

University of Toronto

Archives & Records Management Services

ANNUAL REPORT

1998-1999

TABLE OF CONTENTS

MISSION AND MANDATE	1
1. INTRODUCTION	2
2. ACQUISITIONS	3
2.1 COLLECTION GROWTH	3
2.2 UNIVERSITY RECORDS (A ACCESSIONS)	4
2.3 PRIVATE RECORDS (B ACCESSIONS)	4
2.4 SPECIAL MEDIA RECORDS	4
2.5 DONATIONS FOR MONETARY EVALUATION (GIFTS- IN -KIND)	5
3. RECORDS MANAGEMENT	7
3.1 PRESIDENTIAL ADVISORY COMMITTEE ON ARCHIVES AND RECORDS MANAGEMENT (PACARM)	7
3.2 UNIVERSITY OF TORONTO FILE PLAN	7
3.3. TRAINING SESSIONS	7
3.4 RECORDS MANAGEMENT MANUAL AND WEB SITE DEVELOPMENT	7
3.5 CONSULTATION WITH UNIVERSITY OFFICES.....	8
4. ARRANGEMENT AND DESCRIPTION	9
4.1 UNIVERSITY (A ACCESSIONS) AND PRIVATE RECORDS (B ACCESSIONS).....	9
4.2 SPECIAL MEDIA	10
4.3 THESES CATALOGUING	10
4.4 M ACCESSIONS PROJECT	10
5. REFERENCE SERVICES.....	13
5.1 RESEARCH SERVICES	13
5.2 UNIVERSITY OF TORONTO HISTORY PROJECT	18
5.3 EXHIBITIONS, TOURS AND SEMINARS	18
6. PRESERVATION.....	19
6.1 MICROGRAPHICS.....	19
6.2 STORAGE	19
6.3 CANADIAN INSTITUTE FOR HISTORICAL MICROREPRODUCTIONS (CIHM).....	19
7. ADMINISTRATION	20
7.1 PLANNING TO 2004	20
7.2 COMPUTER APPLICATIONS.....	21
7.3 STAFFING	21
7.4 PROFESSIONAL AND OTHER ACTIVITIES.....	21
APPENDIX A: University Records 1998-1999	
APPENDIX B: Private Records 1998-1999	
APPENDIX C: Gifts-in-Kind for tax year 1998	
APPENDIX D: Organizational Chart	

UNIVERSITY OF TORONTO ARCHIVES

MISSION

The University of Toronto Archives is dedicated to acquiring, preserving and making available the documentary heritage of the University of Toronto as a permanent resource in support of operational, educational, and research needs of the University community and the general public. While promoting the fullest access to information we are bound to protect the privacy of individuals and corporate bodies entrusting their records to our care and to maintain the highest possible standards of professionalism and archival practice.

MANDATE

The University of Toronto Archives is responsible for the appraisal, acquisition, preservation and use of University records of permanent value and the private records of individuals and organisations associated with the University. The University Archives works co-operatively with other permanent campus archives programmes devoted to preserving their sponsor's documentary heritage. As well as providing a research service, the University Archives provides an administrative service through the development and implementation of the University's records management programme. The objectives of this programme are detailed in the Terms of Reference of the Presidential Advisory Committee on Archives and Records Management.

1. INTRODUCTION

Three major themes dominated the activities of the University Archives from May 1, 1998 to April 30, 1999: staffing, planning and technology.

Our staffing complement during the year fluctuated as a result of external commitments to the Library and the University, and personal and professional development. By the end of the first quarter, the department had seen the temporary reassignment of the Assistant University Archivist and Special Media Archivist to special projects outside the department, the hiring of a contract archivist, and the resignation of the records analyst. This revolving door of staffing continued until the end of the third quarter, when staff complement returned to a standard level of six FTE.¹ It is a credit to the professionalism of both regular and new staff that service commitments to our clientele were successfully maintained throughout the year. Acquisitions proceeded at record high levels and records management services resumed in expanded form and frequency.

A new round of planning began in the fall with the distribution of the Provost's report *Raising our sights*. Archives staff participated actively in the development of a plan for 2004 that was submitted to the Chief Librarian and Presidential Advisory Committee on Archives and Records Management in March. This new plan provides for a merging of archives and records management functions into 8 strategic objectives that complement and support institutional goals. In keeping with this new approach, the name of the department was revised to University of Toronto Archives *and* Records Management Services.

The application of computer technology to improve the delivery of services was a major preoccupation of staff during the year, and became a significant component of the planning process. Redesign and enhancement of the department's web site into a one-stop outlet was a major success of the year and has laid the foundation for delivery of information and services to users of archives and records management services. The acquisition of upgraded software for database management at the end of the year has ensured achievement of our goal of an on-line catalogue of archives' holdings within the next planning period.

¹ The Special Media Archivist went on leave for 10 months beginning Oct. 23, 1999.

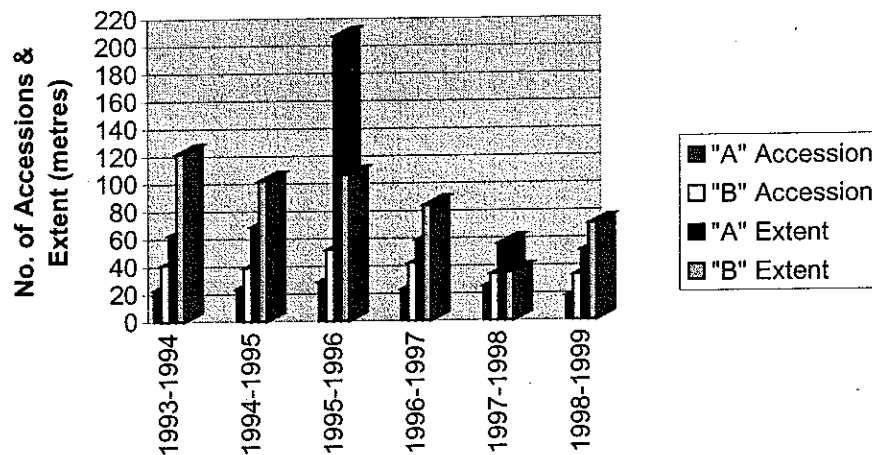
2. ACQUISITIONS

2.1 Collection Growth²

Volume of holdings grew during 1998-1999 by 121 metres (399.5 feet), an increase of 26% over 1997-1998. Private records acquisitions continued for another year to exceed the annual extent of transfers from University offices by 37 %. The growth of library materials (exclusively serials) was 2.5 metres (8.2 cu. ft) or 572 items. As will be seen below, this overall growth rate continues to be consistent with previous years.

While the majority of these acquisitions continue to be predominately textual in form, it is significant that, for the second year in a row, the UTARMS has received a substantial volume of special media records. This year a substantial collection of over 50,000 photo negatives was received from one donor, Robert Lansdale Photography Ltd. As a result of this one donation, our collection of graphic records has increased by 50 % from approximately 100,000 images to 150,000 images.

**University and Private Records
COLLECTION GROWTH**



² All charts, tables and graphs prepared by Barbara Edwards-Asubonteng.

2.2 University Records (A Accessions)

During the year, the department received 18 accessions, totalling 51 metres (167 cu. ft.) from 9 academic offices and 8 administrative offices. Among the transfers were 15 metres of awards case files from the Office of Admissions and Awards (A98-0022), and 18 metres (59 cu. ft) from the Office of the Dean, School of Graduate Studies. Both of these accessions are additions to existing holdings. New acquisitions included 3.5 metres of administrative files from the Technical and Industrial Arts Department, Faculty of Education, 5.5 metres of Board of Governors subject files of the former Ontario Institute for Studies in Education and .8 metres of predominately graphic materials from the Great Lakes Institute.

See Appendix A for complete listing.

2.3 Private Records (B Accessions)

As mentioned in Section 2.1, donations of private records continued to dominate the volume of acquisitions for a second year. A total of 33 accessions containing 70 metres of predominately textual or graphic records were received. This is an increase of 97% over 1997-1998 when only 35 metres were received. Among the significant new fonds received were the personal records of Prof. Samuel Hollander (B98-0012; 9.6 metres), Prof. Lawrence Smith (B98-0022; 5.2 metres), Marion Dorothy Walker (B98-0025; 3.53 metres) and Prof. J.M.S. Careless (B98-0034, 2.40m). Additions to existing fonds included records of the University of Toronto Press Incorporated (B98-0025; 15 metres) and personal records of Prof. William Samarin (B98-0026; 11.2 metres). Significant acquisitions of special media are discussed below.

See Appendix B for complete listing.

2.4 Special Media Records (See also Table 1)

The Robert Lansdale Photography Ltd fonds (B98-0033) stands out as the most significant acquisition of photographic records in recent years. Consisting of approximately 50,000 images of predominantly original black and white photo negatives, the fonds documents over thirty years of University of Toronto history. Beginning in the early 1960's, Mr. Lansdale was hired regularly by the University of Toronto to undertake a wide variety of photographic assignments. He worked primarily for the Department of Public Affairs, providing the photographic record required for official promotional and news purposes of the University. The frequency of these assignments resulted in him being recognised by the University community as the 'U. of T. official photographer'. From the early 1960's to the late 1980's, Mr. Lansdale produced both formal and informal photographs of campus scenes, events, faculty, staff, students, streetscapes and buildings. Among the portrait photographs are prominent local, regional and national figures such as Northrop Frye, Margaret Atwood, W.O. Mitchell, Margaret Lawrence, Marshall McLuhan, Pauline McGibbon, a young Bob Rae as student activist and presidents of the University from Claude Bissell to Robert Prichard. Group photographs were taken of

graduating classes, convocations, faculty and staff meetings, alumni, theatrical and other events at Hart House, and social occasions such as campus receptions. Interior and exterior views of buildings at the St. George Campus and later, the Erindale and Scarborough campuses provide a very complete historical record of the changing architecture of this urban-oriented educational institution. Student activities such as sporting events, theatre, musical concerts, public debates, rallies and demonstrations are also represented in this collection.

2.5 Donations for Monetary Evaluation (Gifts- in -kind)

For the 1998 tax year, 21 accessions were evaluated for income tax purposes. For three of these gifts, applications for certification by the Cultural Properties Review Board were submitted. The total value of these gifts-in-kind was \$597,040, a record high for a single year for the Archives. The average value per gift was \$28,430.

SPECIAL MEDIA (ITEMS)

ITEMS	1998								1999				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PHOTOGRAPHS													
Photoprints	11	0	0	31	33	500	4	0	0	0	2	0	583
Negatives	0	0	0	0	0	50,000	0	0	0	0	0	0	50,000
Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	0	0	0	0	0
Cassettes	0	0	0	2	38	0	0	0	0	0	0	0	40
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	2	0	0	0	0	0	0	0	0	2
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	0	0	0	0	0
35mm reels	0	3	0	0	0	0	5	4	0	4	0	14	30
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVING IMAGE													
Film	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	2	0	0	0	0	0	0	0	2
WORKS OF ART	2	0	0	0	0	0	0	0	0	0	0	0	2
MACHINE READABLE	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	1	0	0	0	0	0	0	0	0	1
MAPS	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 1

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management (PACARM)

This Committee had three meetings during the year on May 22, 1998, March 4 and April 23, 1999. Among the topics discussed during the past year were sections of the University of Toronto File Plan, electronic records, U. of T. History Project, and Planning 2004.

3.2 University of Toronto File Plan

Holly Yoos, Records Analyst, presented new sections of the File Plan relating to General Administration, Buildings and Properties, and Equipment and Supplies to the Committee at its March meeting. Using a PowerPoint presentation, Holly outlined the structure of the plan sections and their application to University records keeping. A general schedule was also presented for approval. Garron Wells presented the Human Resources section of the plan, in preparation since 1994, but approval was postponed pending further discussion with other Personnel officers. In the meantime, however, it has been presented at training sessions and feedback solicited.

3.3. Training sessions

Four training sessions were delivered to University administrators on Records Management Fundamentals and the U. of T. File Plan from November 1998 to April 1999. No training sessions were offered from May 1998 to October 1998 due to the resignation of the Records Analyst in July 1998. Of the 42 session registrants, 66% (32) were from academic offices and 33% were from administrative offices. Without exception, registrants rated the presentation style, content, and knowledge of speaker(s) as 'excellent' or 'very good'. 82.5% of registrants indicated an interest in attending other sessions on topics related to records management. The training sessions generated approximately seven follow-up consultations with registrants.

3.4 Records Management Manual and Web site development

As reported last year, an objective of this programme was to undertake the development of a web site to deliver up to date information on records management policies and procedures to University offices. Although some planning work was undertaken in the first quarter of this year, work was suspended with the resignation of the Records Analyst. In November, with the arrival of Holly Yoos, work resumed, and a new site design that combined both archives and records management information was developed and approved. Extensive rewriting of the Manual sections was also well underway by the end of the fiscal year.

3.5 Consultation with University Offices

Requests for information and /or consultation relating to records management totalled 67 for the period January to April 1999. Statistics for this activity had not been consistently recorded prior to this period. Inquiries included retention periods for various types of university records, copies of the *Records Management Manual*, and vendor information on destruction and storage.

4. ARRANGEMENT AND DESCRIPTION

4.1 University (A Accessions) and Private records (B Accessions) (Table 2)

Of the 18 accessions of university records received in 1998-1999, three accessions (11 metres) of predominantly textual records required some arrangement and description in order to provide even minimal access to the records. This included transferring to standard records storage containers suitable for off-site storage, some refolding and labelling and the preparation of a description of contents for each box. Since 1992, policies and procedures for transfer to the Archives have required offices to prepare a preliminary box listing before transfer. Unfortunately, not all offices are able or willing to comply. As a result, staff time must be allocated to undertake such work. Fortunately, this practice is infrequent, and the Archives received the majority of textual records (33 metres) with accurate box or file listings from the office of origin. Receipt of these listings in word-processed form, means that very little time is required by staff to review the list and modify it to meet departmental standards for finding aids.

A major accomplishment during the year was the completion of arrangement and description of A68-0010, Records of the Chief Accountant relating to the sale of the University's endowment lands in the nineteenth century. Records in this accession have attracted particular interest by genealogists since they record the names of individual settlers who purchased land from the University during the nineteenth century. Under the supervision of the Special Media Archivist, Paul Shrimpton (GALT) and Elizabeth Mackenzie (ALT) completed the processing of the remaining 51 metres of records. The original finding aid was word-processed, and additional description was added by Paul Shrimpton for those series that were processed. Elizabeth Mackenzie prepared container labels for the complete accession (approximately 604 labels), shelved the processed materials, and updated the Location Guide. The revised finding aid and the completion of processing has improved access to these valuable and fragile records.

Donations of private records received during calendar year 1998 and requiring income tax receipts were, as usual, the focus of most arrangement and description work during this period. Approximately 93 metres of records were appraised, arranged and described by Harold Averill, Marnee Gamble and Loryl MacDonald. Two donations in particular required detailed finding aids: the Martin Friedland Personal Records (B98-0006) and Samuel Hollander Personal Records (B98-0027). Prof. Friedland of the Faculty of Law arranged and described his extensive personal records prior to donating them. Thus when they were received, staff work focussed on editing the finding aid to comply with UTARMS' standards and preparing supplementary documentation for submission to the Cultural Properties Review Board (CPRB) for certification.

Staff work was required to arrange and describe the personal records of Samuel Hollander, a former professor of economics who is internationally recognized for his studies of the classical economists (B98-0027). A detailed finding aid was prepared by Marnee Gamble for submission to the CPRB. Other major donations arranged and described included personal records of Lawrence Smith, Marion D. Walker and Joan Winearls. In addition to arranging and describing the current year's donation of personal records of Prof. William Samarin (B98-0026), three other donations already held in the Archives were inventoried. The list of files in Accessions B83-0025, B87-0008 and B92-0006 (totalling approximately 10.04 metres) was undertaken by two undergraduate students hired by Prof. Samarin under the University's Work Study Programme. Loryl MacDonald supervised them.

4.2 Special Media

As mentioned in Section 2.4 the Robert Lansdale Photography Limited gift of approximately 50,000 images was a significant addition to the University's documentary heritage. Since Mr. Lansdale had maintained a chronological negative log with a brief description of each 'shoot', a container listing only was required to make these materials accessible to evaluators. Positive copies of the original negatives, along with additional descriptive information on subjects will be required in the future to make these a useful resource for researchers.

4.3 Theses cataloguing

Barbara Edwards-Asubonteng entered 126 theses titles into the Library's on-line catalogue. As of the end of this period Master theses for the period 1890 to 1951 are now accessible through UTCAT.

4.4 M Accessions project

For the past few years, the Special Media Archivist has been weeding non- University of Toronto subject based books from the Print Room collection. During 1998-1999, additional 65 publications were removed and sent to Collection Development for de-accessioning or transfer to other collections in the U. of T. Library system. Paul Shrimpton prepared the de-accessioning sheets, and packaged books for delivery to the National Library's Book Exchange. This project will continue over the next year, resulting in an improved collection through the elimination of duplication, and saving of storage space.

PROCESSING AND DESCRIPTION

	1998					1999								
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD	
PROCESSING-CURRENT														
A-Accessions														
Completed [metres]	2.9	0.8	3.57	0.87	5.5	10.00	19.28	17.07	2.67	0	0	0	62.66	
B-Accessions														
Completed [metres]	1	5.89	3.63	38.14	10.6	13.13	14.28	2.15	0	3.53	0.32	0.27	92.94	
M-Accessions Books														
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
P-Accessions Serials	10	32	10	0	0	152	124	32	26	121	65	0	572	
Completed [metres]	0.07	0.42	0.03	0	0	0.23	0.55	0.65	0.115	0.16	0.27	0	2.495	
T-Accessions Theses														
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL Completed [metres]	3.97	7.11	7.23	39.01	16.1	23.36	34.11	19.87	2.785	3.69	0.59	0.27	158.1	
PROCESSING-BACKLOG														
A-Accessions														
Completed [metres]	0.65	44.14	31.2	4.5	8.1	1	1.26	19.71	1.67	0	0	0	112.2	
B-Accessions														
Completed [metres]	0.66	2.51	0	0.5	0	0	0	0	0	0	10.4	0	14.07	
M-Accessions Books	0	40	0	0	0	0	0	0	0	0	0	0	40	
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0	
P-Accessions Serials	0	0	0	0	0	0	6	0	0	0	6	0		
Completed [metres]	0	0	0	0	0	0	0.15	0	0	0	0.1	0	0.25	
T-Accessions Theses	0	0	0	0	0	0	0	0	0	2	0	0		
Completed [metres]										0.07	0	0	0.07	
TOTAL Completed [metres]	1.31	46.65	31.2	5	8.1	1	1.41	19.71	1.67	0.07	10.5	0	126.6	

/...cont'd

Table 2

PROCESSING AND DESCRIPTION (continued)

	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
DESCRIPTION															
- CURRENT - continued															
Total No. of Finding Aids															
A & B	9	4	6	5	3	1	5	3	3	1	1	2	43		
Total No. of Finding Aids															
P,M&T	3	15	8	0	0	44	39	20	16	20	30	0	195		
TOTAL Completed [metres]	3.21	0.8	8.6	0.94	11.92	13.36	32.08	2.215	6.695	3.69	0.59	0.27	84.37		
DESCRIPTION-BACKLOG															
A-Accessions															
Completed [metres]	0.65	55.16	39.2	4.5	8.1	1	1.26	2.64	8	0	0	0	120.5		
B-Accessions															
Completed [metres]	0	0	0	0.5	0	0	0	0	0	0	10.04	0	10.54		
M-Accessions Books															
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0		
P-Accessions Serials															
Completed [metres]	0	0	0	0	0	0	0	0	0	0	3	0	3		
	0	0	0	0	0	0	0	0	0	0	0.05	0	0.05		
T-Accessions Theses															
Completed [metres]	29	15	14	21	0	12	5	0	14	2	14	0	126		
	0	0	0	0	0	0	0	0	0	0.07	0	0	0.07		
Total No. of Finding Aids															
A & B	1	4	2	2	2	2	0	0	2	0	0	0	15		
Total No. of Finding Aids															
P,M & T	29	15	14	21	0	12	5	0	14	21	14	26	171		
TOTAL Completed [metres]	0.65	55.16	39.2	5	8.1	1	1.26	2.64	8	0.07	10.09	0	131.2		

Table 2

5. REFERENCE SERVICES

5.1 Research services (Table 3)

Research activity showed a marked increase over fiscal 1997-1998. Specifically, accessions use in the Reading Room by visitors increased by 33% from 2130 in 1997-1998 to 2832 in 1998-1999. Among new readers, a total of 376 individuals made a total of 1161 visits to the Reading Room, an increase of 51% over last year. This increase in visits and the volume of materials used may be attributed to a number of major history projects being undertaken. The largest of these is the University of Toronto History Project, which at various times included six research assistants and the author, Prof. Martin Friedland. Other projects included the History of the Faculty of Applied Science and Engineering and Hart House Anniversary history. The following chart provides a comparison with previous years. (See also Figures 1 to 6)

Year	Accessions Use	New Readers	Daily Users
1994-1995	2244	429	882
1995-1996	3036	396	1051
1996-1997	2466	343	847
1997-1998	2130	427	771
1998-1999	2832	376	1161

A total of 749 phone and written enquiries (many now by email) were responded to by all staff members during this period. Written enquiries increased by 177% from 106 in 1997-1998 to 294 in 1998-1999. Phone call enquiries increased by a modest 15%. In this year's statistics, a new category of inquiry was added to reflect visitor inquiry activity in the Reading Room. Reading Room staff handles many individual research inquiries from visitors ranging from searches by staff for additional resource information in the Archives holdings to guidance to resources in other repositories related to their research. During the year staff responded to 422 such inquiries. In an attempt to reduce duplication of research and provide responses more quickly, the phone log of calls was automated thus allowing reading room staff to search for responses to frequently asked questions.

As might be expected, requests for other services also increased. Photocopy orders and reprographic orders (photo prints) increased by 62% and 48% respectively.

REFERENCE SERVICES

	1998								1999				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc: Use	146	175	143	60	191	142	208	118	100	102	174	97	1656
B-Acc: Use	76	68	88	53	51	70	48	7	24	30	51	65	631
M-Acc: Use	0	0	0	0	0	0	0	0	0	0	0	0	0
P-Acc: Use	19	35	55	37	26	41	55	28	34	36	54	38	458
T-Acc: Use	3	14	0	9	14	6	8	3	0	13	14	3	87
TOTAL ACCESS USE:	244	292	286	159	282	259	319	156	158	181	293	203	2832
TOTAL (1997-1998)	131	212	282	169	112	153	204	123	125	184	235	200	2130
% CHANGE	86%	38%	1%	-6%	152%	69%	56%	27%	26%	-2%	25%	2%	33%
New Readers	25	28	39	28	34	54	55	4	35	26	14	34	376
Daily Users	92	121	145	103	79	114	114	60	74	77	100	82	1161
Daily Users (1997-1998)	43	64	77	50	55	81	90	55	47	68	79	62	771
% CHANGE	114%	89%	88%	106%	44%	41%	27%	9%	57%	13%	27%	32%	51%
ENQUIRIES													
<i>Archives</i>													
Written	26	19	18	16	29	22	17	13	25	29	49	31	294
Phone	22	37	28	41	38	32	34	24	39	53	65	42	455
ILL	3	9	7	2	4	6	1	3	0	1	2	2	40
Other	0	0	0	0	0	0	0	0	0	0	149	273	422
<i>Records Management</i>													
General	0	0	0	0	0	0	0	0	2	6	5	3	16
RM Manual/Web site	0	0	0	0	0	0	0	0	1	12	7	13	33
File Plan	0	0	0	0	0	0	0	0	0	3	3	1	7
Schedules	0	0	0	0	0	0	0	0	3	7	7	1	18
Training/Promotion	0	0	0	0	0	0	0	0	6	16	18	17	57
TOTAL ENQUIRIES:	51	65	53	59	71	60	52	40	76	127	305	383	1342
STUDENT RECORDS													
Copies	2	0	1	1	1	1	0	2	3	1	1	0	13
Loans	0	7	1	0	1	1	0	0	0	0	0	2	12
Unlocated	0	0	1	0	0	0	0	0	1	0	0	0	2
TOTAL SR REQUESTS:	2	7	3	1	2	2	0	2	4	1	1	2	27
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Photographs</i>													
Orders	3	1	3	9	4	6	3	0	6	1	4	6	46
Prints	8	2	13	25	7	26	13	0	26	8	33	15	176
<i>Photocopying</i>													
Orders	37	42	67	83	71	39	52	14	19	36	47	55	562
Pages	3086	2325	3189	846	1337	558	1093	407	325	1380	1044	1891	17481
Total \$	\$617	\$465	\$638	\$169	\$267	\$112	\$219	\$81	\$65	\$276	\$209	\$378	\$3,496
TOURS													
Groups	0	0	0	0	0	0	0	0	0	0	0	1	1
Persons	0	0	0	0	0	0	0	0	0	0	0	10	10
EXHIBITS	0	0	0	0	0	1	0	0	0	0	0	0	1

Table 3

Figure 1

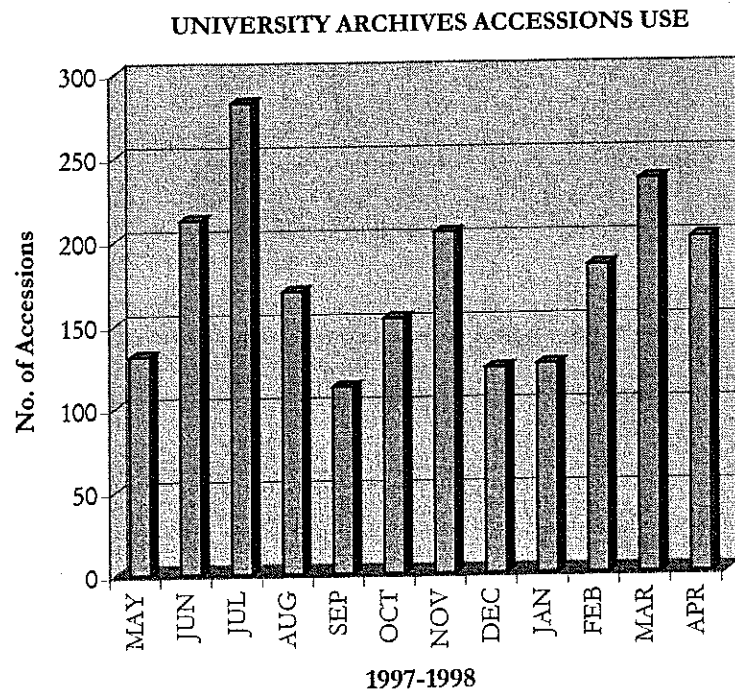


Figure 2

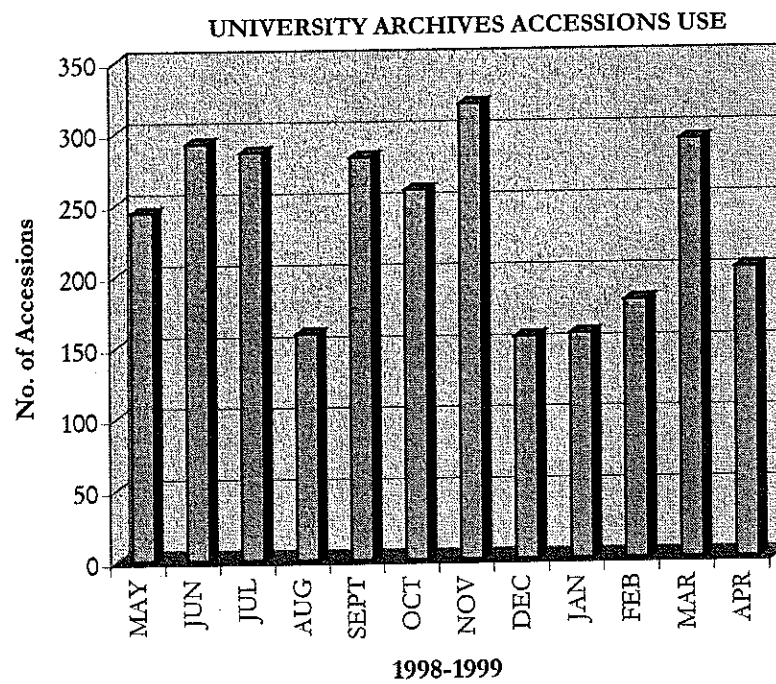


Figure 3

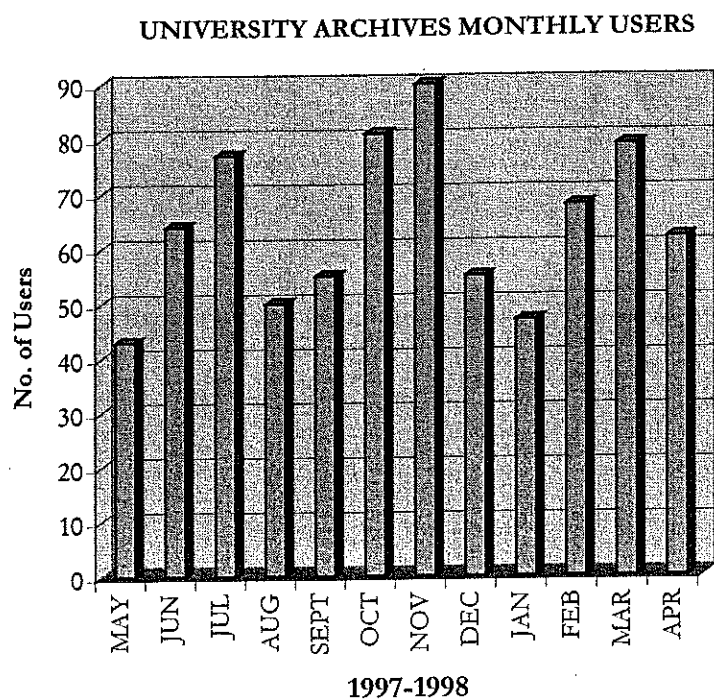


Figure 4

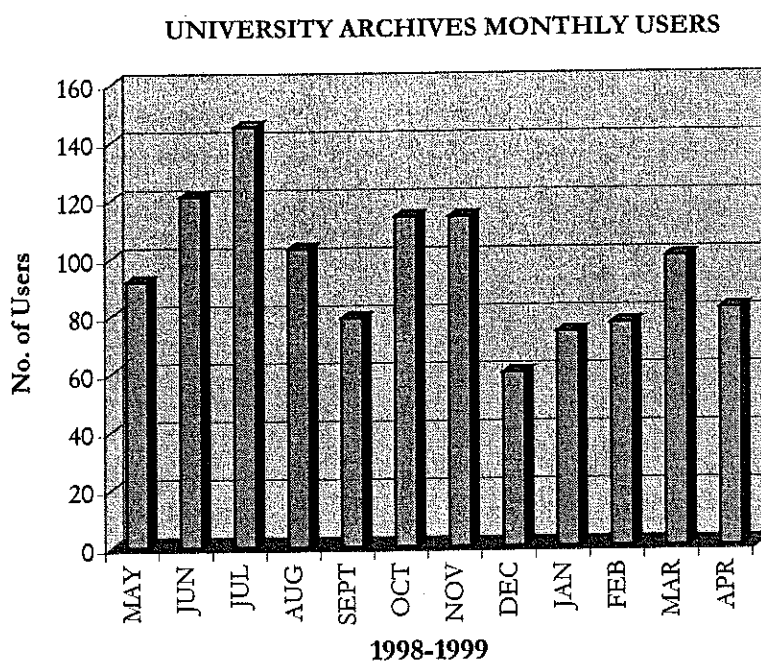


Figure 5

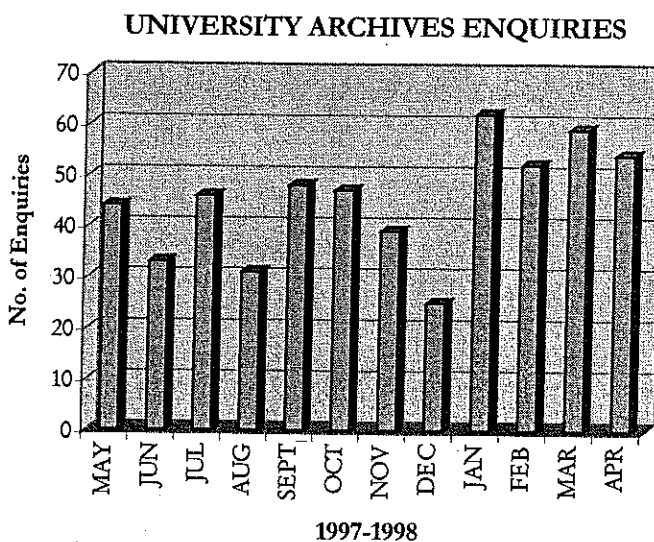
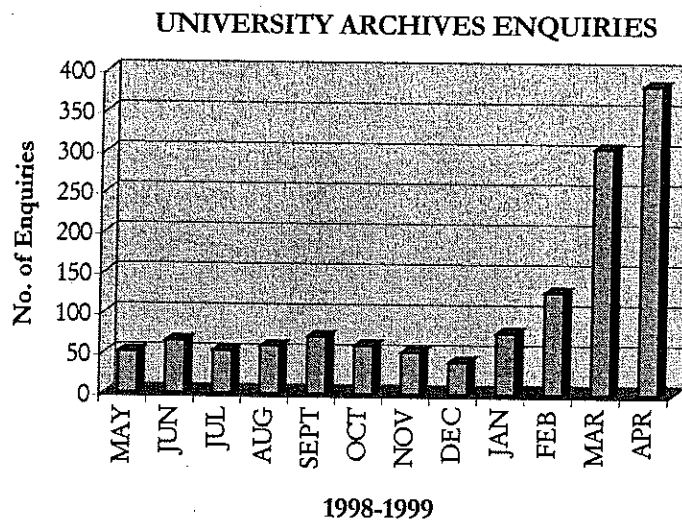


Figure 6



5.2 University of Toronto History project

The University of Toronto History Project began early in 1998 and on May 1 Harold Averill was seconded as the Archives' liaison person to facilitate the work of the author, Professor Martin Friedland, and his researchers. During the summer, Harold worked closely with Professor Friedland and his six researchers in the identification and use of archival records. Beginning in September Harold provided assistance to two researchers. Meetings were held periodically throughout the year with Professor Friedland and his researchers and with the former separately as the structure of the book began to take shape. In April 1999 Harold received the first 100 pages of the manuscript for comment.

Since the summer of 1998 Harold has also acted as the Archives' liaison with Richard White who is writing a history of the Faculty of Applied Science and Engineering.

5.3 Exhibitions, Tours and Seminars

The annual fall seminar with Professor Allan Irving's students in the Faculty of Social Work did not take place as he was on leave of absence.

The University Archives participated in the annual U of T Day activities on October 3. A disappointing total of 17 people, down from 36 the previous year viewed the exhibition. Of these, only two appeared before 2:00 p.m.

The University Archivist provided a tour and seminar on the University Archives for 9 students and their instructor from the Introduction to Archives course at George Brown College.

6. PRESERVATION

6.1 Micrographics

The main filming project was the Board of Governors and predecessor bodies minute books. A total of 128 volumes (minutes and index books) covering the period 1827 (King's College Council) to 1967 (Board of Governors) were filmed. Lagring Ulanday, Records Archivist, has continued to co-ordinate this project with the service bureaux and prepare materials for filming. The remaining volumes for the period 1968 to 1972 are expected to be completed by the fall of 1999.

In addition, UTARMS in co-operation with Preservation Services and Collection Development, provided paper copies of University and student newspapers for preservation filming by the preferred vendor, Xebec Imaging. Demetra Kandalepas, ALT, pulled original issues predominately for the 1990's, filled gaps in holdings where possible by contacting editorial offices, packaged and listed missing issues for target preparation. A total of 11 newspapers were prepared and shipped for filming. By the end of this reporting period filming of *The Varsity* and the *U. of T. Bulletin* had been completed. Preservation Services continues to monitor production of this film and ensure film quality.

6.2 Storage

As in other years, the Archives continued to transfer records to off-site storage to allow for incoming acquisitions. Elizabeth Mackenzie (ALT) prepared a total of 359 cu. ft of theses and university records for shipment. Holly Yoos, Records Analyst, arranged with the preferred vendor for pickup and accessioning. As of the end of this reporting period UTARMS had 1,224 cu. ft stored off-site.

6.3 Canadian Institute for Historical Microreproductions (CIHM)

During the past year the CIHM borrowed and filmed 44 items from the UTARMS print collection. The majority of these items were scientific publications selected from *The University of Toronto Studies* series of the late nineteenth and early twentieth centuries. In addition, a small number of University pamphlets were filmed relating to early twentieth century university education issues.

7. ADMINISTRATION

7.1 Planning to 2004

The University entered upon a new planning period in the New Year following the distribution of the Provost's White Paper *Raising our sights*. The Library and its departments embarked on the preparation of plans in response to the Provost's goals in January. By March, the staff of UTARMS had prepared a preliminary plan based on two previous planning documents "Planning for 2000" prepared in 1995 and "Records Management Programme, 1997-2002" prepared in 1997. The plan was widely distributed in the next few months to Library Senior Staff, to Archives staff and to the PACARM for comment. The following is a list of the main objectives that merge the functions of archives and records into one continuum.

1 *Identification and Acquisition*

Goal: to continue to identify and acquire university records and private records, including electronic format, documenting the administrative, teaching, and research achievements of faculty, staff and students

2 *Access to information*

Goal: to enhance the level of intellectual and physical access to recorded information in all format and media held by university offices and the University Archives to meet the information needs of faculty, staff and students

3 *Preservation of information*

Goal: to ensure that faculty, staff and students continue to enjoy security and preservation of information documenting administrative, teaching and research contributions and activities and that these accomplishments continue to be accessible as a key element in the knowledge base of the University

4 *Client services*

Goal: to deliver services of the highest standard to faculty, staff and students, donors, researchers and the general public.

5 *Information Systems*

Goal: to develop a comprehensive and interactive information system to enhance the University's knowledge base.

6 *Staff Renewal*

Goal: to continue to foster staff renewal to encourage innovative and knowledgeable quality service in response to the changing administrative, teaching and research needs of the University

7 *Client and Staff Space*

Goal: to enhance existing space to meet the changing administrative, teaching and research needs of the University

8 *External Partnerships*

Goal: to establish partnerships external to the Library and the University to increase resources

7.2 Computer applications

UTARMS continued to develop initiatives for improved use of computer technology in delivering the objectives of the department. Near the end of the fiscal year, the department received the upgrade to its database system, DBText/Works and Web Publisher. Once the software is loaded to a separate drive, UTARMS staff will begin the process of converting existing databases, revising procedures for implementation, undertake training and improving access to our holdings through a web based on-line catalogue of holdings.

7.3 Staffing

Several staffing changes occurred during this period, some of which have been referred to earlier in this report. Jane Buzza resigned as Records Analyst in July, and in November, Holly Yoos joined the department in that capacity. Loryl MacDonald joined the department as Archivist for a one-year contract to assist with the acquisition and processing of private records donations resulting from the secondment of Harold Averill, Assistant University Archivist, to the University of Toronto History Project. Also as a result of the latter's secondment, Marnee Gamble, Special Media Archivist, was given supervisory responsibilities for the ALTs and GALT. She also actively continued her role as consultant to the Library relating to the acquisition of a large sound and moving image collection which she had begun in 1997-1998. Her 10 month leave, beginning in October saw the redistribution of duties among staff as well as the suspension of some projects. The filling of both the contract archivist position and the records analyst position helped keep the department on track to fulfilling its commitments in both archives and records management.

7.4 Professional and other activities

Harold Averill saw the publication of *Thinking with both hands: Sir Daniel Wilson in the Old World and the New* containing a chapter written with Gerry Keith entitled "Daniel Wilson and the University of Toronto". A book launching in the Croft Chapter House, University College marked the occasion. In October, Harold Averill made a presentation on "User fees in Archives – the University of Toronto Archives and the Canadian Lesbian and Gay Archives compared", at a meeting of the Toronto Area Archivists Group. Loryl MacDonald served on the TAAG (Toronto Area Archivists Group) executive as AAO Professional Development Co-ordinator. She attended numerous meetings in Ottawa, London and Toronto concerning the AAO's post-appointment archival education. She also assisted in the organization of the Toronto Archives and TAAG's "Archives in Your Attic" Day. Lagring Ulanday continued as Chapter Archivist of ARMA Toronto Chapter and attended board meetings as required. She also attended seminars on Knowledge Management and CLARA. During the year she attended meetings of Library Council as a representative of the Fisher Library and Archives' departments and, in a volunteer capacity, acted as photographer at special events in the Fisher Library.

Garron Wells attended the annual conference and seminars of the Association of Records Managers and Administrators in Houston from October 2 – 8, 1998. In September she presented a paper on “Archiving web sites: strategies for the University of Toronto World Wide Web” to the annual meeting of the Canadian Serials Advisory Committee in Toronto. As a result of this work and a subsequent article in the *U. of T. Bulletin*, she was interviewed in January 1999 on CBC Metro Morning. In April, she presented a three-hour seminar to students in the Archives Course at George Brown College. She also continued to serve as Treasurer of the Canadian Archives Foundation whose purpose is to promote educational activities relating to archives in Canada.

Holly Yoos participated in a variety of professional activities from November 1998 (date of hire) to April 30, 1999. Holly attended two training sessions offered by the University's Faculty of Information Studies, namely “Workshop #5 – Electronic Records” and “Advanced Electronic Records Management.” Holly attended a three-day training seminar in Ottawa sponsored by the local chapter of Administrators and Records Managers Association (ARMA). Topics included privacy and access, electronic records, imaging systems, and records system software. Holly also attended a one-day training seminar entitled “Building an Enterprise Document Management Strategic Plan” which addressed key concepts and issues of document imaging systems, needs analysis, records management, and electronic document management technologies.

Compiled by Garron Wells, University Archivist
October, 1999

University of Toronto
Archives & Records Management Services

ANNUAL REPORT, 1998-1999

APPENDIX A
University Records 1998-1999

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A98-0012	University of Toronto	Textual	1818-1923	1.64	Land Deeds relating to King's College 1818-1849; insurance policies regarding mortgages held by the College and University of Toronto, 1891-1901; and letter patents for insulin 1923.	Open
A98-0013	University of Toronto. Great Lakes Institute	Textual Graphic	1959-1971	0.8	Negative, slides and photographs documenting activities of the staff of the Great Lakes Institute specifically aboard the research vessel "Porte Dauphine", as well as research conducted on the Toronto waterfront and at Baie du Dore. Graphic records are accompanied by item indexes. Most photographs were taken by chief technician, Manivalde Aesma.	Restricted
A98-0014	University of Toronto. Department of Fine Art	Textual Microform	1993-1997	.07	91 microfiche of the major records of the 1993-1997 archaeological excavations by the University of Toronto at Kommos, Crete. Included are trench notebooks, director's notebooks, trench reports and catalogued objects.	Open
A98-0015	University of Toronto Faculty of Education. Technical and Industrial Arts Dept.	Textual Architectural Publications Graphic Moving images	1952-1985	3.5	Administrative files including budgets, correspondence, flyers, student lists; curriculum publications, lessons materials (1963), film and photoprints; architectural plans for industrial arts shop classroom.	Restricted: subject to review under UTA access policies

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A98-0016	University of Toronto. Hart House.	Textual Publications Graphic	1982-1997	.80	Exhibition files from the Justina M. Barnicke Gallery and the Arbor Room. Includes files from the Hart House Art Committee, consists of correspondence, contract, artist's statement, insurance value, list of works, curriculum vitae, press release, catalogues, press clippings, photographs, negatives and slides of artists' works; audio-cassette of Paul Dutton's vocal performance entitled "Full Throatle".	Restricted: subject to review under UTA access policy.
A98-0017	University of Toronto. Department of Alumni and Development	Sound recordings	1 May 1993	0.07	Cassette and compact disc sound recording of the Blue and White Alumni Band.	Open
A98-0018	OISE. Board of Governors	Textual	1966-1995	5.5	Subject files containing correspondence, Board agenda and support documents, financial statements, policies, memorandum of agreements. Alphabetical arrangement from A-N only.	Restricted
A98-0019	University of Toronto. Office of the President	Textual	1967-1975	.07	File of Claude Bissell with documents on Proposal for Administrative Changes at University of Toronto (1967). File of John Evans with correspondence and notes on search for replacement for D. Forster, V-P and Provost (1974-1975).	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A98-0020	University of Toronto. School of Graduate Studies. Office of the Dean	Textual	1900-1992; predominant 1970-1992	18	Record of the Office of the Dean, including Assistant Deans and Vice-Deans, including correspondence reports, minutes, policies and procedures relating to graduate department programmes, associations, budgets, personnel (1970-1992). Also includes correspondence, minutes of Board of SGS (1900-1939).	Restricted: subject to review under Archives policy.
A98-0021	University of Toronto. Faculty of Arts and Science	Textual	1997-1998	.78	Faculty of Arts and Science final examinations in winter and summer sessions, 1997-1998 bound in 6 volumes. /001 ACT - CLB, /002 CSC - ECO, /003 ENG - HIS, /004 HPS - MGR, /005 MGT - PHL, /006 PHY - ZOO.	Open
A98-0022	University of Toronto. Office of Admissions and Awards	Textual	1912-1991	15.0	Case files for fellowships, scholarships, prizes, awards, bursaries. Contains correspondence with sponsor, names of students recommended and receiving award applications, copy of Senate Statute.	Restricted: subject to review under University Archives access policies

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A98-0023	University of Toronto. Dept. of Health Administration	Textual Publications Sound recordings Graphic	[19--]-1997	2.0	Records of former senior administrator of Dept. of Health Administration and predecessor, School of Hygiene. Gerald Turner (former Pres. of Mt. Sinai Hospital), Ron McQueen, Peggy Leatt, Eugenie Stewart. Also reports relating to Accreditation (1974-5), development of programme on Health Administration and Society of Graduates.	Open

UNIVERSITY OF TORONTO ARCHIVES: UNIVERSITY RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
A1999-0001	University of Toronto. Centre for International Studies	Textual Publication Graphic	1979	1.27	Administrative and operational records consist of subject files, appointments, review of the centre, grants, public lectures, projects and publications. Includes series on the Bissell professorship and the visiting professors of German and European studies. Photographs of visiting Professor of German and European studies.	Restricted: Subject to review under UTA access policies.
A1999-0002	University of Toronto. Office of Statistics, Records and Convocation.	Textual	1998	0.07	Convocation Roll Book 1998 and amendments as recorded in February 1999 with reference to rolls 1973 to 1998.	Restricted: conservation reasons
A1999-0003	University of Toronto. Library	Textual Publications	1846-1953	0.01	University pamphlets and memoranda regarding calendars and curricula, students and alumni, applications for chairs, University Commission, federation of the Colleges, medicine and general correspondence.	Open

University of Toronto
Archives & Records Management Services

ANNUAL REPORT, 1998-1999

APPENDIX B
Private Records 1998-1999

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0009	Clark, Herbert Abraham	Textual	1920-1942	0.07	Correspondence and memorabilia belonging to H.A. Clark (B.A. 1895) including a letter he wrote to the editor of the Toronto Telegram discussing the role of W.L.M. King in the student strike of 1895. There is also correspondence relating to a fund raising drive by the Class of 1895 to commemorate the 30th anniversary of the Class. Memorabilia includes programs for various dinners including the University Centenary Dinner in 1927.	Open
B98-0010	[Head, Francis Bond and Julia Valenza Head]	Graphic	1817 - 189-	0.07	King's College Chancellor 1836-1838; copy print of portrait of Sir Francis Bond Head; original water colour by Lady Julia Valenza Head done in France, 1817; original portrait sketch of Julia Valenza Head, 1844.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0011	Pieters, Selwyn	Textual Graphic	1991-1998	0.13	Records document the activities of Selwyn Pieters, an African-Canadian part-time student, graduating with a Bachelor of Arts in Criminology in 1997. Included are records relating to his academic standing, student papers, lectures given in his final years, invitations, awards, memberships and participation in student groups. He was a student representative on the Academic Board of Governing Council, 1993-1998.	Restricted
B98-0012	McCulloch, Ernest A.	Textual	1951-1998(predominant 1993-1998)	0.4	General correspondence research notes, manuscripts, journals and curriculum vitae. Contains the following series: Personal files (1993-1998); Manuscripts (1997-1998); Research Grant Applications (1996-1998); Leukemia Program Project (1990-1996); Patient Case Files (1951-1952).	Restricted: Series: Patient Case Files (1951-1952) PIB, restricted for 75 years (until 2027).
B98-0013	Winearls, Joan	Textual Sound recordings Graphic	1969-1996	3.38	Records relating to the writing and production of the book, "Mapping Upper Canada"; files for exhibits; drafts for copies of published papers, book reviews, etc; awards; photographs; lecture notes; files re Conference on Editorial Problems, conference on Editing Early and Historical Atlases and book of same title.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0014	Montagnes, Ian	Textual Publications Sound recordings	1887-1983	1.2	Books, periodicals, pamphlets and ephemera, research files, notes and personal files relating to research and publishing on the history of the University of Toronto and collected by Mr. Montagnes.	Open
B98-0015	Heaton, Gwynneth	Textual Graphic Computer files	1993-1997	.5	Manuscripts of articles, interview notes and research notes including survey questionnaires and original data relating to a survey of academic medical libraries in Canada and the United States by Gwynneth Heaton, the head of the Science and Medicine Library of the U. of T.	Open
B98-0016	Howarth, Thomas	Textual Architectural Graphic	1883-1998	1.97	Correspondence, notes, exhibition programs, lecture notes, articles, addresses, architectural drawings and photographs relating to Thomas Howarth's interest in Charles Rennie Mackintosh; plates from architectural journals; greeting cards; slides of scenes at the University of Toronto, Toronto generally, and of the work of Canadian and European Architects.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0017	Prentice, Alison	Textual	1954-1997	0.8	Records documenting the career of Alison Prentice, a pioneer in the study of Canadian women's history and a faculty member of the Ontario Institute of Studies in Education from 1973 until her retirement in 1998. Includes correspondence and memos; contracts with publishers; reviews; files relating to conferences and associations; essays written as a student of history at Smith College; course lectures and outlines.	Restricted
B98-0018	McCulloch, Murray D.	Textual	1944-1954	0.07	Letter to Murray McCulloch (BASC 1946) from H.E. Haultain discussing a lecture given by the latter in 1944. A copy of Haultain's lecture as well as newsletter written by Haultain was also included with the correspondence	Open
B98-0019	Dobson, William A.C.H.	Textual	[197-]-1981	.5	Consists of a manuscript and research notes for Professor Dobson's English translation of the Chinese history, Tso Chuan; research notes for a Chinese dictionary; and correspondence with linguistic scholars.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0020	University of Toronto. Faculty of Applied Science and Engineering.	Textual	1909-1974 (predominant 1955-1979)	0.07	Newsletter titled "Ruminations" (1955-1967), correspondence (1971-1974) and class lists (1966-1971), and photoprints (1909-196-?) of the School of Practical Science class of 1911.	Open
B98-0021	Burwash, Lachlan Taylor	Textual Publications	1889-1895	0.13	Contains notebooks, assignments and a textbook of Lachlan Taylor Burwash, who studied Mining Engineering at the School of Practical Science from 1893-1897. Included are Applied Chemistry (1893); Applied Chemistry II (1894?); Physics (1894); Dynamics and Kinematics (1894); Constructive Design and Surveying (1895). Also three general notebooks (1889, 1894, 1895) and assignments and a textbook from Book-keeping (1891).	Open
B98-0022	Smith, Lawrence	Textual	1966-1997	5.2	Records documenting the career of Prof. Lawrence Smith of the Department of Economics and specialist in housing economics. Included are course files, lecture notes, correspondence, records relating to his participation in associations and conferences, consultancy and public policy as well as articles, addresses and reviews.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0023	Dunbar family	Textual Graphic	1908-1949 (predominant 1908-1912)	.39	Records of brothers, William Bowie Dunbar and John Gardner Dunbar. A student and instructor in the Faculty of Applied Science, William's records include student class notes, teaching notes and two engineering drawings, 1908-1949 (boxes 1 and 2). John's records consist of class notes, created while a Faculty of Arts student, 1910-1913 (boxes 2 and 3). Also includes 4 photographs of William and John, taken circa. 1912-1917.	Open
B98-0024	Sword, John H.	Graphic	13 May 1968	0.7	27 photoprints of a party celebrating Moffat Woodside's return to teaching on 13 May, 1968. The party was hosted by John H. Sword, Acting President, at 93 Highland Avenue. Photos taken by Jack Marshall and Co. Ltd.	Open
B98-0025	University of Toronto Press Incorporated.	Textual	1911-1987	15.0	Out of print book files for publications. Contains correspondence, review decisions etc. Includes files for author surnames A to G only.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0026	Samarin, William John	Textual Sound recordings	[195-]-1996	11.2	Personal record of University of Toronto Linguistics and Anthropology professor, William John Samarin. The records document Professor Samarin's research and teaching activities and include: research notes on glossolalia and the Gbeya, Ngarage, Manza and Ngbaka languages; lecture and teaching notes; conference files; and correspondence. Also included are 22 sound recordings, mostly of glossolalia, created circa 1960-1977.	Restricted: permission of donor required.
B98-0027	Hollander, Samuel	Textual Graphic	ca.1956-1998	9.6	Includes manuscripts, typescripts of books and articles, professional correspondence, recommendations, journal reviews and replies, lectures, teaching files, files relating to grants and awards, research notes documenting Dr. Hollander's noted career as an economist specializing in the theory of classical economics and the history of economic thought.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0028	Fritz, Irving B.	Textual Publications Sound recordings	1948-1979	2.10	Personal records of Irving B. Fritz, Chairman of the Banting and Best Department of Medical Research, 1968-1979. Records include: correspondence, subject files, teaching notes, conference files, student course notes, reprints of his articles, research notes and data books. Also included are records pertaining to the Committee of the 50th Anniversary of the Discovery of Insulin such as correspondence, meeting minutes, programs and 6 reels of sound recordings.	Open
B98-0029	Rayside, David	Textual Sound recordings	ca.1973-1996	3.0	Research records, mainly tapes, transcripts and completed questionnaires for two research projects: Language Conflict in Belgium and Canada; A small Town in Modern Times Alexandria Ontario. Also includes records documenting Rayside's administrative and political activities at the University of Toronto including his involvement in the Men's Forum, committees on the Status of Women and on Sexual Harassment, the European Studies Committee of the Centre for International Studies, the Department of Political Economy and the Canadian Studies Program at University College.	Restricted

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0030	University of Toronto. Faculty of Applied Science and Engineering	Graphic	1911	1	Photoprint of the 1911 graduating class of the Faculty of Applied Science and Engineering.	Open
B98-0031	O'Sullivan Family	Textual Graphic	1910-[197-]	.5	Personal records of Dr. Paul Michael O'Sullivan and his son, Dr. Paul MacLaren O'Sullivan, created in their capacity as professors of medicine at the University of Toronto. Dr. Paul Michael O'Sullivan's papers include: a complete manuscript of a dictionary of anatomical terms; correspondence and teaching notes. Dr. Paul MacLaren O'Sullivan's papers consist primarily of teaching notes, ca.1950-1970s. Also included are 2 photographs of the O'Sullivans.	Open
B98-0032	Massey Family Records	Textual Publications	1909-1969 (predominant 1929-1945)	0.65	Files of the Board of Syndics (G.F. McFarland, Honorary Treasurer) relating to Hart House Theatre (1929-1945), and Hart House String Quartet (1931-1942). Also includes one file on Hart House 50th anniversary (1968-1969).	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0033	Robert Lansdale Photography Ltd.	Textual; Graphic	1961-1997;(predominant 1964-1981)	3.0	Photographic negatives and prints produced by Robert Lansdale Photography Ltd. contracted by the University of Toronto to photograph events and people mainly for the Department of Information throughout the late 1960s and the 1970s.	Open;no copyright restrictions.
B98-0034	Careless, James Maurice Stackford	Textual Graphic Moving images	1937-1997	2.40	Correspondence, course and research notes, diplomas, manuscripts and offprints, stereographs, and a film documenting Maurice Careless' activities as a student, with the Department of External Affairs during World War II, as a professor of history, and a member of historical societies and heritage organizations.	Open
B98-0035	Coates, Frederick	Artifacts	[19--] - 1975	0.13	Twenty modelling tools that originally belonged to Frederick Coates.	Open
B98-0036	Walker, Marion Dorothy	Textual Graphic Works of art	ca. 1930-1997	3.53	Correspondence, notes, lecture notes, manuscripts, scrapbook, costume designs, stage designs, photoprints and slides documenting the career of Marion Dorothy Walker as a costume designer for Hart House Theatre, as a lecturer in the Department of Fine Art at the University of Toronto, and as an avid golfer.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0037	[University of Toronto]	Artifacts	ca. 1929	0.80	Pennant emblazened with University of Toronto crest and the word "Varsity", white and blue felt, faded, 80cmx25cm.	Open
B98-0038	Mendizabal, Augustin Ranulfo	Graphic	1914-1915	1.0	Two group photographs that feature A.R. Mendizabal, who received a B.A.Sc. from the School of Practical Science in 1918. The first photograph is of the University of Toronto Gymnasium Team, 1914-1915. The second photograph is of the University "Wearers of the T" (1915).	Open
B98-0039	[University of Toronto. President's House]	Textual Architectural Microform	1909-1987	.50	Documents relating to 93 Highland Ave., home of University of Toronto President. Includes copies (microfiche and photocopies) of Building Permits, surveys, architectural drawings of house designed by Wickson and Gregg, Architects.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B98-0040	Ontario. Workplace Safety and Insurance Board	Moving images	1998	.10	"James Ham Ontario's Engineer of Workplace Health and Safety". Produced by WSIB Video Unit (Godfrey Jordan). Documentary profile of James Ham (1920-1997) who led the historic Royal Commission on the Health and Safety of Workers in mines (1974-76). Includes interviews with Fraser Mustard, Mary Ham, Arthur Gladstone, Prof. Gordon Slemmon and Dr. Cameron Gray.	Open
B98-0041	Nowlan, David M.	Textual	1964-1998	2.70	Professional records of David M. Nowlan, UofT Vice-President, Research, 1981-1988, and economics professor, 1964-1998. Records pertain to Professor Nowlan's administrative, teaching and research activities at the UofT, 1964-1998. Types of records include: professional correspondence, minutes, committee reports, lecture notes, research notes and manuscripts.	Open

UNIVERSITY OF TORONTO ARCHIVES: PRIVATE RECORDS, 1998-1999

10/28/99

ACC. NO.	PROVENANCE HEADING	PHYS. FORM	DATE(S)	METRES	SCOPE	ACCESS
B1999-0001	University of Toronto Rowing, Team	Graphic	ca1925	.07	Glassplate slides (8cmx8cm) of informal views of members of UofT Rowing Team. Includes "Coach Loudon" (T.R. Loudon, Coach 1920-1937) and other crew members in training, relaxing at John St. boathouse and Toronto waterfront.	Open

University of Toronto
Archives & Records Management Services

ANNUAL REPORT, 1998-1999

APPENDIX C
Gifts-in-Kind for Tax Year 1998

Gifts-in-kind for Tax Year 1998

Bond Head, Sir Francis B98-0010

1817-189-; 3 items graphic

Copy print of Sir Francis Bond Head, King's College Chancellor, 1836-1838; original watercolour by Lady Julia Valenza Head, 1817; original portrait sketch of Julia Valenza Head, 1844.

Clark Family, B98-0009

1920-1942; .07m., textual

Correspondence and memorabilia belonging to H.A. Clark (BA1895) on the student strike of 1895; correspondence on fundraising campaign of the Class of '95 on the 30th anniversary.

Dobson, W.A.C.H. B98-0019

[197-]-1981, .5 m., textual

Literary papers of Chinese expert, W.A.C.H. Dobson, including manuscript for a Chinese history, research notes for a Chinese dictionary, and correspondence with linguistic scholars.

Dunbar Family, B98-0023

1908-1949, .4 m ; textual; graphic

Class notes, teaching notes, two engineering drawings and four photographs of brothers and U. of T. alumni William Bowie Dunbar and John Gardner Dunbar.

Friedland, Martin B98-0006

1868-1997; 30.03 m ; multimedia

Personal records of Prof. Martin Friedland, professor of law at the University; personal records of W.P.M. Kennedy, professor of law.

Ham, James B98-0002

1921-1997; 1.1 m; multimedia

Personal papers of James Ham, past president of the University of Toronto, documenting appointment and honours, professional activities, correspondence, and non-professional activities. Includes detailed medical notes on the progression of Parkinsons disease which claimed his life in 1997.

Heaton, Gwynneth B98-0015

1993-1997; .5 m; textual, graphic, electronic

Personal papers of Gwynneth Heaton containing manuscripts, research notes, survey questionnaires, photographs and data from a survey conducted as former head of the U. of T. Science and Medicine Library.

Hollander, Samuel B98-0027

1956-1998; 5.42 m.; multimedia

Personal records of Prof. Samuel Hollander, economist and specialist in the history of economic thought. Includes correspondence, lecture notes, research notes, manuscripts, of articles and books, reviews, student papers, tapes and photographs.

Howarth, Thomas B98-0016, B98-0035

1883-1998; 1.98m; textual, architectural, graphic, artifacts

Records relating to the works of Charles Rennie Mackintosh and twenty modelling tools that originally belonged to Frederick Coates.

Massey Family B98-0032

1909-1969; .65m; textual; publications

Files of the Board of Syndics relating to Hart House Theatre (1929-1945) and Hart House String Quartet (1931-1942). Also includes one file on Hart House 50th Anniversary and bound volume of student newspaper.

McCulloch, Dr. Ernest A. B98-0012

1951-1998; 0.4m; textual

General correspondence, research notes, manuscripts, journals and curriculum vitae documenting Dr. McCulloch's career as a cancer specialist and faculty member, University of Toronto.

Montagnes, Ian B98-0014

1.2m.; textual, publications, sound recordings

Books, periodicals, pamphlets and ephemera, research files, notes and personal files relating to research and publishing on the history of the University of Toronto and collected by Mr. Montagnes.

Pieters, Selwyn B98-0011

1991-1998; .13m. ; textual

Records documenting the activities of Selwyn Pieters, an African-Canadian part-time student (BA 1997). Included are records relating to academic standing, student papers, lectures, invitations, awards and participation in student groups.

Prentice, Alison B98-0017

1954-1997; 0.92m.; textual; graphic

Personal records of Dr. Prentice, including correspondence, memos, association files, conference files, publishing records, lectures and student essays, documenting her career as professor of history at OISE/UT.

Rayside, David B98-0029

1973-1995; xx m ; textual; sound recordings

Personal records of Prof. Rayside, as professor of political science and former Vice-principal of University College.

Samarin, William John B98-0026

[195-]-1996; 7 m. ; textual; sound recordings

Personal and professional records of Prof. Samarin documenting his career as a socio-linguist and linguistics professor at the University.

Smith, Lawrence B98-0022

1966-1997; 5.2m ; textual

Personal records of economics professor, Lawrence Smith relating to his teaching, publishing, consulting and departmental administrative activities.

Walker, Marion B98-0036

[1920?]-1998; 3.53 m.; textual, graphic; works of art

Personal records of Hart House production assistant and Department of Fine Art professor, Marion Walker.

Winearls, Joan B98-0013

1963-1998; 5.24m; textual; graphic, cartographic

Personal records of Joan Winearls, librarian and author. Includes correspondence, course and lecture notes, address, articles, records relating to writing of 'Mapping Upper Canada'; conference and exhibition files. Photographs and maps.

Wyse, Marion Eleanor B98-0005

1977-1998; 0.54 m. ; textual; graphic

Personal records of Marion Wyse, doctoral student in divinity at Wycliffe College. Includes diaries, correspondence, course materials, poems, manuscripts, photos.

University of Toronto
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ANNUAL REPORT, 1998-1999

APPENDIX D
Organizational Chart

University of Toronto
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