



University of Toronto Archives

Annual Report
1989

UNIVERSITY OF TORONTO ARCHIVES

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INTRODUCTION

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.

To fulfill this mandate the University of Toronto Archives provides two key services.

Administrative Service

The University Archives is committed to providing administrative service to the whole University community through the development of a comprehensive records management programme. The revised Presidential Regulations for the Management of Archives and Records (Approved by the Office of the President, May 25, 1989) provide for the appointment of a Presidential Advisory Committee on Archives and Records Management to recommend to the President policies and procedures governing the creation, use, storage, archival preservation and disposition of the university's corporate records. The Terms of Reference for this Committee states that the

"University Archivist is responsible for the development, implementation and maintenance of a comprehensive records management programme."

Research Service

The University Archives makes available to researchers within the entire University community (faculty, students, administrative staff) and to the general public corporate and non-corporate records documenting the development of the University of Toronto. This is accomplished in the following ways: through the provision of a public Reading Room, by verbal and written responses to requests for information by phone and mail and by the processing and describing of records in all media and formats as they are received into the Archives.

2. ACQUISITIONS/APPRAISAL

2.1 Acquisition Policy

The Archives continued to refine its acquisition policy with respect to monographs, periodicals and

dissertations. The Archives suspended the acquisition of Masters theses as of June 1989 and responsibility for collecting and preserving theses was assumed by the School of Graduate Studies. The Archives remains responsible for the use and preservation of original Masters theses from 1890 to June 1989, and Doctoral theses from 1900 to 1984 including the management of interlibrary loans.

2.2 Programme Responsibilities

Corporate records: In 1989 the Archives received 30 accessions totalling 28.65 metres (94.5 linear feet). This represents an increase of 56% over last year's volume of 16.07 metres (52.72 feet). Records received during 1989 spanned a period from 1804 to 1989 and included not only textual materials but also photographs and architectural drawings. Among the major accessions were Office of the President records, 1981-1983 (6.24 metres), University of Toronto Press records, 1897-1987 (13.5 metres) and student records from the Faculty of Medicine (1.63 metres).

Non-corporate records: In 1989, 56 accessions were recorded representing 45 metres (148.5 linear feet). This volume is down considerably from 1988 during which the Archives recorded 84 accessions and 147 metres (485 linear feet) of non-corporate records. Such fluctuations in volume of accessions is not uncommon in an archives which has a generally passive approach to acquisitions coupled with limited staff resources.

Among the most significant of the accessions received were the personal records of Douglas A. Hartle (B89-0040). This accession incorporates the material assembled by Professor Hartle in his capacity as a professor of economics and founding director of the Institute for Policy Analysis at the University of Toronto (1965-69, 1973-1989), as Research Director of the Ontario Economic Council (1980-1982), and as Deputy Secretary, Treasury Board Secretariat, Ottawa (1969-1973).

Evaluations: In 1989, 34 accessions were evaluated for a total gifts-in-kind value to the University of \$82,150.00. 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 the University

administration regularly transferred to the Archives.

3. 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.

3.1 Records Management Policy

During 1989 revised Presidential regulations for the management of archives and records were approved by the President. These revisions included the provision for a Presidential Advisory Committee on Archives and Records Management which according to its "Terms of Reference" would

1. advise the President on the policies and procedures of the University Archives;
2. review and approve the development, implementation and maintenance of the University's Records Management Programme;

3. recommend for approval...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;

4. ensure the preservation and use of the University's corporate records possessing archival value.¹

3.2 Programme Responsibilities

During 1989 the University Archives continued to operate a passive, reactive approach to the acquisition of corporate records as noted in the 1987-1988 Biennial Report.

The small volume of corporate records received during 1989 as noted in Section 2.2 is indicative of this passive policy. The establishment of the Presidential Advisory Committee on Archives and Records Management was

¹. See Appendix for full text of "Terms of Reference"

not undertaken until mid year and staff resignations in the University Archives postponed its first meeting until 1990. In spite of this some progress was made towards ensuring the preservation of the University's corporate records.

3.2.1 Student Records Project

The ongoing concern for the preservation of vital student records resulted in the preparation of a General Retention Schedule for Student Academic Records. This schedule was submitted to the University Registrar as an accompaniment to the revised Access Policy to Student Records and is awaiting final approval.

The Archives also assisted the Faculty of Arts and Science in undertaking the microfilming of academic record cards dated 1892-1975. A total of 116 reels were received into the Archives for permanent preservation.

4. ARRANGEMENT AND DESCRIPTION

4.1 Corporate records

Of the 30 accessions received during 1989, 26 (or 26.15 metres) were arranged and described at the accession level. For some of the larger accessions description was undertaken to box and/or file level.

4.1.1 Guide to Archival Records, 1977-1986

A total of 40 accessions (A77-0001 to A77-0040; or approximately 50% of total 1977 accessions) were reviewed and guide entries were prepared for 29 (57.08m) of these. The remaining 11 were found either to be described elsewhere, transferred to "B" accessions or destroyed. To assist researchers while work on the Guide continues, a main entry heading index was compiled for "A" Accessions for 1977-1989.

4.1.2 An Inventory of the Records of the Office of the President

This finding aid was compiled by Heather Heywood, Master of Archival Studies Practicum student during the

summer of 1989. It consists of 67 series dated from 1906-1984 and totals 211 linear metres (540 cu ft). "The records of this fonds reflect both the growing complexity of administering the university and the increase in power and authority of the President's position in the University over the years since 1906. The records are useful for research into the President's interaction with faculty, senior administrators and the general public, as well as the University's relations with the colleges, with various levels of government, and the assorted educational associations (provincial, national and international)".²

4.2 Non-corporate records

Of the total of 56 accessions received during 1989, 49 were processed, representing a total of 67.44 metres. Description to at least the fonds level was completed on all of these accessions, with finding aids being produced for 19 accessions.

² An inventory of the Records of the Office of the President in the University of Toronto Archives. Prepared by Heather Heywood, 18 August 1989. p. 4

4.2.1 Guide to non-corporate records in the University Archives

Guide entries were completed for 14 accessions or 16 metres of records covering accessions for 1965 to 1967. This work represents only a small portion of the "B" accessions received by the Archives over the past two dozen years.

4.2.2 Guide to Moving Image records in the University Archives

This project was originally planned for the fall of 1989 using funds from the Backlog Reduction programme of the Canadian Council of Archives. Staff shortages resulting from the resignation of the University Archivist and the Reference Archivist postponed work on this project until 1990 and the funds were returned to the CCA.

4.2.3 Vincent Massey Personal Records Project

This project was commenced on January 2, 1989 with the hiring of Debra Barr as project archivist under a SSHRCC Research Tools grant for 2 years. During the year Debra arranged and described 150 boxes (62.5 ft.) of

official and personal correspondence as well as 110 boxes (46 ft.) of other records including appointment books, notes, itineraries and other official records; addresses, articles and other literary papers; diaries, guest lists, entertainment programs and other personal papers. As well Debra conducted biographical and other background research for preparation of the introduction to the published Guide.

During the final year of this two year project the balance of material (comprising approx 250 boxes or 105 ft.) will be processed and the final work on the Guide will be completed. The Massey Family collection will be available to researchers January 1, 1993.

4.3 Print materials and ephemera

Work continued on improving the control of and access to these nonarchival materials. Uniform headings were devised which did much to improve user access to these materials. A general review of the files resulted in improved filing arrangement and a more efficient use of shelf space.

Duplicate publications were distributed throughout the library system to fill gaps in collections or as

backup copies.

5. REFERENCE SERVICES

5.1 Programme Responsibilities

5.1.1 Reference Enquiries (Table 1)

The Reading Room of the Archives is the focal point of Reference Service. During 1989 a total of 919 readers (an average of 76.58 readers per month) made 7,086 requests for material from the University Archives. (Figure 1) Of these readers, 403 were first time users of the University Archives. By far the most frequently requested accessions were "A" or Corporate Record Accessions at 2964 requests, more than three times the use of "B" Accessions or non-corporate records. This was closely followed by requests for Serials ("P" Accessions) such as Student newspapers at 2,842 requests. The total use of all accessions for 1989 is up 32% from 1988 (Figure 2).

Along with reader requests for information the University Archives also responds to phone and mail enquiries from faculty, students, administrative staff

Table 1

	1989	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
A-Acc: Use		138	129	433	580	837	148	123	48	182	163	103	80	2,964
B-Acc: Use		35	52	76	46	104	83	180	84	77	49	53	28	867
M-Acc: Use		20	28	8	8	10	7	3	3	11	1	4	4	107
P-Acc: Use		87	129	626	96	421	293	365	172	204	115	304	30	2,842
T-Acc: Use		33	44	31	26	20	21	25	27	13	27	28	11	306
TOTAL ACCESS USE		313	382	1,174	756	1,392	552	696	334	487	355	492	153	7,086
TOTAL (1988)		624	516	481	288	398	615	594	434	232	650	301	224	5,357
% CHANGE		-99.36%	-35.08%	59.03%	61.90%	71.41%	-11.41%	14.66%	-29.94%	52.36%	-83.10%	38.82%	-46.41%	24.40%
NEW READERS		41	41	51	31	38	28	22	21	30	42	38	20	403
Daily Users		78	75	113	83	84	62	84	74	58	76	85	47	919
Daily Users (1988)		80	82	78	51	79	119	87	62	54	67	78	68	905
% CHANGE		-2.56%	-9.33%	30.97%	38.55%	5.95%	-91.94%	-3.57%	16.22%	6.90%	11.84%	8.24%	-44.68%	1.52%
ENQUIRIES														
Written		11	7	13	7	11	8	4	5	6	9	11	5	97
Phone		40	60	55	77	76	66	55	50	31	67	58	42	677
ILL		17	0	19	14	5	14	13	8	16	0	10	0	116
TOTAL ENQUIRIES		68	67	87	98	92	88	72	63	53	76	79	47	890
STUDENT RECORDS														
Copies		10	7	8	10	8	4	7	7	10	6	15	7	99
Loans		11	5	4	5	2	2	1	2	1	2	23	0	58
Unlocated		8	3	9	5	1	4	0	1	1	5	0	0	37
TOTAL SR REQUEST		29	15	21	20	11	10	8	10	12	13	38	7	194
DUPLICATION														
Microfilm														
Microfiche				2	1	1				2	2	1		5
Photographs														4
Orders		4	8	8	8	5	6	5	3	8	4	8	4	71
Prints		21	30	15	21	36	12	14	26	27	8	13	9	232
Photocopying														
Orders		22	27	33	39	70	66	81	46	43	41	41	44	553
Pages		263	302	366	979	1,264	963	1,365	1,046	710	677	550	969	9,454
\$ TOTAL		\$52.60	\$59.80	\$73.20	\$195.80	\$252.80	\$192.60	\$273.00	\$209.20	\$142.00	\$135.40	\$110.00	\$260.00	\$1,956
TOURS														
Groups									2		1			3
Persons									3		19			22
EXHIBITS										1				2

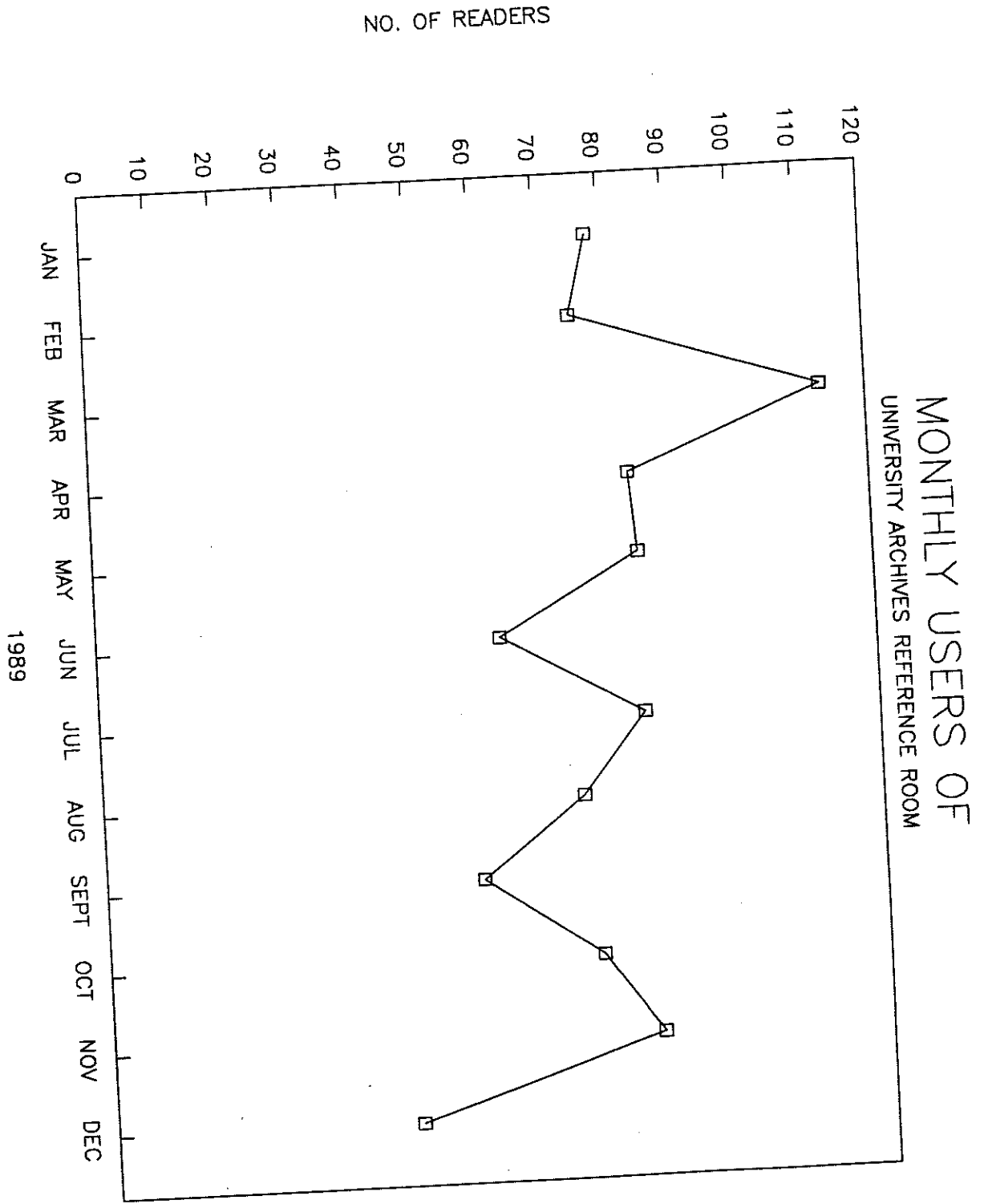


Figure 1

ACCESSIONS USE

Figure 2

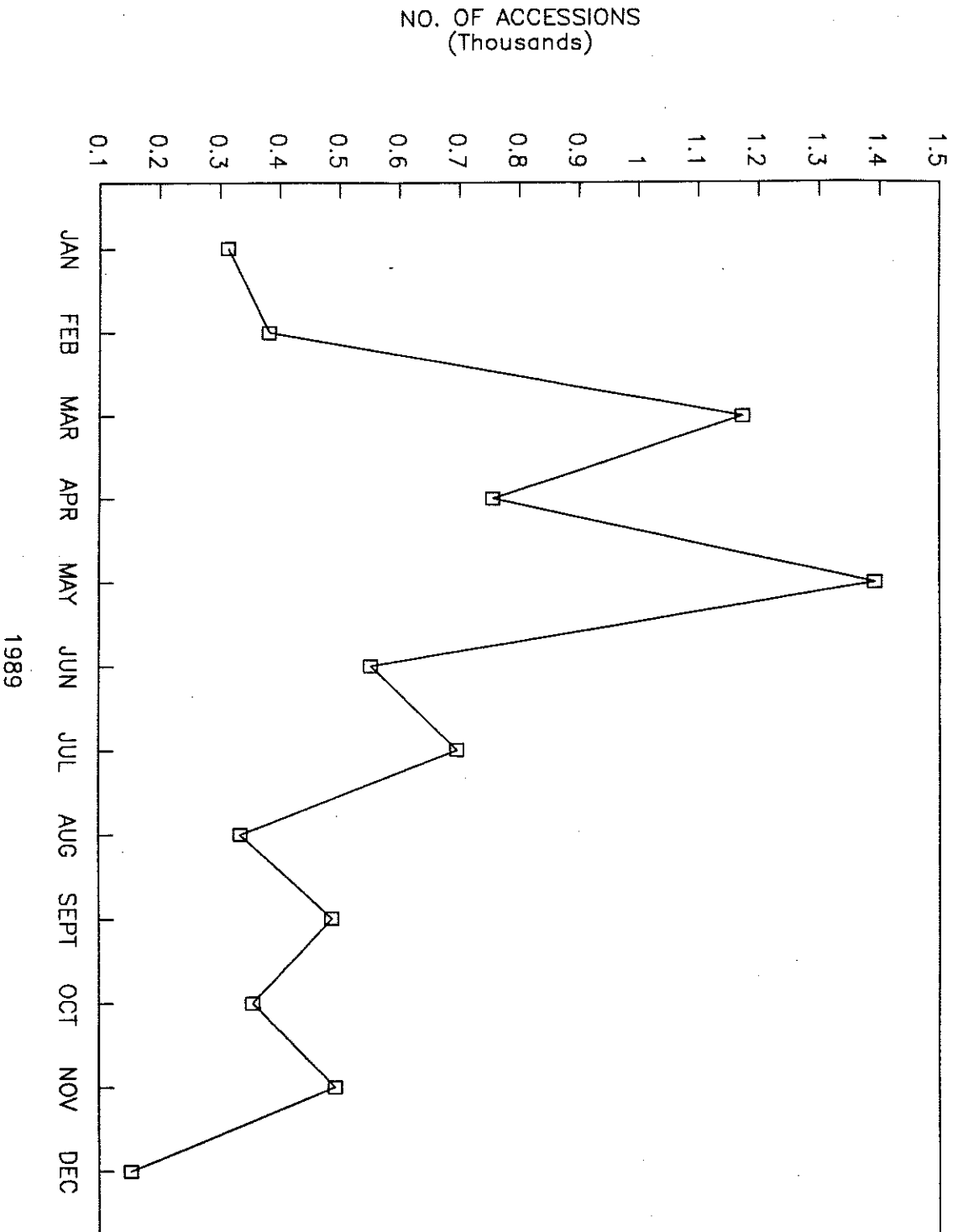
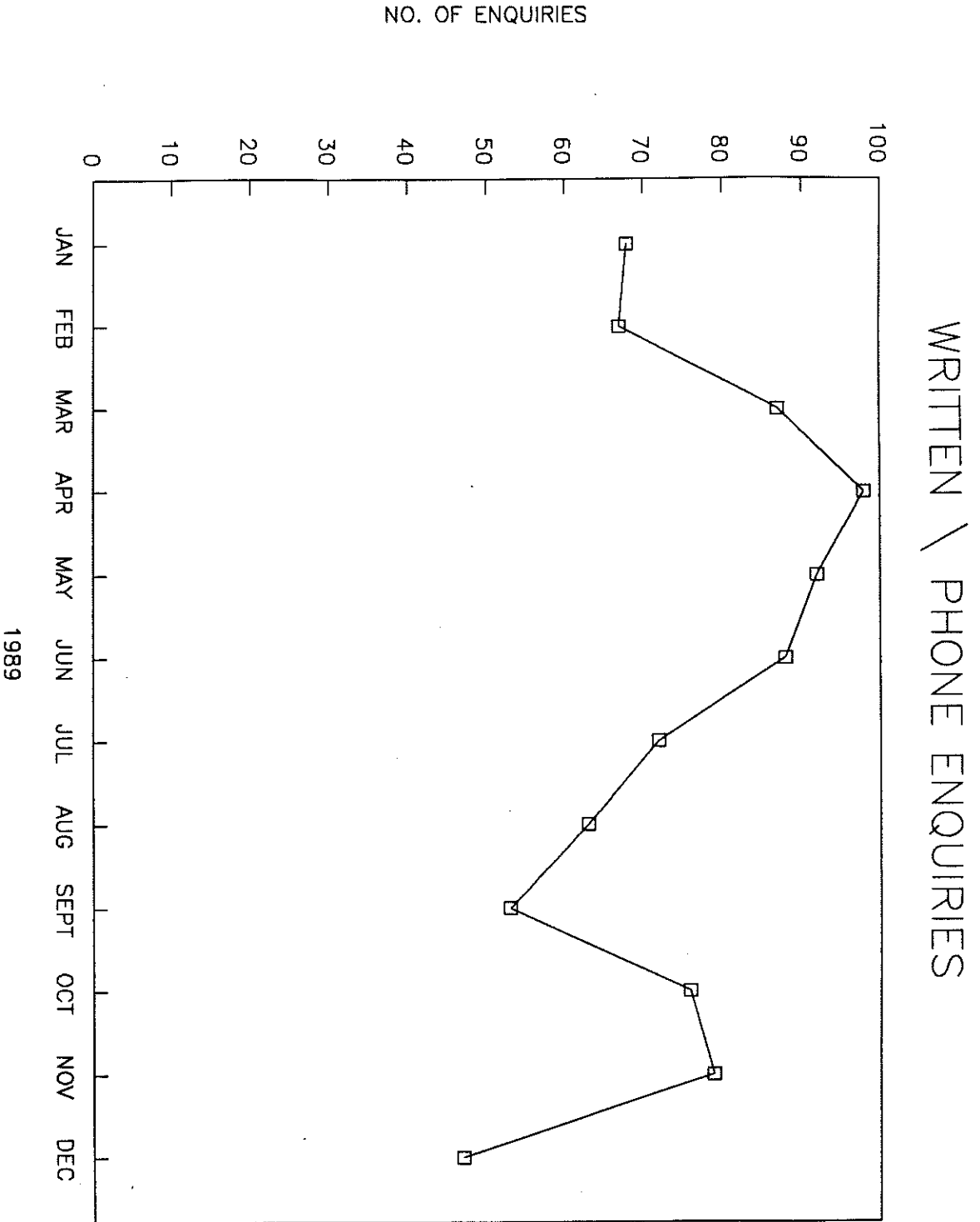


Figure 3



and the general public. (Figure 3) During 1989 a total of 97 mail enquiries and 677 phone enquiries were responded to by staff. Requests for interlibrary loans, mainly for theses, added a further 116 enquiries.

5.1.2 Student Record Services

Reference and retrieval services for student records is one of the major reference services provided by the University Archives to University offices which have transferred their archival records. During 1989 requests for information from student records totalled 194, down from the 234 requests reported in 1988.

5.1.3 Reprography

As a service to readers and enquirers, the University Archives provides for research purposes only photocopies and photoreproductions of its holdings provided their condition is good and no copying restrictions have been imposed. In 1989 the Archives completed 553 orders for photocopying totalling 9,454 pages.

Orders for photoreproductions of archival accessions are forwarded to Preservation Services Department in the

Library. During 1989, 71 orders were received resulting in the production of 232 photographic copy prints.

5.2 Exhibits

The University Archives mounts an average of three exhibitions per year. Preparatory work for each display involves considerable staff time. Once the theme has been decided then suitable items for display must be selected which will balance visual interest with informational content. Design of each case must then be undertaken with items being added or deleted depending on the preferred layout. Each item must be identified fully so that a suitable caption can be prepared. When all text is written and reproductions made if required, then mounting and typesetting is undertaken usually involving the expertise of staff and equipment of the Conservation Section in the Rare Book Library. From start to finish, each display takes one staff person approximately one month of work. Each display is exhibited for 3 months.

During 1989 the University Archives prepared three displays:

1. Social Work Display marking the 75th

Anniversary of the School of Social Work.

2. The Annual U. of T. Day Exhibit: presentation of 2 videos on the Royal Visit of 1939 and Hart House, 1923 in the lobby of Robarts Library. A separate exhibit of documents was also prepared for the Reading Room of the University Archives.

3. "Gifts from Our Friends" Display to mark the 5th Anniversary of the Friends of the Fisher Library. The Acting University Archivist prepared entries for the published catalogue of this exhibit which was produced in cooperation with the Fisher Library.

5.3 Workshops

The University Archives hosted a two day seminar in October on "An Introduction to the Management of Small Archives" sponsored by the Ontario Association of Archivists. Twenty registrants from the Toronto area listened to speakers from the University of Toronto Archives and other small archives discuss the various issues facing small archives in the 90's.

6. PRESERVATION

6.1 Microfilming

One of the main objectives for 1989 had been to microfilm the rapidly deteriorating student newspapers regularly acquired by the University Archives. As discussed under Section 4 above, use of Serials ("P" Accessions) is very high. The Preservation Services Department which is responsible for all microfilming in the Library had agreed to undertake the filming of student newspapers for the Archives. However increased responsibilities coupled with decreased staff complement resulted in Preservation Services postponing all work on the Archives' project. Discussions with the Head of Preservation Services indicated that there will be no resolution to this problem in the near future. As a result the Archives is faced with the dilemma of preserving a fragile but popular information resource. We are left with only two options: microfilm the fragile material or remove it from research use. The latter option must be considered in the next year if no funds can be found to undertake this important microfilming project.

7. STAFF

7.1 Appointments

In April 1989 Rick Stapleton joined the Archives staff as Records Archivist. A portion of this salary is being paid by the Office of University Registrar to ensure that adequate staffperson hours are devoted to records management and in particular to the acquisition and preservation of student records. This position therefore will be pivotal to the implementation of the goals and objectives of the Presidential Advisory Committee on Archives and Records Management.

In January Debra Barr was appointed for a 2 year term as Project Archivist responsible for the arrangement and description of the Vincent Massey Personal Records (see 4.2.3 above).

In the latter months of the year the University Archives was given approval to hire a Secretary to provide full-time secretarial support to the five full-time archivists on staff. Filling of this position was postponed until a new University Archivist was appointed.

Heather Heywood, Master of Archival Studies practicum student from the University of British Columbia

spent four months over the summer preparing the Inventory to Records of the Office of the President.

7.2 Resignations

During the fall of 1989, both the University Archivist, Kent Haworth and the Reference Archivist, Sharon Larade resigned. The drop in staff complement by 33% put a severe strain on staff resources. Special projects and much of the routine archival processing work were suspended as the three remaining archivists assumed additional duties of reference and administration. The lack of adequate secretarial support experienced throughout the year further intensified the problem. The employment of two part-time Assistant Library Technicians to assist with Reading Room duty (Anne Kolisnyk) and special projects in corporate records (Alex Thomson) helped to lessen the pressure on full-time staff. Staff complement remained at 66% of permanent complement at December 31.

7.3 Committees/Activities of Staff

During the year Harold Averill, Assistant University

Archivist participated in three University Committees: Thomas Fisher Rare Book Library Exhibition Committee, the U. of T. Day Committee and the Hart House Library Committee. Harold also represented the University of Toronto Archives on the Ontario Association of Archivists, Toronto Chapter Exhibition Committee responsible for preparing the "Bright Lights, Big City: a history of electricity in Toronto" exhibition scheduled for the Market Gallery, March -May 1991.

Staff also attended and participated in provincial and national conferences related to the promotion and use of archives. In April Harold Averill delivered two speeches at a Toronto Area Archivists Group workshop on Volunteer programs in Archives. The following month, Harold participated in a panel discussion on "The Requirements of medium and small archives" at the Ontario Association of Archivists Annual Conference in Brampton.

In May Rick Stapleton, Sharon Larade, Debra Barr and Heather Heywood attended the Ontario Association of Archivists Annual Conference held in Brampton while Lagring Ulanday attended the Symposium on Current Records at the National Archives in Ottawa.

The University Archivist was a member of the

Programme Committee for the Association of Canadian Archivists Annual Conference in Fredericton in June 1989. During the year he was appointed Chair of the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards, a national body responsible for developing descriptive standards for Canadian Archives. Rick Stapleton served on the Working Group on Graphic Materials, a subcommittee of this national body. This group is responsible for the development of descriptive standards for this particular type of archival material.

Garron Wells
University Archivist

APPENDIX

**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.