsletter is published one to two times per 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:

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