



UNIVERSITY OF TORONTO.
Special Convocation
FOR
Conferring Degrees and Honors in Medicine
FRIDAY, MAY 25TH, 1888.
ADMIT TO THE HALL.
3.30 O'CLOCK P.M.
H. H. LANGTON, B.A.
Registrar.

UNIVERSITY OF TORONTO ARCHIVES

BIENNIAL REPORT

1987 and 1988

ON SAYING GOOD-BYE TO MY ROOM IN CHANCELLOR DAY HALL

Rude and rough men are invading my sanctuary,
They are carting away all my books and papers.
My pictures are stacked in an ugly pile in the corner.
There is murder in my cathedral.

The precious files, filled with yesterday's writing,
The letters from friends long dead, the irreplaceable evidence
Of battles now over or worse, still in full combat-
Where are they going? How shall I find them again?

Miserable vandals, stuffing me into your cartons,
This is a functioning office, all things are in order,
Or in that better disorder born of long usage.
I alone command it.

I alone know the secret thoughts in these cabinets,
And how the letters relate to the pamphlets in boxes.
I alone know the significance of underlinings
On the pages read closely.

You scatter these sources abroad, and who then shall use them?
Oh, I am told, they will have a small place in some basement.
Gladly some alien shelves in a distant library
Will give them safe shelter.

But will there be pictures of J.S. Woodsworth and Coldwell
Above the Supreme Court Reports? The Universal Declaration
Of human Rights, will it be found hanging
Near the left-wing manifestos?

And where are the corners to hold all the intimate objects
Gathered over the rich, the incredible years?
The sprig of cedar, the segment of Boulder Dam cable,
The heads of Buddha and Dante, the concretions, the arrow-heads,
Where, where will they be?

Or the clock that was taken from my 1923 air-cooled Franklin?
The card-board Padlock, a gift from awakened students?
The Oxford oar, the Whitefield Quebec, the Lorcini?
These cry out my history.

These are all cells to my brain, a part of my total.
Each filament thought feeds them into the process
By which we pursue the absolute truth that eludes us.
They shared my decisions.

Now they are going, and I stand again on new frontiers.
Forgive this moment of weakness, this backward perspective.
Old baggage, I wish you good-bye and good housing.
I strip for more climbing.

- F.R. Scott, The Dance Is One

INTRODUCTION

1987 and 1988 were years of accomplishments and setbacks for the University Archives. The accomplishments brought the University Archives closer to its mid-term objective of providing improved reference service by gaining immediate administrative control and intellectual control over all its holdings. The setbacks it suffered are accounted for elsewhere in this report. Developments over the two years highlighted the need for a review of the University Archives' position in the administrative organization of the University. Without this review, the University Archives will not be able to meet its primary mandate: to preserve permanently the corporate records of the University through a systematic records management programme, thereby ensuring the protection of the rights of the University and the rights of individuals associated with the University, and providing efficiency and economy in the conduct of the University's administrative affairs.

MISSION STATEMENT:

Archival records are naturally created and accumulated by a corporate body, individual or organization in the conduct of the creator's activities or functions. The University of Toronto Archives is responsible for the appraisal, acquisition, preservation, and use of the University's corporate records of permanent value and the non-corporate records of individuals and organizations associated with the University. Archivists of the University of Toronto Archives are dedicated to preserving records relating to the origin and administration of the University, and to preserving records that protect the rights of the University and of individuals associated with the University.

1. APPRAISAL/ACQUISITION

1.1 ACQUISITION POLICY.

Without a clearly defined acquisitions policy archivists have no foundation on which to build appraisal criteria to justify permanent retention or disposal of corporate and non-corporate records offered to them. The Archives further refined its acquisition policy with respect to monographs, periodicals and dissertations by being more selective in the acquisition of these traditionally non-archival media. Only those publications which document some aspect of the history of the University or which complement the corporate or non-corporate records it acquires will be accessioned. A copy of the Archives' revised Acquisitions Policy is reproduced in Appendix A.

Policy Issue: The University Archivist has advised the Chief Librarian that the Archives can no longer continue to acquire Masters' theses after 1988 for reasons of space economies and the Archives' program priorities. In the interests of the broader dissemination of academic research, space savings, and economy, the University Archivist has recommended that the Masters' theses must be microfilmed by the National Library, as are the Doctoral theses. Failing this, the Library will have to assume responsibility for their storage and use.

1.2 PROGRAMME RESPONSIBILITIES:

Corporate records: In 1987, 57 accessions of University records were received totalling 236.54 metres (776.04 linear shelf feet). In 1988 the University Archives recorded 52 accessions of records, representing a total of 16.07 metres (52.72 linear shelf feet) of textual records, and including graphic records (negatives/prints/slides), sound recordings and 19,342 aperture cards of architectural plans and drawings of various building projects undertaken by the Physical Plant Department.

Non-corporate records: In 1987, 84 accessions were recorded representing 147.77 metres (484.80 linear feet). The most significant accession in this year was the deposit of the Massey Family Archives on permanent loan from Massey College to the University Archives. This accession alone comprises 102 shelf metres (334 linear feet). A two-year grant from the Social Sciences and Humanities Research Council's Canadian Studies Research Tools Programme will enable the Archives to prepare a detailed inventory to these records, which, under the terms of Vincent Massey's will, can be made available for research use on 30 December 1992. In 1988, 99 accessions were recorded, representing a total of 57.31 metres (188.02 linear shelf feet).

Evaluations (Gifts-in-Kind): In 1987, 17 accessions were evaluated for a total of \$35,825.00 and in 1988, 16 accessions were evaluated 1988 for a total of \$68,570.00, representing a combined gifts-in-kind value to the University of \$104,395.00. The Archives is grateful to all those donors who agreed to deposit their personal records with the University Archives, thereby complementing documentation contained in the official records of University administration regularly transferred to the Archives.

2. PRESERVATION

2.1 Supplies

Acid neutral supplies continue to be the most significant on-going supply cost required of the Archives. As the backlog of unprocessed accessions decreases, so will the volume of acid neutral supplies required decline.

2.2 Conservation

The University Archives benefits from the advice and assistance of the Rare Books conservation staff, who are able to offer a small amount of time from the demands of rare book conservation to conserve archival records in urgent need of treatment. The conservation staff has been particularly generous of their time in preparing records for exhibits mounted by the Archives from time to time. The Preservation Services staff in the Roberts Library generously provide advice, assistance and resources for preservation microfilming of archival records. A fixed amount of time is now allocated to the University Archives for preservation microfilming projects.

2.3 Microfilming

The microfilming schedule originally established with the Preservations Services Department was suspended due to staff shortages in that Department. Resources must be found to arrest the steady deterioration of records in urgent need of conservation treatments, either by microfilming or professional paper conservation treatments.

2.4 Photographic conservation

A grant of \$50,000.00 from the Canadian Council of Archives' Backlog Reduction Programme enabled the Archives to preserve the images in copy prints and duplicate negatives of a large quantity of nitrate negatives which, because of their highly unstable nature, were destroyed. In addition, nearly 6500 glass-plate negatives deposited by the Department of University Extension and Publicity were duplicated and contact-printed as a result of this project.

3. DESCRIPTION

Several descriptive projects were completed through 1987 and 1988, representing the combined efforts of staff to accomplish the Archives' primary mid-term objective, that is, to provide users with repository guides to all our holdings. None of the guides listed here could have been produced without funding from external sources, chiefly the Canadian Council of Archives (CCA) and SHRCC's Research Tools Programme. Appendix B provides an account of the grants received. An Archival Development Fund account was established in 1987, into which grant monies and gifts of financial support for the Archives are deposited.

The University of Toronto Archives is playing a leadership role in the development of description standards for archives. The staff of the University Archives have distinguished themselves nationally and internationally through their professional contributions to descriptive standards development and implementation in their own institution and beyond. Their contributions in this area over the past two years are represented here in the publications they have produced.

3.1 Principles and Guidelines for the Description of Records in the University of Toronto Archives (January 1988).

Published by Heather MacNeil, this manual provides staff archivists with guidelines for the uniform description of archival records at different levels for all media. This has become the foundation upon which descriptive records are uniformly presented for the various repository Guides being produced by the Archives. The archival profession in Canada is working on the development of national description standards for archives and once these standards are in place the University Archives will have to reassess its own guidelines.

3.2 Subject Headings Authority (January 1988).

This is a revised edition of subject terms originally produced in 1987 by Sharon Larade. It is a preliminary controlled list of subject and form terms chosen from a review of existing terms used in the Archives' various catalogues but never controlled in an authority file. Archivists must consult this authority before assigning topical headings or form terms to their descriptive records. New terms are added once they are reviewed and approved for use by the Reference Archivist in consultation with the University Archivist.

3.3 A Guide to Architectural Records in the University of Toronto Archives (June 1988).

Sharon Larade supervised the work that resulted in this Guide, which she edited and published. The Guide lists over 30 accessions containing several hundred sheets of drawings and plans representing a variety of building projects over many years. The production of this Guide would not have been possible without a grant of \$2050.00 from the Canadian Council of Archives' Backlog Reduction Cost Shared Cooperative Programme.

3.4 A Guide to Oral History Records in the University of Toronto Archives (June 1988).

Describing over 100 interviews conducted since 1973, including those carried out under the Library Oral History Project, this Guide was made possible as a result of a grant of \$29,389.00 from the Unigaard bequest for the University Archives' Oral History Programme. This grant enabled the Archives to hire Sandra Guillaume, who listened to the interviews and produce summary descriptions of them.

3.5 A User's Guide to Archival Records at the University of Toronto Archives.

Work on this Guide continued through 1987 and 1988, with a second award of \$27,000.00 granted from the Social Sciences and Humanities Research Council's Canadian Studies Research Tools Programme. The description of corporate records

accessioned between 1965 and 1976 was completed with the funding provided by this grant and this portion of the Guide will be published early in 1989. Descriptions from 1977 to 1986 still must be completed, as well as descriptions for non-corporate records accessioned between 1965 and 1985. A commitment by the Library to the completion of this project through the provision of funds to hire a project archivist for 16 months was withdrawn in the fall of 1988.

3.6 An Inventory of the Records of Hart House in the University of Toronto Archives (August 1987).

This inventory, the first inventory of its kind produced by the University Archives was completed by Sandra Klemmele as part of her Practicum course work for the Master of Archival Studies Programme at the University of British Columbia. Funding for this work (\$4000.00) was provided again by the Canadian Council of Archives. The inventory provides descriptions of a variety of record series in some 35 accessions transferred over several years to the University Archives.

In addition to these published guides, several finding aids to specific accessions have been produced as a result of work undertaken for these descriptive projects. All of these projects provide our users with better access to our holdings.

4. REFERENCE SERVICE

The value of archives is determined, in part, by their use. Detailed guides, finding aids and automated retrieval systems can provide the essential foundations to improved access to records. The heart of good reference service, nevertheless, rests in personal contact with users, and users have benefitted from the several improvements made to reference services provided by the staff of the University Archives. The Reading Room is open from 9:00 am to 4:30 pm, Monday to Friday. Reference standards were developed by the Reference Archivist, Sharon Larade, and approved by staff for use to ensure consistent, equitable treatment to all users.

4.1 PROGRAMME RESPONSIBILITIES

4.1.1 Student Record Services:

Student records are one of the most vital forms of documentation produced by the University. The academic transcript card provides evidence of academic achievement and as such opens doors of opportunity for the student that may not be granted without it. The student file also protects the University against false claims of academic achievement. Therefore, for its legal rights value, all or part of the student file must be preserved for at least 75 years, if not permanently. For this reason the University Archives endeavours to preserve the official student record and has reached agreements with some academic units, notably the Faculty of Arts and Science and the School of Graduate Studies, for the permanent, secure storage of student records.

Reference and retrieval services for student records is also one of the major reference services provided by the University Archives to University offices which have transferred their archival records to the Archives. In 1987, the first full year for which statistics were kept, there were 218 requests for student records, and in 1988, 234 requests. A fire in the student record vault of the Faculty of Medicine in 1987 resulted in the destruction of their student transcript cards. Fortunately some student files from the Faculty were transferred to

the Archives and as a result some of the information in the student file enabled the reconstruction of the academic transcript card from documentation in the student file. This episode highlighted the importance of ensuring the secure storage of the academic transcript record in the University Archives.

4.2 Exhibits

The University Archives mounted several exhibits of its own over this two-year period and contributed exhibit materials for several others. Of particular interest was **Dramatis Personae: Amateur Theatre at the University of Toronto, 1879-1939** which was curated by Harold Averill, Assistant University Archivist, and exhibited in the Thomas Fisher Rare Book Library. An exhibit of the history of the University as seen through the pages of The Varsity, was mounted by Varsity staff in the main foyer of the Robarts Library. Another exhibit which relied heavily on archival holdings was Douglas Richardson's exhibit of architectural drawings of campus buildings displayed in the Hart House Gallery. The University Archives participated in U of T Day activities in both years covered by this report. In 1987, an exhibit entitled "The Way We Were, 1887" was presented for visitors visiting the Archives' reading Room. In 1988 an exhibit of photographs accompanied the playing of films and oral history tapes from our holdings.

4.3 Workshops

Oral History

The University Archives sponsored a highly successful one-day workshop on 27 February 1987 on the topic: "Producing and Preserving Oral History Records." Attendance was limited to persons involved in oral history at the University of Toronto and had to be limited to 25 participants. Sessions included the Methodology of Oral History, How to Produce a Technically Sound Interview, The Uses of Oral History and the Responsibilities of the Archivist in Preserving Oral History. The day concluded with a discussion of cooperative strategies for the creation, preservation and uses of oral history at the University of Toronto.

The workshop proved so popular that it will be repeated.

Council of Campus Archivists (COCA)

In conjunction with the Council of Campus Archivists, the University of Toronto Archives assisted in the presentation of two workshops: a one day workshop in November 1987 on "The Acquisition, Preservation, and Use of Photographic Records" and an afternoon seminar on the "Evaluation of Manuscripts" in the spring of 1988. Both events, which were important professional development opportunities for campus archivists, were supported with a grant from the Canadian Council of Archives' Professional Development Programme.

5. RECORDS MANAGEMENT

Records Management is an administrative programme designed to provide economy and efficiency in the creation, use, storage, retrieval, disposal and preservation of all types of information necessary for the effective conduct of an organization's business.

5.1 RECORDS MANAGEMENT POLICY

The President's Policy Statement on University Archives first issued by President Bissell on 30 March 1967, was reviewed by the University Archivist and a revised version presented to the University Registrar in the fall of 1988. The revisions include provision for a Presidential Advisory Committee on Archives and Records Management which will, among other things:

"review and approve the development, implementation and maintenance of the University's Records Management Programme, including the institution of a standard file classification system for corporate records and the establishment of records retention and disposition schedules."

A copy of the revised Presidential Regulations for the Management of Archives and Records appears in Appendix C.

5.2 PROGRAMME RESPONSIBILITIES

To date the University Archives has been unable to initiate a "systematic" records management programme. With the appointment of a Records Archivist on 1 January 1987 the first steps were taken to embark on the development of a more systematic approach by the Archives to the introduction of records management across the University. The University recognized the importance of records management by the provision of a portion of the base salary for this position from the University Registrar's office. In addition to regularly appraising, selecting, accessioning and describing University records offered by various offices, this position was also committed to two major records projects which may become the basis for more systematic deposits of corporate records.

Appendix D shows the number of corporate and non-corporate accessions received between 1975 and 1988. The rate of acquisition of non-corporate records has nearly doubled the deposit of corporate records between 1985 and 1988. The reverse should be true if the University Archives was meeting its primary programme objectives of acquiring systematically the University's corporate records of archival value through a comprehensive records management programme. The rate of receipt of corporate records has been relatively constant, to be sure, but consistently below what it could be if the Archives was given the resources to implement a records management programme.

5.2.1 Student Records Project

The first was a student records project which commenced in the fall of 1987 under the auspices of the Council on Academic Records and the Office of the University Registrar. The objective of the project is to establish a University-wide policy on the long-term retention of student records and to develop records retention schedules to implement such a policy. A report with recommendations was prepared for the University registrar after the completion of a survey of practices of College Registrars. Work on this project had to be temporarily suspended when Heather MacNeil, the Records Archivist responsible, resigned in August 1988.

5.2.2 Faculty of Library and Information Science Records Management Project.

A second records management project initiated by the University Archives in 1987 was a pilot project undertaken with the cooperation of the Faculty of Library and Information Science. The objective of the project was to survey the record keeping practices of a small faculty, to recommend the implementation of an appropriate file classification system and the application of a records retention schedule to govern the systematic disposition of its records. This project had to be suspended because of insufficient staff resources.

5.2.3 Reactive Responses

Even with the appointment, through re-classification, of a second Records Archivist, Lagring Ulanday, the two record archivists can only react to requests from University offices who may know that the Archives is the official repository for University records of archival value. Many university offices do not know of the administrative services vested in the University Archives through its responsibility for records management. If they did know, the Archives could not cope with the services legitimately demanded of it. Nevertheless, several initiatives were undertaken with the resources available to appraise and acquire records of archival value that might otherwise have been destroyed.

A set of instructions for preparing records for transfer to the University Archives were drawn up for distribution to offices wishing to deposit records with the archives. In addition, some preliminary considerations were prepared for record keepers wishing to know whether records have archival value and were also sent to offices seeking advice about the disposition of their files.

An administrative file classification system, based on the model used by several governments was developed by the University Archives for testing in the University Archives itself in 1987, and after some revisions a second edition was produced and scheduled for implementation on 1 January 1989. The next stage in the development of this file classification system for administrative records for use across University offices, will be the application of a records retention schedule. When these schedules are approved by Governing Council a more systematic disposition of University records may commence.

6. STAFFING

6.1 Appointments/Promotions

The University Archives' complement of full-time professional archivists increased by one position with the reclassification and promotion in October 1988 of **Lagring Ulanday** from a Library Technician to a Records Archivist. Lagring joined the University Archives in July 1971 and has been responsible for a variety of tasks during that time, most notably the administration of inter-library loan requests related to theses and management of the archives' printed materials. This brings to five, the number of professional archivists on the staff of the Archives, supported by one clerical position, a Clerk-Typist II.

Mary Cheung, was hired on a project basis as a clerk-typist on 9 March 1987 and confirmed permanently in the position on 1 June 1987.

Ruth Dyck Wilson, **Karen Evans**, and **Dolores Signori** succeeded **Heather MacNeil** as Project Archivists responsible for the description of accession units for a planned Guide to Archival Records in the University of Toronto Archives. Funds for their work were provided by the Research Tools Programme of SSHRCC. **Anne Maclean** worked as a project archivist from September 1987 through December 1988, with a grant of \$50,000.00 provided by the Canadian Council of Archives' Arrangement and Description Backlog Reduction Cost-Shared Co-operative Programme. This grant provided for Anne's salary, photographic conservation of archival photographs, and the printing of A Guide To Graphic Records in the University Archives.

The University Archives depends upon the additional funds allocated by the Library to hire graduate student assistants from the Faculty of Library and Information Science, who assist full-time staff with special projects. **Michael Killick** assisted **Sharon Larade** through the summer of 1987 on the preparation of A Guide to Architectural Records in the University of Toronto Archives and **Kim Turner** worked throughout the winter session of 1987/88 revising the Corporate Name Authority file. **Morag Carnie** assisted **Heather MacNeil** through the summer and winter of 1988 by preparing finding aids to some large accessions.

6.2 Resignations

Buda Dibblee resigned on September 1988 from her position as Secretary. She had been on long-term disability leave since May 1986. Her Secretary I position was therefore disestablished on 31 May 1987. **Mary Cheung**, who performed such a wide variety of administrative duties in support of the work of the professional staff, resigned in August 1988. **Judy Mars** was assigned to the University Archives by the Chief Librarian on 12 December 1988 and is responsible for filing, photocopying, retrieval and re-shelving of accessions.

Heather MacNeil, who joined the Archives in January 1986 to work on a SHRCC supported project and subsequently became a full-time Records Archivist, resigned in September 1988 to become Project Officer for the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards.

7. ORGANIZATIONAL STRUCTURE

Appendix E shows the organization of the University Archives and individual staff responsibilities at 30 June 1989. Over 12 years ago, Ian Wilson wrote that

with inflation of twenty per cent to thirty per cent making inroads on library monograph and serial budgets, universities are pressing their libraries to reduce staff in an effort to maintain acquisition levels. Records management requires staff time, not purchase funds.... University archives, endeavouring to place the preservation of the records of their institution on a more systematic basis, are essentially incompatible with university libraries. This incompatibility may be masked by an understanding chief librarian or a forceful archivist, but periods of budget stringency reveal the differing objectives and procedures of the two.¹

This state of affairs, which is not unlike the situation presently facing the University Archives, raises two significant issues for the future of the Archives: a staffing issue and an organizational issue.

¹Ian E. Wilson, "Canadian University Archives," *Archivaria*, No. 3 (Winter 1976-77), pp. 17-27.

7.1 Staffing Issue

A glance of the organizational chart for the University Archives shows the imbalance of professional positions over administrative positions. One administrative support position serving five full-time professional positions means professional staff must perform numerous clerical functions (e.g. typing letters, retrieving/re-shelving records requested by readers). This is highly uneconomic, inefficient, jeopardizes the security of archival records used in the reading room, and delays public access to the Archives' finding aids and consequently, to the records themselves.

Recommendation: A review of clerical support positions for the University Archives be undertaken, with a view to rationalizing the existing Clerk Typist II position and providing a full-time secretary for data entry of described records and correspondence word processing

7.1 Organizational Issue

Ian Wilson's observations as University Archivist at Queen's University in the mid-seventies apply equally to the University of Toronto Archives in the late eighties. The University Archives exists first and foremost to provide administrative service to its sponsor, the whole University, by managing the University's records in a responsible manner, and thereby ensuring the permanent preservation of the whole archival record. Being situated organizationally within the Library system, the University Archives is placed at a disadvantage when attempting to act on its primary mandate. Developing and maintaining a records management programme designed to provide economy and efficiency in the creation, use, storage, retrieval and preservation of information necessary for the effective conduct of the University's business is subsumed by the Library's mandate to collect and make accessible published information to support research.² The University Archivist has the responsibility to

²Elio Lodolini, "The War of Independence of Archivists," *Archivaria*, No. 28 (Summer 1989), pp. 36-47. Lodolini makes the following distinction between libraries and archives: "A library is a collection of books (each of which is fully autonomous and complete) and which was brought together on the basis of some judgement or interest or according to some arbitrary criteria of evaluation. An archives is the antithesis of a collection; it is involuntarily created by some source as a natural consequence of its existence and operation, and mirrors the administrative mandates, the way of functioning, and the bureaucratic practices (and their changes) of the creating source."

develop and implement policies and programmes but does not participate in the forum where budget and staffing decisions take place. This situation makes accountability for planning and programme initiatives difficult. Given the nature of archives, and the administrative services for which the archivist is responsible across the University, most university archivists believe that a University Archives is best situated in the senior administrative offices of the University, with the University Archivist directly accountable to a senior administrative officer of the University. This reporting structure for University Archives is not uncommon as several Canadian University Archives are located within the President's Office, among them Queen's and McGill.

Furthermore, the University must look ahead to the inevitable application of Freedom of Information and Privacy legislation by the Provincial Government. Like so many other provincial regulations affecting the University, Freedom of Information and Privacy regulations will require the University to identify all its administrative and academic records for a provincial register. Based on the experience of other jurisdictions, staffing resources will have to be found to enable the University Archives to prepare record schedules for the University's records which fall within the terms of reference of this legislation. Furthermore, additional space will be required to house many identified and scheduled for permanent retention. Such an undertaking by the University Archives that will affect every administrative and academic office would be best directed from the administrative offices of the University. Given the established links with the Office of the Assistant Vice-President (Planning) and University Registrar in matters relating to institutional research and records management it seems appropriate that administrative responsibility for the University Archives be transferred to this Office.

Recommendation: That the Chief Librarian and the President of the University discuss the reporting relationships of the University Archives with a view to transferring management and responsibility for the Archives from the Library to the Office of the Assistant Vice-President (Planning) and University Registrar.

I conclude my second biennial report by expressing my appreciation to the staff of the University of Toronto Archives. I value and respect their diligence, patience, and professional approach to the implementation of the Archives' programmes. Our accomplishments in 1987 and 1988 are a testimony to their dedication to the preservation of the University's archives.

**Kent M. Haworth
University Archivist**

APPENDIX A
ACQUISITIONS POLICY

UNIVERSITY ARCHIVES
POLICY AND PROCEDURES MANUAL

ARCHIVES POLICY: 1/89
Revision of: 3/87
Effective: 1 January 1989

1. SUBJECT: Acquisition Policy
2. POLICY:
 - 2.1 Corporate and non-corporate records: The University of Toronto Archives acquires for administrative and research use the University's corporate records, and the non-corporate records of individuals and organizations presently or formerly associated with the University which are appraised by the Archivist to have archival value.
 - 2.2 Graduate dissertations: The University Archives acquires Master's Theses submitted by University of Toronto graduate students to the School of Graduate Studies.
 - 2.3 Publications: The University Archives endeavours to acquire a copy of publications (monographs or serials) having archival value because they document some aspect of the history of the University of Toronto or complement the corporate or non-corporate records deposited with the University Archives.
3. PURPOSE: To document the acquisition mandate of the University of Toronto Archives. The Archives is dedicated to preserving archival records which document teaching, research and the administration of the university, including those which document the rights of the University and of individuals associated with the University.
4. PROCEDURES FOR ACQUISITION:
 - 4.1 Corporate and non-corporate records: corporate records acquired systematically through a records management programme or through direct contact with departments; non-corporate records acquired through contacts with individuals and organizations.
 - 4.2 Graduate dissertations: Master's theses acquired routinely from the School of Graduate Studies (See Archives Policy 6/86).

- 4.3 Publications: the University Archives endeavours to acquire publications appraised by the Archivist to have archival value either in cooperation with the Serials Department, Robarts Library, or through direct contact with individuals or university offices and organizations creating publications.

5. DEFINITIONS:

- 5.1 Archival value: residual values accorded to inactive records by the Archivist which possess legal/individual rights values, evidential value (values which document policy and decision-making activities), informational value (values which contribute substantially to research in any field of knowledge) or historical/cultural value (values which contribute generally to the heritage and cultural continuity of society).
- 5.2 Record: recorded information regardless of media, form or physical characteristics. Includes such materials as papers, correspondence, forms, books, photographs, films, sound recordings, maps, drawings, machine readable records, or other documents, received, created, deposited or held with or in a university office.

APPENDIX B
EXTERNAL FUNDING SUPPORT

FUNDS RECEIVED FROM EXTERNAL SOURCES TO SUPPORT UNIVERSITY ARCHIVES PROJECTS IN 1987 AND 1988

1. 1987	CCA Academic Internship Grant, Inventory to Hart House Records	\$ 4,000.00
2. 1987	Oral History Fund (Unigaard Bequest), Guide to Oral History Records	29,389.00
3. 1987	SHRCC Research Tools Programme, Guide to Archival Records in the U of T Archives	26,994.00
4. 1987	CCA Backlog Reduction Grant, Guide to Graphic Records	50,000.00
5. 1988	SHRCC Research Tools Programme, Guide to Massey Records ^{***}	<u>31,321.00</u>
		\$141,704.00

^{***}First year award of a two-year grant totalling \$63,842.00.

APPENDIX C
PRESIDENTIAL POLICY ON ARCHIVES AND RECORDS MANAGEMENT

UNIVERSITY OF TORONTO

PRESIDENTIAL REGULATIONS

FOR THE

MANAGEMENT OF ARCHIVES AND RECORDS

1. The University of Toronto Archives appraises, acquires, preserves and makes available for use the corporate and non-corporate records of the University.
2. A Presidential Advisory Committee on Archives and Records Management shall be appointed by the President to recommend policies and procedures governing the creation, use, storage, archival preservation and disposition of the university's corporate records.
3. The Archives of the University include:
 - 3.1 Corporate records of the University created, received and accumulated by University academic and administrative offices and officers and by the various governing bodies of the University which have archival value;
 - 3.2 Non-corporate records of the University, which include the personal records of faculty, staff and alumni, and the records of organizations associated with the University having archival value.
4. Corporate records of the University are the property of the University. Officials leaving or relinquishing their positions with the University shall leave all corporate records for their successors. Corporate records of archival value are transferred to the University Archives in accordance with records disposition schedules developed by the University Archives through the records management process and approved by the Governing Council of the University of Toronto.
5. Non-corporate records of archival value may be deposited in the University Archives in accordance with terms agreed upon by the owner and the University Archivist.
6. The University Archivist shall be accountable to the Presidential Advisory Committee on Archives and Records Management for the execution of this policy.
7. Access to corporate records of the University shall be open unless otherwise restricted for a time period established by the office of origin in consultation with the University Archivist or specified in a retention schedule and consistent with applicable legislation and with the appropriate regulatory and administrative policies of the University.
8. This Policy replaces the Presidential Policy Statement on Archives dated 30 March 1967.

[Approved by the Office of the President: 1989-05-25]

**PRESIDENTIAL ADVISORY COMMITTEE ON ARCHIVES
AND RECORDS MANAGEMENT**

TERMS OF REFERENCE

1. PURPOSE

- 1.1. To advise the President on the policies and procedures of the University Archives.
- 1.2. To review and approve the development, implementation and maintenance of the University's Records Management Programme, including the institution of a standard file classification system for corporate records and the establishment of records retention and disposition schedules.
- 1.3. To recommend for approval by the appropriate governing body of the University, Records Retention and Disposition Schedules authorizing either the destruction of corporate records having no archival value or the permanent retention of corporate records appraised by the University Archivist to have permanent value.
- 1.4. To ensure the preservation and use of the University's corporate records possessing archival value.

2. MEMBERSHIP

Members shall serve by virtue of their office and include the:

- 2.1 University Registrar (or nominee);
- 2.2 Secretary, Governing Council (or nominee);
- 2.3 Vice-President, Administration (or nominee);
- 2.4 Vice-President and Provost (or nominee);
- 2.5 University Librarian (or nominee);
- 2.6 University Archivist (Executive Secretary).
- 2.7 Two ad hoc members appointed by the President.

3. OFFICERS

The Committee shall have a Chairperson who shall be appointed by the President from the membership of the Committee. The University Archivist shall serve as Executive Secretary to the Committee.

4. GENERAL PROCEDURES

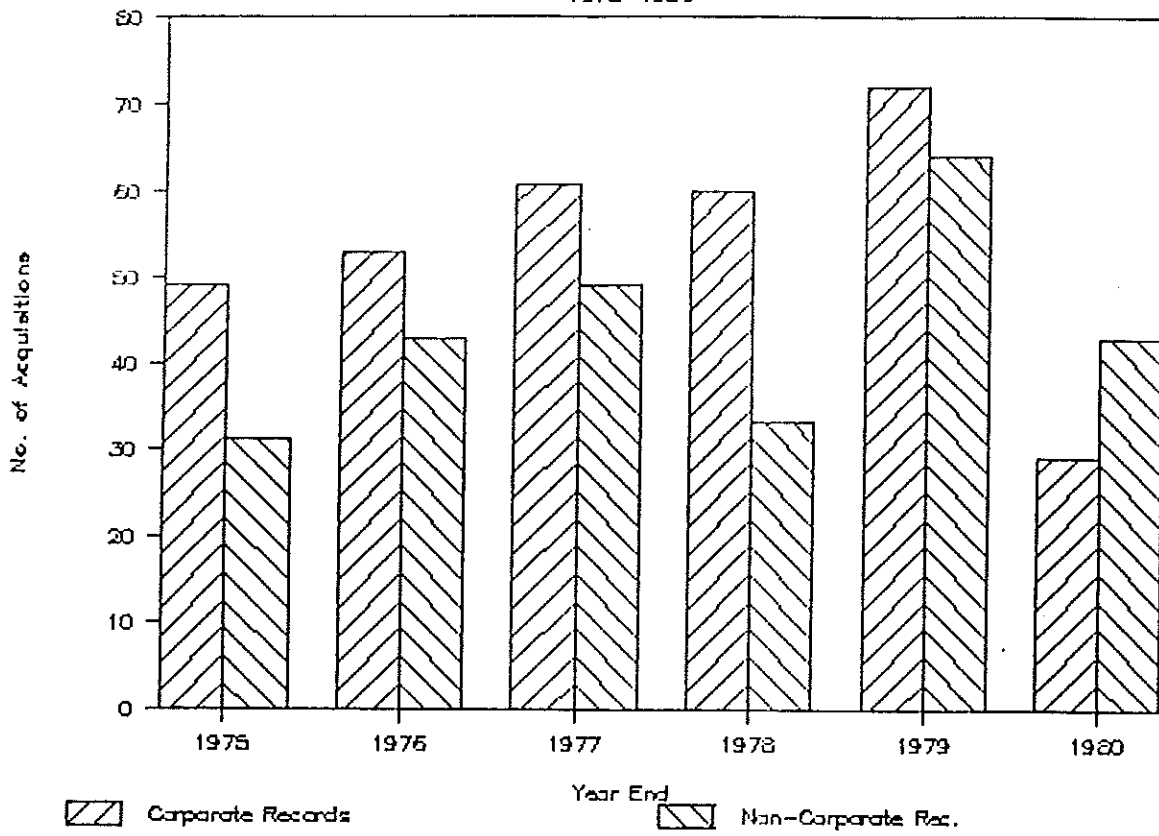
- 4.1 The Committee shall meet at least annually. Meetings will be at the call of the Chairperson.
- 4.2 The University Archivist shall report annually to the President through the Committee on matters relating to Archives and Records Management.
- 4.3. The University Archivist is responsible for the development, implementation and maintenance of a comprehensive records management programme. Records management is a systematic approach to the creation, use, storage, retrieval, disposal and archival preservation of the corporate records of the university through:
 - 4.1 **Inventories** of administrative and operational records;
 - 4.2 **File classification systems** standardized for efficient and effective retrieval of information;
 - 4.3 **Records retention and disposition schedules** documenting the active, semi-active and inactive stages of record series and directing their destruction or transfer to the University Archives for permanent retention because of their archival value.
- 4.4 The University Archivist is responsible for the appraisal of the University's corporate records to ensure the permanent preservation of records possessing **archival values**. Archival values are residual values accorded to inactive records by the Records Archivist for those record series possessing **legal/individual rights values** (values which protect the rights of the University and of individuals associated with the University), **evidential values** (values which document policy and decision-making activities), **informational values** (values which contribute substantially to research in any field of knowledge).

5. A Records Officer shall be designated for appropriate university academic and administrative offices. The Records Officer shall be responsible for the application of records management policies and procedures approved by the Presidential Advisory Committee on Archives and Records Management.

APPENDIX D
ACCESSION GROWTH, 1975-1988

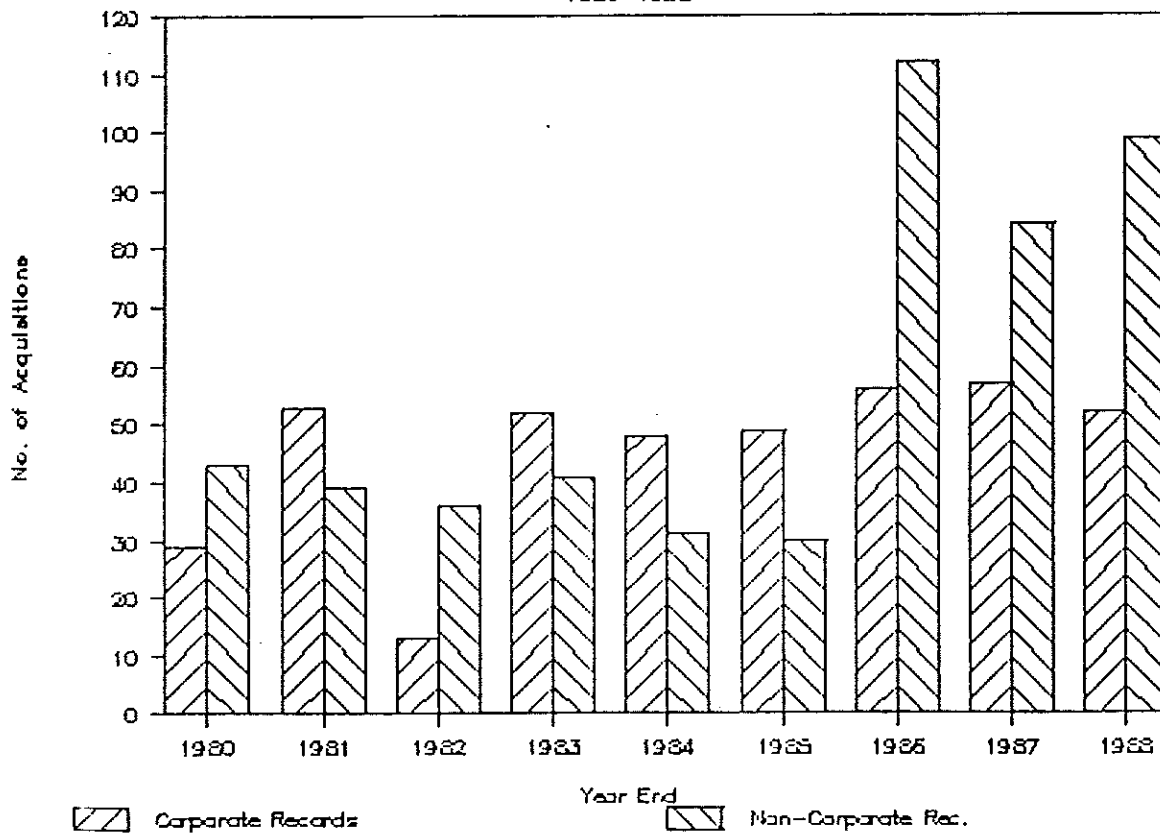
ACCESSION GROWTH

1975-1980



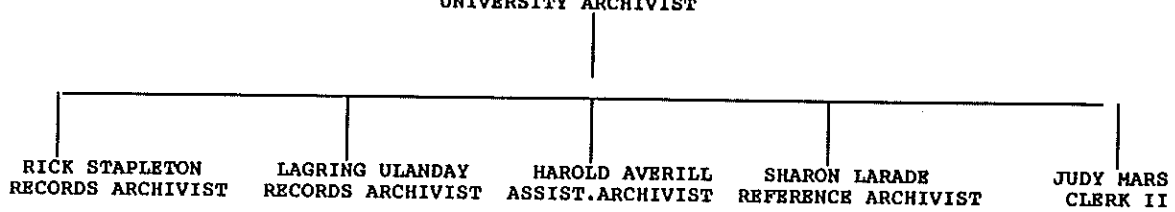
ACCESSION GROWTH

1980-1988



APPENDIX E
UNIVERSITY ARCHIVES ORGANIZATIONAL CHART

KENT M. HAWORTH
UNIVERSITY ARCHIVIST



[1989-06-30]