

University of Toronto

Archives & Records Management Services

Annual Report

1999-2000

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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

During the past year, UTARMS staff focussed attention on long term planning and enhancement of services. As part of Planning 2004, users of the department's services in archives and record management services were surveyed separately as part of our ongoing self-study. These two surveys have provided additional information about the needs of our clientele and will be factored into our objectives for the next five years.

Our accomplishments in the application of web-based and personal computer-based electronic technology were highlights of the past year. UTARMS web site redesign and improved functionality has moved this mode of communication to the forefront. As a result, by the end of this reporting period, researchers were able to search a complete on-line database of our holdings from their desktops and university administrators had ready access to information on the range of records management services. This mode of information distribution will continue to be a major focus of our operations.

We continued to acquire an increasing volume of private records from both organisations and individuals connected to the University. While continuing to encourage the acquisition of such records, it must be noted that a disproportionate amount of staff time is required to process acquisitions for income tax purposes. Complicating this process are those donations that must be certified by the Cultural Properties Review Board. Changes in procedures and more stringent requirements for the justification of the monetary value assessed by independent appraisers has resulted in additional work by Archives staff to ensure a successful application.¹

While the acquisition of private records is important, the role of UTARMS in ensuring continued access to and preservation of the university's records throughout their life cycle remains central to our operations. A records management programme is essential to achieving this goal. Training, consultation and advisory services in best practices for record keeping were expanded and/or enhanced and major work was undertaken in the production of revised and new records retention schedules. While new acquisitions of university records are still paper-based, increasing awareness of best practices for the management of the university's electronic records has become a major objective of this programme in all contacts with administrators.

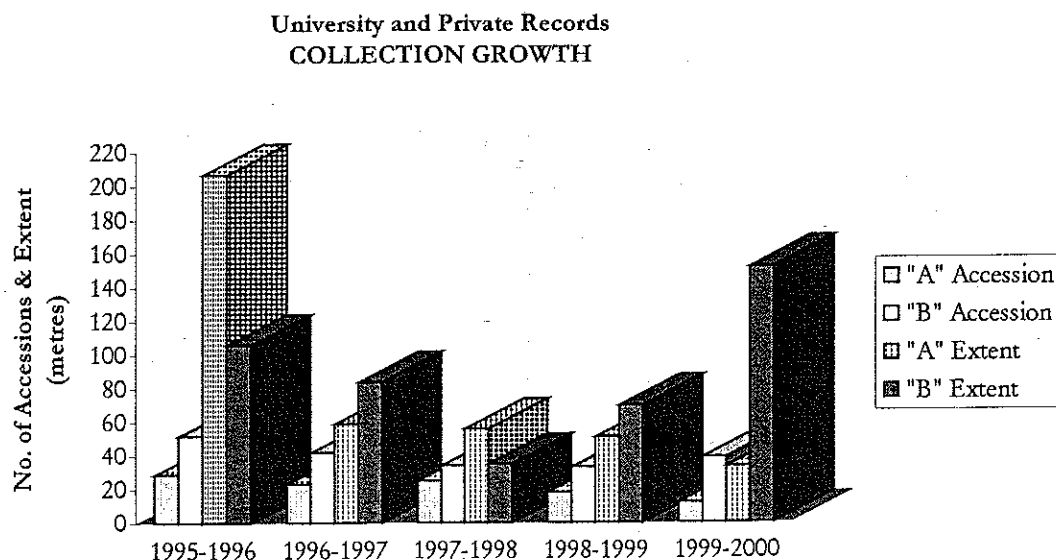
¹ Over the past two years 3 of 4 submissions to the CPRB have required additional justification and further documentation to support a successful certification for the donor.

As always, the accomplishments realised over the past year are directly attributable to the professionalism, patience and dedication of permanent, contract, and casual staff of this department.

2. ACQUISITIONS

2.1 Collection Growth²

During the year, the volume of new acquisitions increased by 56% over 1998-1999. A total of 189 metres (620 feet) of records in all media were received. As in 1998-1999, the majority of these records (152 metres; 498 feet) were acquired from private sources. Such a trend is not unusual for the Archives, since it is virtually impossible to predict when a donor (either a university office or an individual) will decide to donate or transfer records.



2.2 University Records (A Accessions)

The Archives acquired 13 accessions of university records from 11 offices on two campuses. The volume of records was 33.25 metres (109 feet), a decline of 35% over the volume reported in 1998-1999. Significant acquisitions included: human resource records from Erindale College and the University's Department of Human Resources; additional administrative and operational records of the Centre for International Studies; financial records from the Office of the Comptroller; and records of the Fields Institute for Mathematical Research. See Appendix A for complete listing.

² All tables and charts on the following pages were prepared by Barbara Edwards.

2.3 Private Records (B Accessions)

As mentioned, the past year saw a significant increase in the volume of acquisitions from private sources. A total of 152 metres (499 ft) were received in 40 accessions, an increase of 117% over 1998-1999. Fortunately not all of these records required processing for monetary evaluation. Among these were the records of the University of Toronto Staff Association, which wound up operations following the certification of the United Steelworkers of American union at the University of Toronto. This new acquisition consisted of 41.5 metres of operational records. The staff of UTSA spent many weeks boxing and listing the records greatly reducing the work for the Archives staff. The University of Toronto Press replicated this process as it prepared some 23 metres of records as part of their standing agreement with University Archives initiated some ten years ago.

The private records of individuals required much more attention by Archives staff. One of the most significant acquisitions was the records of Dr. Clarence B. Farrar. The following is an extract from the comprehensive finding aid prepared by Loryl MacDonald and Marnee Gamble.

Dr. Clarence Bynold Farrar (1874-1970) contributed to the development of modern psychiatry in North America for nearly a half a century. From 1925 to 1947, Dr. Farrar served as director of the Toronto Psychiatric Hospital and professor and head of Psychiatry at the University of Toronto. In addition, he was editor of one of the world's leading psychiatric journals, *the American Journal of Psychiatry*, for 34 years.

This fonds broadly documents all aspects of Dr. Farrar's long life - from his childhood in Cattaraugus, New York during the 1870's to his active retirement in Toronto during the 1960's. Most of the records concern Dr. Farrar's professional activities at Sheppard Enoch Pratt Hospital, New Jersey State Asylum, the Department of Soldier's Civil Re-establishment, the Homewood Sanatorium, Toronto Psychiatric Hospital and the U. of T. Department of Psychiatry. Types of professional records include: administrative correspondence; research notes; lecture notes; patient files; brain slides; and photographs. Further, this fonds also contains Dr. Farrar's correspondence with the greatest doctors and psychiatrists of his time - William Osler, Franz Nissl, Emil Kraepelin, C.K. Clark, and Edward N. Brush. This fonds also includes Dr. Farrar's personal records such as photographs of and correspondence with family members and colleagues.

However, in addition, to documenting Dr. Farrar's life, these records are also significant because they shed light on the history of Canadian psychiatry. Little is known about psychiatric teaching and clinical practice in the first half of the twentieth century. Dr. Farrar's records therefore provide a much-needed commentary on this period. Indeed, Dr. Edward Shorter, the Hannah Chair in the History of Medicine at the University of Toronto, writes: "Through Farrar's

long career in North American run some of the fundamental themes of psychiatry and the history of psychiatry ... He participated intimately in these events and left us a full record.”³

Other significant acquisitions of personal records were received from Prof. Desmond Morton (History), Prof. Keith McLeod (Education), Prof. Thomas Howarth (Architecture) and Prof. Arthur Zimmerman (Zoology). The Archives also added records of two former members of the Faculty of Applied Science and Engineering stored in the basement of One Spadina Circle. These included the teaching and research records of Prof. V. G. Smith and Prof. Gordon F. Tracy of the Department of Electrical Engineering. These records had been collected by Prof. L.E. (Ted) Jones, former professor of mechanical engineering and Engineering archivist.

See Appendix B for complete listing

2.4 Special Media Records

The Archives received further accruals of two existing fonds. The first was a donation of coloured slides from Robert Lansdale Photography (B1999-0021) which compliments the large donation of negatives and prints received in 1998. In addition to his own personal records containing special media, Dr. Thomas Howarth donated five art deco works by Fred Coates adding to the numerous accessions of the Coates Fonds. Other multi-media fonds containing significant special media such as photographs, architectural records, sound recording and videos were C.B. Farrar (B1999-0011) and Desmond Morton (B1999-0023).

³ Edward Shorter, “The Recent Revolution in the History of Psychiatry” in TPH History and Memories of the Toronto Psychiatric Hospital, 1925-1966, Edward Shorter ed., (Toronto: Wall and Emerson, 1996), p. 14 and 59.

SPECIAL MEDIA (ITEMS)

ITEMS	1999								2000				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PHOTOGRAPHS													
Photoprints	0	0	0	0	50	14	0	1200	0	0	0	0	1264
Negatives	0	0	0	0	0	0	0	237	0	0	0	0	237
Slides	0	0	0	0	0	1500	0	290	0	0	0	0	1790
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	0	0	0	0	0
Cassettes	0	0	0	0	0	1	0	0	0	0	0	0	1
Oral History	0	0	0	0	0	0	0	0	0	0	0	0	0
Sound Discs	0	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORM													
16mm reels	0	0	0	0	0	0	0	0	0	0	0	0	0
35mm reels	0	0	0	0	0	0	0	0	36	13	0	0	49
Microfiche sheets	0	0	0	0	0	0	0	0	106	153	0	0	259
MOVING IMAGE													
Film	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	0	0	0	0	0	0	2	0	0	0	0	0	2
WORKS OF ART	0	0	0	0	0	0	0	0	0	0	0	0	0
MACHINE READABLE	0	0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS	0	0	0	0	0	0	0	0	0	0	0	0	0
ARTIFACTS	0	0	0	0	0	3	0	0	0	0	0	0	3

Table 1

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

A total of 22 gifts-in-kind were evaluated for income tax purposes for the 1999 income tax year. The total value of these was \$555,200. One application was submitted for certification to the Cultural Properties Review Board. See Appendix C for a complete list.

3. RECORDS MANAGEMENT

3.1 Presidential Advisory Committee on Archives and Records Management

This committee met only once, on August 12, to discuss the Planning 2004 document prepared by Garron Wells. Budgetary implications of this plan were reviewed including the request for a continuing position of records analyst, contract archivist for backlog reduction, and preservation funding. As a result of this meeting some revisions were made to the plan, and a final document was produced and distributed on September 1. In March 2000, a summary letter highlighting these funding priorities for 2000-2004 was sent by Dr. Dimond to the President, Prof. Rob Prichard, with copies to other senior executives including the Provost and the Chief Librarian.

In October the chair, Dr. J. D. Dimond, retired as Secretary of Governing Council. A recommendation to the President, J. R. S. Prichard was submitted for a new chair. The appointment of a new chair is pending.

3.2 Training Sessions

Training sessions for 239 university employees in records management were conducted throughout the year. Holly Yoos, Records Analyst, presented 14 sessions based on three core courses: Records Management Fundamentals, University of Toronto File Plan, and Electronic Records and Desktop Management. The latter course was a new one presented for the first time in the fall of 1999 and proved to be very popular. At the request of staff at the University of Toronto at Mississauga, the Records Management Fundamentals and U. of T. File Plan Courses were presented on site by Holly.

As result of the decentralisation of responsibility for graduate school student records, Holly Yoos and Garron Wells presented a customised training session over three days to 78 employees of the graduate departments. These sessions provided information on the new records schedules (see Section 3.4 below), and general records management procedures to assist staff in managing the official student records generated after July 1, 1999.

Participants rated all of these sessions as 'very good'.

3.3 UTARMS Web Site – Records Management Pages

Holly Yoos prepared new and revised pages for the Records Management section of the department's web site located at <http://www.library.utoronto.ca/utarms>

The entire web site was redesigned late in 1998-1999. Working with the Archives Secretary, Barbara Edwards, Holly Yoos completed pages in the Managing Records section relating to storage, destruction, and inventories. All sections of the U. of T. File Plan were made available in web format and MS Word format. Design work on the Retention Schedules database was also undertaken. By the end of this reporting period, all essential information from the hard copy *Records Management Manual* was accessible through the web site.

For further information on the development of web site see Section 5.3

3.4 School of Graduate Studies, Student Records Schedules

At the request of the School of Graduate Studies, Holly Yoos and Garron Wells reviewed and revised records retention schedules. The revised schedules were required as a result of the decentralisation of responsibility for the official student record to the Graduate Departments. The Dean of SGS approved these schedules in the fall. The Archives presented training sessions on the new schedules in December, 1999 and January 2000. See Section 3.2 above.

3.5 Records Management Survey

As part of the ongoing review of records management services, university administrators were surveyed during the year. In June, 1999 a survey was sent via the AMS List serve (a potential population of approximately 1,447 administrative staff). Unfortunately the rate of return was so low (only 3.9%), the results were of little use in gauging usefulness of records management services. As a result, another survey was sent, this time directly to individuals who had used one or more of the services offered through the department over the past year. The population size was 160, and 46 (or 29%) of those surveyed returned the questionnaire.

Holly Yoos prepared a summary report. The survey collected information on the following areas: employment category, assessment of service, knowledge of access and privacy policy, file plan use and implementation, use of external records management service providers, and use of electronic information systems. Respondents to the survey were employees with an average of 11 years of

service. More than 75% had taken one of the training sessions, and more than one-third had also taken the U. of T. File Plan training session. An impressive 95% of respondents rated these training sessions as "good" or "very good".

The survey also polled respondents on their knowledge of University policies relating to access and privacy of recorded information. While the majority of respondents (63%) indicated awareness of the University's Policy on Access to Information and Protection of Privacy, a full one third were not familiar with this policy. It was also interesting that some of the responses to this question indicated confusion of its contents with that of the University's Policy on Access to Student Academic records.

The use of a file classification scheme by university administrators was encouraging. Approximately 61% of respondents indicated that their office used a file plan to manage current records. Of these, the majority is using the University of Toronto File Plan. Only 13% indicated that they had no intention of adopting any file plan in the near future. This seems to indicate that training in the use of the University's file plan may promote the adoption of more systematic means of managing the university's records.

It would seem that records management services, especially the training sessions, are generally benefiting administrative staff in the management of the university's records.

3.6 Consultation with University Offices and Administrators

Holly Yoos and Garron Wells responded to over 200 requests for information relating to the University's records management services. Nearly 50% of these inquiries were for procedures recorded in the *Records Management Manual* (either in hard copy or on-line through the web site). Others related to information on records retention scheduling, training sessions, active files management, storage and destruction.

4. ARRANGEMENT AND DESCRIPTION

4.1 University (A Accessions) and Private Records (B Accessions)

The smaller volume of university records received over the past year was predominantly well arranged and described at the time of receipt. Records from Erindale College and the University's Human Resources Department (A1999-0013 and A1999-0014 respectively) did require some sorting, arrangement and listing. All material was barcoded for shipment to off-site storage. Records from the Office of the Comptroller (A2000-0001) required a finding aid.

As in other years, the majority of work focussed on private records accessions. As mentioned in Section 2, the largest and most challenging accession was the records of Dr. Clarence B. Farrar. (B1999-0011) Loryl MacDonald, contract archivist, was responsible for producing a finding aid that provided series description for some 43 boxes received from History of Psychiatry and Mental Health Archives and the home of Mrs. C.B. Farrar. Marnee Gamble arranged and described the special media (photographs and artifacts) contained in this accession. Since the bulk of the fonds had been inventoried at the Mental Health Archives, this list formed the basis of an intellectual, rather than physical, arrangement of the records into series. Loryl also sorted and arranged additional 25 boxes received from the home of Mrs. C. B. Farrar. The processing, arrangement and description took over 4 months. The final finding aid of 63 pages describes 13 series within the fonds and contains 16 appendices listing files contained within each series.

Other private records accessions arranged and described were additions to the James Ham fonds, the Clark Family fonds, the Macpherson family (C.B. and Kay Macpherson) fonds, Keith McLeod fonds, William Kaplan fonds, Thomas Howarth fonds, and H. Gordon Skilling fonds. New fonds requiring arrangement and description included the J. M. S. Careless fonds and Dr. John Gerald Fitzgerald fonds. This latter acquisition is the first (and only) acquisition of personal correspondence of the founder and director of the University of Toronto School of Hygiene (1925) and Dean of Medicine (1932-1936). In all, a total of 116 metres (381 feet) were processed and described during 1999-2000.

4.2 Special Media

Apart from routine finding aids, Marnee Gamble concentrated efforts on updating the Graphics database in hopes that it will be completed in 2000-2001 and a version of it placed on the UTARMS Web site for researchers to search. In other work, Jeff Kramer (ALT) completed data entry for the Robert Lansdale Photography Ltd database. As a result all information in the hand written original negative log is now available to archivists in a searchable DBTextWorks file. It will form the basis of future work to make images and description available on-line to the research community.

4.3 Theses Cataloguing

Barbara Edwards entered 260 theses titles into the Library's on-line catalogue. As of the end of this period Masters theses for the period 1890 to 1954 are now accessible through UTCAT.

PROCESSING AND DESCRIPTION (continued)

DESCRIPTION	1999	2000											
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
DESCRIPTION													
- CURRENT - continued													
Total No. of Finding Aids													
A & B	0	3	1	5	2	7	5	1	3	5	5	3	40
Total No. of Finding Aids													
P,M&T	0	32	16	16	33	22	21	1	27	2	25	22	217
TOTAL Completed [metres]	0.6	2.39	2.17	61.6	4.77	9.42	21.8	8.09	6.37	13.46	10.64	2.92	190
DESCRIPTION-BACKLOG													
A-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0.14	0	0.14
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books	0	5	2	2	3	5	1	0	12	13	14	12	69
Completed [metres]	0	0.35	0.14	0.14	0.11	0.35	0.07	0	0.28	0.3	0.4	0.4	2.54
P-Accessions Serials	13	0	2	0	2	0	17	0	8	1	0	3	46
Completed [metres]	0.1	0	0.05	0	0.05	0	0.04	0	0.04	0.02	0	0.03	0.33
T-Accessions Theses	10	17	16	16	5	17	0	16	37	35	46	22	237
Completed [metres]	0.07	0	0	0	0	0	0	0	0	0	0	0	0.07
Total No. of Finding Aids													
A & B	0	0	0	0	0	0	0	0	0	0	0.14	0	0.14
Total No. of Finding Aids													
P,M & T	23	22	20	18	8	22	18	16	57	49	60	35	348
TOTAL Completed [metres]	0.34	0.35	0.19	0.14	0.16	0.35	0.11	0	0.32	0.32	0.54	0.43	3.08

Table 2

5. REFERENCE SERVICES

5.1 Reference and Research Services (Table 3)

Reference and reading room activity showed little change from the previous year. A moderate increase (8%) in accessions use in the reading room occurred and the number of new readers was up slightly by 4% with daily users decreasing by 7%. Research projects like the University of Toronto History and the History of the Faculty of Applied Science and Engineering continued to impact reading room activity.

Year	Accessions Use	New Readers	Daily Users
1995-1996	3036	396	1051
1996-1997	2466	343	847
1997-1998	2130	427	771
1998-1999	2832	376	1161
1999-2000	3046	392	1084

In contrast the volume of written and phone enquiries received during the year declined slightly from 749 in 1998-1999 to 669. A notable change has taken place in the mode of delivery of many written enquiries from surface mail to electronic mail. This year's reference figures also reflect the recording of enquiries received from reading room visitors and researchers. Reading room staff spend a great deal of time responding to questions from walk in visitors (who do not register) and from registered readers needing ongoing reference assistance. This activity alone added an additional 1,876 enquiries, resulting in a grand total 2,579 requests for information.

While not reflected in the statistics on reprographics, an increasing number of clientele are requiring digital copies of photographs scanned from archival originals. At this time however, this service is limited by the resources available and the lack of suitable technical partner in the process. Discussions with the Information Commons have been ongoing and this service may be more readily available in the near future.

REFERENCE SERVICES

	1999					2000							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc: Use	105	99	136	111	102	114	125	74	129	101	111	94	1301
B-Acc: Use	29	45	52	35	53	102	76	70	43	24	62	83	674
M-Acc: Use	0	0	0	0	0	0	0	0	0	0	0	0	0
P-Acc: Use	35	50	57	27	52	39	50	9	63	74	65	41	562
T-Acc: Use	2	3	0	474	3	2	6	2	2	3	9	3	509
TOTAL ACCESS USE:	171	197	245	647	210	257	257	155	237	202	247	221	3046
TOTAL (1998-1999)	244	292	286	159	282	259	319	156	158	181	293	203	2832
% CHANGE	-30%	-33%	-14%	307%	-26%	-1%	-19%	-1%	50%	12%	-16%	9%	8%
New Readers	27	33	35	27	41	38	51	22	24	31	42	21	392
Daily Users	80	98	90	80	83	104	118	73	83	75	115	85	1084
Daily Users (1998-1999)	92	121	145	103	79	114	114	60	74	77	100	82	1161
% CHANGE	-13%	-19%	-38%	-22%	5%	-9%	4%	22%	12%	-3%	15%	4%	-7%
ENQUIRIES:													
<i>Archives</i>													
Written	26	13	36	31	15	27	32	12	16	22	37	23	290
Phone	33	30	32	21	27	28	34	12	48	35	46	33	379
ILL	3	1	3	4	4	1	2	2	3	6	1	4	34
In Person	164	211	211	144	174	129	206	77	126	161	137	136	1876
<i>Records Management</i>													
General	2	3	3	3	4	3	11	0	9	13	12	5	68
RM Manual/Web site	8	8	1	18	7	16	27	1	1	6	2	0	95
File Plan	3	1	6	2	4	2	2	17	3	1	1	2	44
Schedules	6	7	9	12	4	11	19	3	6	3	6	3	89
Training/Promotion	13	25	4	24	17	19	36	59	19	22	0	1	239
TOTAL ENQUIRIES:	258	299	94	115	82	107	163	106	105	108	242	207	1886
STUDENT RECORDS													
Copies	0	0	0	0	0	0	0	1	0	0	0	0	1
Loans	1	0	0	0	1	1	4	0	1	0	2	1	11
Unlocated	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTAL SR REQUESTS:	1	0	0	0	1	1	4	1	1	0	3	0	12
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	0	3	6	3	9	3	3	1	7	2	3	43
Prints	17	0	7	10	11	30	8	10	4	22	2	17	138
<i>Photocopying</i>													
Orders	46	24	71	46	38	65	51	15	52	28	59	30	525
Pages	2107	1190	1487	1485	410	1452	1190	136	655	575	1424	801	12912
Total \$	\$421.40	\$238.00	\$297.40	\$297.00	\$82.00	\$290.40	\$238.00	\$27.20	\$131.00	\$115.00	\$284.80	\$160.20	\$2,582.40
TOURS													
Groups	0	0	0	0	0	1	0	0	2	0	0	0	3
Persons	0	0	0	0	0	13	0	0	18	0	0	0	31
EXHIBITS	0	0	0	0	0	1	0	0	0	0	0	0	1

Table 3

Figure 1

University Archives Accessions Use

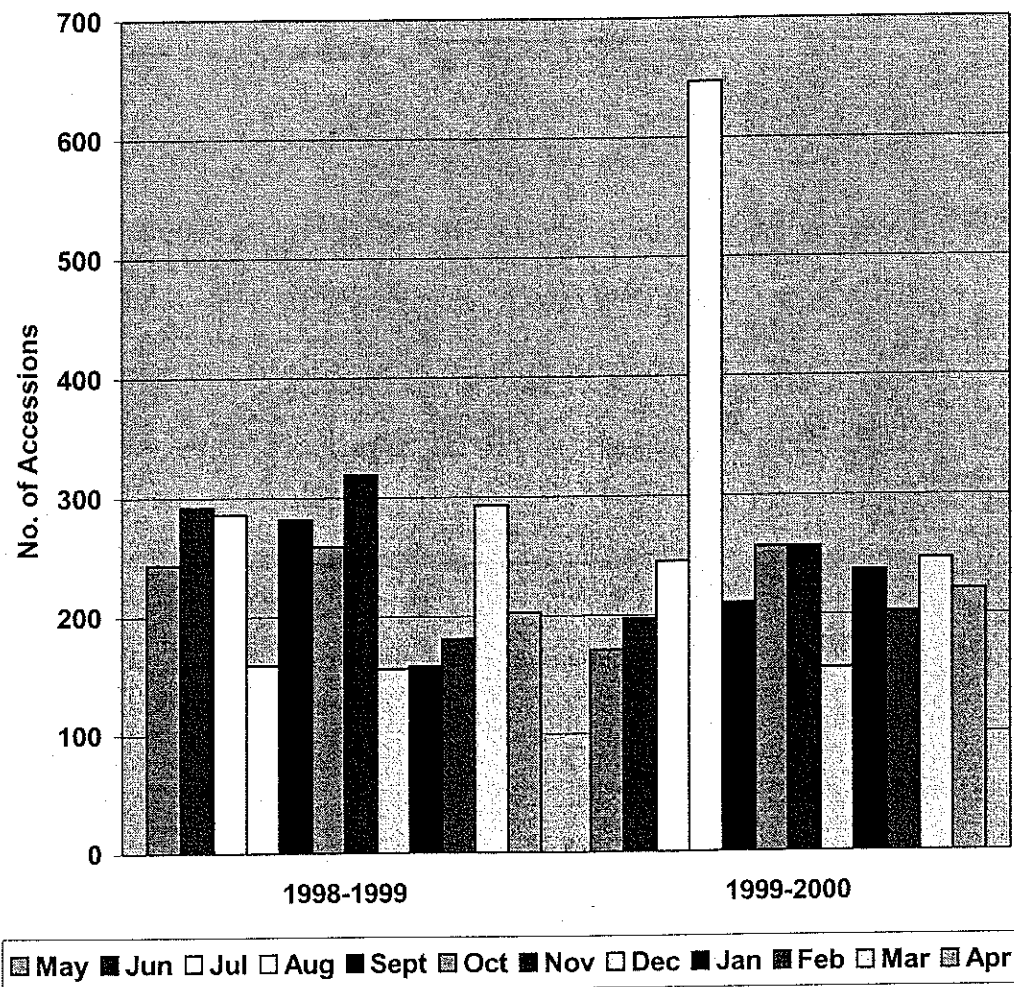


Figure 2

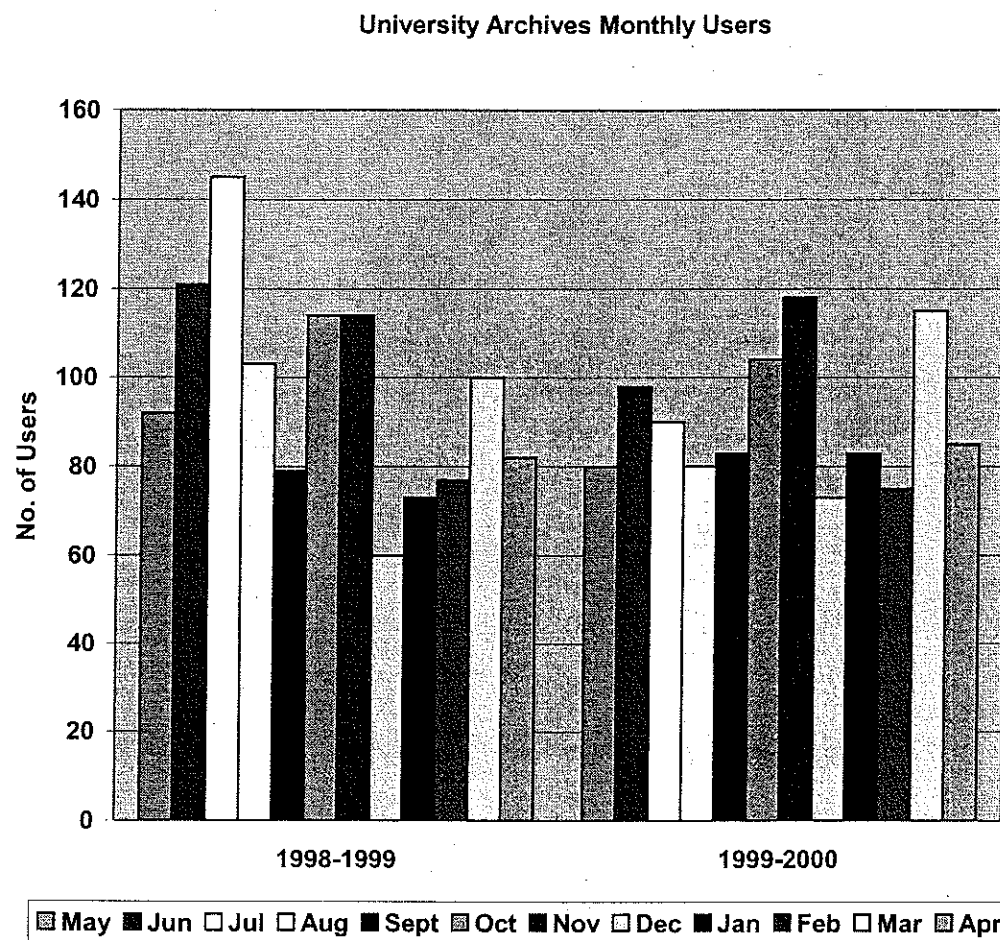
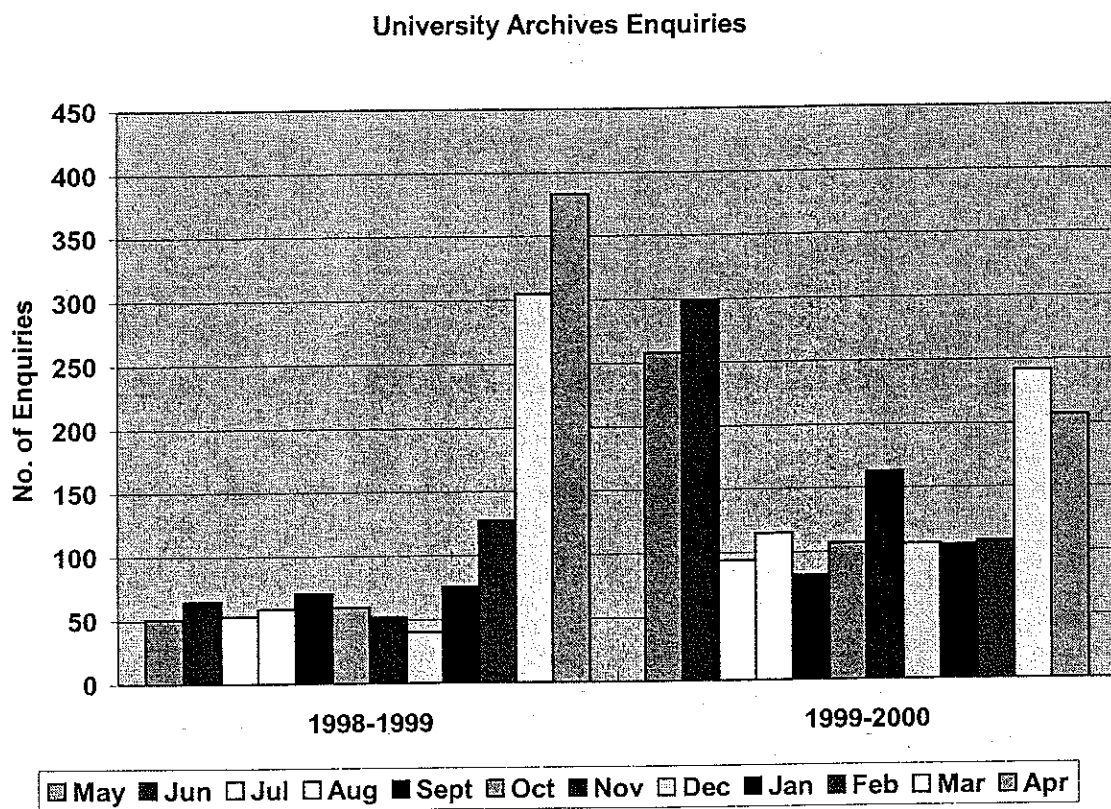


Figure 3



5.2 University of Toronto History Project

Harold Averill has continued his secondment to the University of Toronto History Project for a second year. The number of researchers was reduced to two for much of the period and sections of the manuscript appeared periodically. As the researchers were now more familiar with the archival records, less time was spent advising them, but the meetings with Professor Friedland continued as the book evolved. Many hours were devoted to reading and commenting on the manuscript; 34 of the proposed 41 sections, totalling over 150,000 words, had been critiqued by the end of April 2000.

Harold also continued as liaison with Dr. Richard White who is writing a history of the Faculty of Applied Science and Engineering. Harold read and commented on the completed manuscript and assisted Mr. White in the identification and selection of approximately 80 photographs and other images to illustrate the book.

5.3 Web Site Development

Over the past year the staff worked with Library's ITS to redesign and expand the department's web site. Loryl MacDonald, Holly Yoos and Barbara Edwards produced and co-ordinated this project. The bulk of work was completed in the late summer and a redesigned site was launched. The site now contains all of the information of the original site as well as new information on Archives and Records Management services. (See Section 3.3 for pages developed for Records Management) Activity on this site has increased steadily since statistics were first collected in November 1999.

A major factor contributing to this activity was the launch of the Archives database in spring 2000. With the assistance of the Library's ITS department and utilising the INMAGIC web browser acquired last year, an edited version of the Accessions database was made available to on-line users in March 2000. This marks the first time since establishment of the department in 1965 that staff, students, faculty and the general public can access an inventory of university and private archival records from their desktop. Additional databases relating to graphic records, finding aids and fonds level descriptions are now in development.

5.4 Exhibitions, Tours and Seminars

In October, Archives staff participated in U. of T. Day by mounting an exhibit on the University's history in the Reading Room where staff received 23 visitors. Garron Wells presented a three-hour seminar on the University Archives for a class of thirteen students from the Archives Course at George Brown College.

Holly Yoos presented a seminar on file plans to a class of graduate students at the Faculty of Information Studies in the fall of 1999.

At the request of Prof. Wendy Duff, Faculty of Information Studies, Harold Averill and Garron Wells supervised three graduate students undertaking a practicum project for FIS Course LIS1331. The assignment involved researching the organizational history or biography of the creator of the fonds and preparing RAD compliant series descriptions. The three fonds assigned to these students were Glen Macdonald fonds, Douglas Pimlott fonds, and Rex Lucas fonds. Since these three fonds are currently unprocessed and without finding aids, it was hoped that the students' reports would provide some level of access to the records in these fonds. Unfortunately, no copies of student reports were received.

5.5 Archives User Survey

As part of our ongoing planning process, a Client survey was conducted between June 17 and August 1, 1999. Loryl MacDonald, contract archivist, co-ordinated this project by drafting and finalising the survey questions, analysing the results and preparing a written report. Former and current users of the Archives reading room were surveyed on topics relating to reading room services such as reference, requesting and returning materials, copying, and facilities. A total of 104 responses (roughly half of whom were from outside the U. of T. community) was received from a population of 436.

An overwhelming majority (88.4%) of respondents rated the services in the Reading Room to be excellent or good. Respondents often commended the Archives for providing a valuable service. While the majority of respondents were pleased with the work environment of the Reading Room, 67% noted the need for electrical outlets for computer equipment, more comfortable chairs and better lighting. Other suggestions for improvement included a unified reader card for use of both University Archives and Fisher Rare Book Library and longer hours of operation.

6. PRESERVATION

6.1 Micrographics

The past year saw the completion of the microfilming of Board of Governors minutes. Lagring Ulanday continued to undertake all the preparatory work on these records including checking volumes for errors or omissions, producing target sheets, packing and shipping. Lagring also reviewed all microfilm for accuracy and quality. The second phase of this project, involving the filming of Senate minutes from 1850 to 1972, began in the winter. The first ten volumes (1850-1910) were filmed in March 2000. Completion of this project is expected by fall, 2000. Lagring also began drafting a cumulative finding aid.

The newspapers microfilming project begun in the winter of 1999 was completed, with the receipt of film for the remaining nine newspapers. In total, 42 reels of 35-mm film were added to the Archives holdings. This microfilm, as well as duplicate reels placed in Microtext Department of the Robarts Library, will improve access to and ensure preservation of a widely used information resource predominantly devoted to student activities on the three campuses up to 1998. Funds remaining from this project were spent on producing a microfilm copy (13 reels) of the University's yearbook, *Torontonensis*, from 1898 to 1930.

6.2 Storage

Holly Yoos, Records Analyst, arranged for the shipment of additional 203 metres (665 cu. Ft) of records to off-site storage during the year, bringing the total volume to 576 metres (1887 cu. Ft). Jeff Kramer, ALT, prepared inventory sheets and barcodes for the majority of these records. The Archives is now shipping the majority of new acquisitions of university and private records directly to off-site storage since on-site storage facilities are exhausted. This past year also saw a dramatic increase in requests for retrieval of records from off-site storage. While this volume is still relatively small (17 boxes), the trend is expected to continue as more acquisitions of high research value are shipped to a commercial storage facility.

Jeff Kramer transferred all of the 35-mm negatives in the Robert Lansdale Photography Ltd accession (B98-0033) into archival Print File sheets. The sheets were then transferred to hangars in metal filing cabinets where they are easily accessible to staff.

6.3 Canadian Institute for Historical Micrographics (CIHM)

Selected University and related publications of the 19th and early 20th centuries were borrowed and microfilmed by CIHM. Among the 56 items were selected issues of the *University of Toronto Studies*, calendars and annual announcements of institutions such as Knox College, Women's Medical College, College of Pharmacy, School of Practical Science. Loryl MacDonald and Marnee Gamble co-ordinated the arrangements with the CIHM.

The Archives also purchased microfiche copies of 19th century University of Toronto calendars filmed by CIHM. These copies will be used by researchers in the Reading Room, thereby preventing further damage to the fragile paper volumes.

6.4 Closing, 1999-2000

The annual closing of the Archives took place from August 23 to September 3, 1999. Staff spent this time conducting projects that were only allowable when the Reading Room is not open to the public. This included the selection and packing of archival materials collected by Prof. L. E. Jones, former Engineering Archivist, stored in the basement of One Spadina Circle. Many of these materials had been charred during a fire in Sandford Fleming Building in 1977. Harold Averill and Garron Wells sifted through the approximately 100 boxes for any salvageable archival materials. Other staff members prepared new accessions for off-site storage. The closing of the Reading Room also allowed all staff to take a one day training course in DBTextWorks.

7. ADMINISTRATION

7.1 Staffing

Unlike previous years, there was relative stability in the staffing complement in the department. Loryl MacDonald's contract as archivist was renewed for another year thanks to funding from the Office of the Vice-president, Administration and Human Resources. Her duties continued to ensure that donor commitments were met while Harold Averill continued his secondment on a two-thirds basis to the University of Toronto History Project. Marnee Gamble returned from leave in September 1999 and was again seconded for four months on a part-time basis to the ongoing special media archives project in the Library beginning in January 2000. As a result the Library provided additional funding to hire a Graduate Library Assistant for Reading Room duty for 12 hours a week until April 30. Jeff Kramer and Demetra Kandalepas shared duties as Assistant Library Technicians.

In January 2000 all full time staff archivist positions became part of the United Steelworkers of America, Local 1998 at the University of Toronto. As of July 1, 1999, Garron Wells was reclassified as a Librarian within the Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association. As of August, 1999, Barbara Edwards was promoted to LT 6 within the CUPE 1230 bargaining unit. Thus within this small department there are now three different employee groups.

7.2 Professional and Other Activities

All UTARMS Staff attended a one day workshop on Introduction to DB/TextWorks while, two staff members, Marnee Gamble and Holly Yoos also attended the one day Advanced Workshop. Both workshops were given by JAS Information Services.

Harold Averill continued as a member, Operations Committee, Canadian Lesbian and Gay Archives. He also made two presentations during this period: 'University of Toronto Archives and Record Management Services: A five-year survey of the acquisition of private records, 1994-1998', an address to the joint Archives Association of Ontario/ Association of Canadian Archivists Conference, London, Ontario, 4 June, 1999, and 'Sources for genealogical research in the University of Toronto Archives' Address to the Genealogical Association of Ontario colloquium: Genealogical Gleanings XII, Richmond Hill, Ont., 1 April, 2000

Marnee Gamble, Special Media Archivist, attended the Annual Conference for the Association of Moving Image Archivists held in Montreal, November 1 - 6 1999. Among the sessions she attended were those relating to technical issues of video preservation, copyright, selection criteria and collections policies, archivists as producers, and planning new storage facilities.

Lagring Ulanday continued to volunteer her time as photographer for lectures, exhibitions and library events for the Friends of the Fisher Rare Books Library. Files relating to these events will eventually be transferred to the Archives. In addition to her role as Toronto Chapter Archivist of the Association of Records Managers and Administrators (ARMA), she proposed a session presented by Karen Turko, Head, Preservation Services in the Library in March 2000. This session was well received by all attendees.

Garron Wells attended the annual meeting of the Association of Records Managers and Administrators International in Cincinnati, Ohio in October 17 - 20, 1999. Later that month she presented "Archiving Web Sites - strategies for the University of Toronto World Wide Web" to the Toronto Area Archivists Group seminar on Electronic Records. In April, she presented a session on "Preserving your electronic teaching and research materials: a primer for faculty" at the University's *Teaching, Learning and Research in Today's University: information technology and the University Professor* organised by the University of Toronto Library and sponsored by the Provost.

Holly Yoos attended the AIIM (Association of Imaging and Information Managers) annual conference in New York in April. She was also appointed Treasurer of the newly formed Toronto Chapter of this association. In the same month, Holly enhanced her knowledge of electronic records systems by taking the course "Introduction to Management Information Systems" at Ryerson University.

Compiled by Garron Wells
October, 2000

University of Toronto
Archives & Records Management Services

ANNUAL REPORT, 1999-2000

APPENDIX A: University Records 1999-2000

University of Toronto Archives and Records Management Services - University Records, 1999-2000

10/12/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
A1999-0004	University of Toronto. Ontario Institute for Studies in Education.	Graphic	1984-1998	1	8 20"x16" colour composite photoprints of the graduating classes of the Faculty of Education and the Ontario Institute for Studies in Education for the years of 1984, 1986, 1992, 1994-1998.	Open
A1999-0005	Fields Institute for Mathematical Research	Textual	1991-1994	.50	Records of negotiation and transfer of Fields Institute to permanent location at University of Toronto compiled mainly by Derek Cornell, Director of Office of Research Initiatives, Faculty of Arts and Science. Includes correspondence, reports, financial statements, notes.	Restricted
A1999-0006	University of Toronto. Department of Fine Art.	Textual Graphic	1967-1996	1.27	Consist of records of the Kommos Excavations, sponsored by the University of Toronto and carried out in Southern Crete, Greece, divided in 4 series: correspondence, 1967-1996; financial records dealing with grants; photographs of individuals and 1 slide; publications.	Restricted

University of Toronto Archives and Records Management Services - University Records, 1999-2000

10/12/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
A1999-0007	University of Toronto. Library. Office of the Chief Librarian	Textual Publications Graphic	1973-1996	4.40	Administrative files relating to library departments, visitors and subjects of interest to the Chief Librarian, including submissions of reports, papers, proposals, minutes of meetings of advisory groups, councils, task forces, and committees; professional activities with research libraries, published minutes of ARL meetings, other publications and a photograph of Carole Moore with ARL attendees; a few files from predecessor, Marilyn Shannow.	Restricted
A1999-0008	University of Toronto. Centre for International Studies	Textual Sound recordings Graphic	1966-1998	3.74	Administrative (1989-1996) and operational. Include visiting professors - Bissell (1966-1988), German and European Studies (1984-1998), and Asean (1990-1996); other chair programs, research projects and conference (1990-1998).	Restricted
A1999-0009	University College (Toronto, Ont.). Women's Residence	Artifacts	193-?	0.13	Two small oblong China serving dishes used in the Women's Residence.	Open

University of Toronto Archives and Records Management Services - University Records, 1999-2000

10/12/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
A1999-0010	University of Toronto. Department of Public Affairs	Graphic	1895-1966	0.07	Three photographs: 1) Students from the class of 1895 standing amid torn out bleaches in a classroom of the Toronto school of Medicine, Sackville St.; 2) photographs of architectural model of St. George campus ca. 1966 showing proposed Medical Sciences Bldg. [photographer: Ken Bell], 3) "First medical School in Upper Canada Medical Department, Kings College erected 1844 "(photo taken from publication).	Open
A1999-0011	University of Toronto. Department of Public Affairs	Moving images	1997	0.07	VHS copy of promotional tape "Great Minds for a Great Future" produced for fund raising purposes in 1997. Includes clipped interviews with well known academics and alumni including John Polanyi, Janice Stein, Tak Mak, Norman Jewison as well as President Robert Prichard. [Narrated by Donald Sutherland].	Open
A1999-0012	University of Toronto. Faculty of Applied Science and Engineering	Graphic Textual Moving images	[19--] - 1979	4.5	Includes photo albums containing black and white prints of bridges at various locations around the world. Glass plate slides, photoprints of various engineering projects and one 16mm film reel. Also collection of personal papers, creator unidentified.	Open
A1999-0013	Eirindale College. Human Resources	Textual	1966-1992	6.0	Personnel files for faculty, librarians and administrative staff. Arranged by employee group by year terminated.	Restricted

University of Toronto Archives and Records Management Services - University Records, 1999-2000

10/12/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
A1999-0014	University of Toronto, Human Resources, Compensation	Textual	1970-1992	5.0	Selected position descriptions for Administrative staff positions in academic and administrative divisions. Also includes generic position descriptions arranged alphabetically by job class.	Restricted
A2000-0001	University of Toronto, Office of the Comptroller	Textual	[192-] - [197-]	11.0	Salary books (ca 1951-1955), pension ledgers (1966-1968), University Estimates (bound) (1970's to 1970's), annuity debentures (1920's to 1950's), Employee estate files (ca 1966-1970's)	Restricted
A2000-0002	University of Toronto, Office of Statistics, Records and Convocation	Textual	1999	0.07	Amendments processed in 1999 to Convocation Roll vols. 1970 to 1998 and Convocation Roll Book 1999.	Restricted

University of Toronto
Archives & Records Management Services

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APPENDIX B: Private Records 1999-2000

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0002	Sword, John H.	Graphic	[ca.1970]	2	1 photograph of the Commonwealth delegates associated with the University of Ife taken at the Palace of His Highness in Nigeria, 1971; included in the photo are John Sword, D. Carlton Williams and Mrs. Williams. 1 aerial photograph of the University of Toronto campus taken ca. 1970-1971.	Open
B1999-0003	Massachusetts Historical Society. Caroline Healey Dall Papers	Textual	1853-1899	0.07	Photocopies of entries in the journals of Caroline Dall that refers to Sir Daniel Wilson or his family and letters from Wilson to Dall.	Open
B1999-0004	Takenaka, Kay	Textual Graphic	[1963?]-1985	.25	Personal records of University of Toronto Ceremonials Assistant, Kay Takenaka. The records mostly document Ms. Takenaka's being granted the Chancellor's Award, 1985. Records include congratulatory letters and photographs of the awards ceremony. Also included are informal photographs of prominent individuals such as George Ignatieff, John Aird, Ralph Benson, Pauline McGibbon and Prince Phillip.	Open
B1999-0005	University of Toronto. Faculty of Medicine	Textual Graphic	1903	.07	"Seventeenth Annual Banquet Dec. 10th, '03". Printed banquet menu and programme (4pp). Includes photoprint of Committee.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0006	McNaught, Kenneth	Textual	1997	.07	Manuscript of chapters 1-14 of personal memoirs of Kenneth McNaught. Handwritten pages. Manuscript was basis for book of his memoirs to be published by UofT Press in Spring 1999.	Open
B1999-0007	Howarth, Thomas	Textual Publications Architectural	1890-1998	2	Personal correspondence; correspondence relating to the Faculty of Architecture (1961-1992) and the National Capital Commission (1968-1974); files relating to architecture in the Far East and Australia; greeting cards, architectural drawings; publications; other records received during 1999.	Restricted
B1999-0008	University of Toronto. Faculty of Applied Science and Engineering. Class of 1921	Textual Graphic	1917-1994	0.14	Correspondence, minutes, notes, lists of addresses, pamphlets, flyers, biographical sketches, photographs and postcards documenting the activities of the Class of 2T1, Faculty of Applied Science and Engineering. These records were compiled by Dean Maxwell (to 1968) and Merrill C. Stafford (1968-1994).	Open
B1999-0009	Clark Family	Textual	1895-1937	0.60	Research notes and correspondence relating to the writings of Ritchie Clark's Bachelor of Commerce thesis, 'Competition of railways with trucks and buses', and exam questions for his BCom course; graduation diplomas for Herbert Clark, (BA 1895), Ritchie Clark (BCom 1933), Harriet Clark (BA 1934), and Martha (Mattie) Clark (BA 1934, MA 1937).	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0011	Farrar, Clarence B.	Textual Artifacts Graphic	[1880]-[1970]	15	Correspondence, case records, reports, ephemera, photographs, glass slides, artifacts and other records of Dr. Clarence B. Farrar, professor emeritus, Department of Psychiatry University of Toronto, editor, American Journal of Psychiatry, and Medical Director of the Toronto Psychiatric Hospital.	Restricted
B1999-0012	Ham, James M.	Textual Publications Graphic	1943-1997	3.0	Correspondence re death of James Ham; prize books, manual, framed cartoon of James Ham, diplomas and certificates, photoprints.	Open
B1999-0013	McLeod, Keith Alwyn	Textual Graphic Sound recordings	1975-1996	7.15	Records documenting Professor McLeod's teaching and administrative duties at the Faculty of Education and OISE, and his involvement with multicultural and intercultural issues and organizations.	Open
B1999-0014	University of Toronto Staff Association	Textual Publications Sound recordings	1970-1999	41.5	Subject files containing correspondence, reports, financial statements, minutes of committee meetings UTA history. President Mel Martin office records; Executive Council minutes; Board of Representatives minutes. Finances Internal; membership list, grievance case files.	Restricted
B1999-0015	University of Toronto Press Incorporated	Textual	1940-1989	23.0	Out of Print book files H-Z for publications; containing correspondence, review decisions, etc.	Restricted

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

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Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0016	Wright, Adam Henry	Textual Publications Graphic	1912-1930	.07	Illuminated addresses on retirement of Dr. Adam H. Wright as Dean of Obstetrics, University of Toronto (1912-1913) and memorial address of Council of Faculty of Medicine on his death in 1930. Includes offprint of Banquet address from "The Canadian Practitioner and Review" (1913). One photoprint (portrait) of Dr. Adam Wright by Ashley and Crippen (n.d.)	Open
B1999-0017	Skilling, H. Gordon	Textual Graphic	1969-1997	1.54	Personal records of Gordon Skilling, relating primarily to the Czech Republic, including professional and private correspondence with colleagues and friends, including Vilem Precan (1969-1996); drafts of his "Memoirs of a Canadian" and articles, with covering correspondence; addresses; conference papers, photographs.	Open
B1999-0018	University of Toronto Press Incorporated	Publications	1999	2.5	Out of print books as of 1999.	Open
B1999-0019	University of Toronto Press Incorporated	Textual	1960-1994	10.0	'Kills and reject' publication files containing, correspondence, notes, appraisal reports, curriculum vitae of authors with surnames A-Z.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0020	Duff, C. Kent	Textual Graphic	1914-1968	0.21	Includes: Diary and related photo album covering a large part of Duff's work in China as a teacher at a mission (1921-1924, 1926) - photo album also contains photos after 1926 when he left China and include England and Ontario; early photo album covering his student days at the University of Toronto 1914-1918; biographical items detailing his work with H.W. Price in the Faculty of Applied Science and Engineering and with the Hydro-electric Commission of Ontario including photographs of an automatic regulator designed by Price and Duff.	Open
B1999-0021	Robert Lansdale Photography	Graphic	ca. 196-1987	0.59	Coloured slides of various formats depicting the University of Toronto mainly from the late 1960s through the mid 1970s. Includes: buildings exteriors and interiors; campus views; people; students; events such as homecoming, convocation and open houses; sports; science. Also includes numerous views of the Aerospace complex and experiments up to 1987. Finally there are a series of slides of Roberts Library before it opened in August 1973.	Open
B1999-0022	Canadian Broadcasting Corporation	Sound recordings	1999-08-07	0.07	Recording of "Some of the Best Minds of our Time", Peter Gzowski interviewing Dr. Samuel Hollander, on air August 7, 1999 (1 hour). Discusses Hollander's ideas on the classical economists as well as his life and career as a historian of economic thought.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0023	Morton, Desmond	Textual Sound recordings Graphic Moving	1961-1994	13.6	Records relating primarily to Dr. Morton's research and writings as a social and military historian, to his administrative and teaching duties at Erindale college, University of Toronto, and to his political activities in the New Democratic Party. Including correspondence, both professional and personal; administrative files from his years as principal of Erindale college; course notes, lecture notes and other teaching material; research note, manuscripts, scripts, and copies of his newspaper columns; files relating to professional activities; and material relating to this and other political campaigns in the riding of Mississauga North. Also included are photographs, posters, audiotapes and videotapes.	Restricted
B1999-0024	Kaplan, William Edward	Textual Sound recordings	1981-1999	5.88	Correspondence, research notes, interviews, audiotapes, and drafts of chapters of Bill Kaplan's book, "Presumed Guilty: Brian Mulroney, the Airbus Affair and the Government of Canada (Toronto: McClelland & Stewart, 1998), of which the working title was "Brian Mulroney v. the people of Canada", and for which the principal researcher was Graham Rawlinson.	Restricted

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0025	Smith, Victor George	Textual	1931-1967	1.5	Mostly, teaching materials, such as lecture notes, graphs, and engineering drawings, of Victor George Smith, professor in the Department of Electrical Engineering from 1927 to 1967. In addition, there is also some correspondence, created mostly in the 1960's, concerning the AIEE, grants, research, and references. No personal records are contained herein.	Open
B1999-0026	Tracy, Gordon Frederick	Textual Cartographic Graphic	1928-1969	1.2	Mostly G.F. Tracy's teaching materials such as teaching notes, graphs, engineering drawings, film, mark books and student references. There are also research notes, created mainly in the 1920's, and subject files. No personal records or administrative records concerning G. F. Tracy's tenure as Head of the Department of Electrical Engineering are contained herein.	Open
B1999-0027	D'Antini, Pasquale	Textual	1970-1975	1.0	Correspondence and research materials of Pasquale D'Antini as employee of various Ontario government ministries and the Ontario Transportation Development Corporation. Projects include air bags for automobiles and other inventions relating to automobiles.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B1999-0028	Macpherson Family Records	Textual Graphic	1933-1992	.46	Correspondence, diaries, greeting cards, photographs, lists of contents of library, obituaries, letters of condolence, and other material documenting the lives of C.B. (Brough) and Kathleen (Kay) Macpherson and the professional activities of Brough as professor of political science at the University of Toronto.	Open
B1999-0029	Mulock Trust Fund	Textual	1898-1900	.45	Records of Mulock Trust Fund established in 1898 by Sir William Mulock on the failure and winding up of The Farmers' Loan and Savings Company. Includes minute book, financial statements, correspondence with applicants for funding; receipts for donations to Fund.	Open
B1999-0030	Warnski, Mieczyslaw S.	Textual	1946-1951	.5	Course notes and laboratory reports prepared by Mieczyslaw (Mike) Warnski for second, third, and fourth year courses in mechanical engineering at the University of Toronto. Also included are: reports prepared during summer employment; materials relating to his BAsC thesis; and some student memorabilia.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0001	Rhodes, Andrew James	Textual Graphic	[ca. 1950] - 1991	2.93	Correspondence, lecture notes, minutes of meetings, research files, interviews, addresses and photographs documenting Dr. Rhodes' activities as a medical researcher, a founder of the speciality of medical virology, and sometime director of the School of Hygiene at the University of Toronto. The files also document Dr. Rhodes' research in the mass production of the Salk polio vaccine; the history of the School of Hygiene; his activities as medical director of the Ontario Ministry of Health's public laboratories, as chair of the Rabies Advisory committee of the Ontario Ministry of Natural Resources, and as a rabies expert with the World Health Organization; other work as a consultant; and his volunteer work with the Presbyterian Church in Canada.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0002	Howarth, Thomas	Textual Sound recordings Graphic	1929-2000	8.11	Records documenting Thomas Howarth's activities as an architect, professor of architecture, and specialist on Charles Rennie Mackintosh. Included are certificates and diplomas, diaries (1929-1999) appointment books (1972-1992), teaching materials and lecture notes for University of Manchester and University of Toronto; addresses; correspondence and other files on Charles Rennie Mackintosh; files regarding several international architectural associations, especially the Commonwealth Association of Architects, including trips to Australia, China, New Guinea and South Africa; audiotapes (including addresses, lectures and 'Lifestyles' project at School of Continuing Studies, U of T); greeting cards, photographs and slides.	Open
B2000-0003	Coates, Frederick	Graphic	1922-[ca. 1929]	1.24	Five Art Deco works of art by Frederick Coates, consisting of three stage sets for 'Danse Fronds' (ca. 1929), 'Fashions' (ca. 1928), and 'The Storm Centre' (1927); a theatre design featuring a clown; and a still life entitled 'The Blue Plate' (1922).	Open
B2000-0004	Blizard, David Colin	Textual Graphic	1901-1910	0.60	Certificates relating to the the educational achievements, including the diploma and bachelor's degree in Applied Science and Engineering, of Colin Blizard (BASc 1910); photoprint of the graduating class in Applied Science and Engineering, 1909.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0005	FitzGerald, John Gerald	Textual	1904-1943	.04	Personal records of John Gerald FitzGerald, Professor of Hygiene and Preventative Medicine at the University of Toronto and Director of the School of Hygiene and Connaught Laboratories. Records mainly consist of general correspondence with professional colleagues, 1909-1943. Correspondents include: H.J. Cody, Robert Falconer, Ernest Jones, Adolf Meyer, William Osler, and William H. Welch. Records also include congratulatory letters upon Dr. FitzGerald's appointment as University of Toronto Dean of Medicine, 1932. There is also correspondence from the Rockefeller Foundation concerning Dr. FitzGerald's involvement with the International Health Board, 1918-1938.	Open
B2000-0006	Barrow, Barbara	Textual	1843-1850	0.07	Warrants appointing William Bulmer Nicol to a professorship in Materia Medica, Pharmacy and Botany at the University of King's College (1843) and University of Toronto (1850).	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0007	Luckyj, George S. N.	Textual Graphic Sound recordings	1900-1999	0.60	Personal records of George Luckyj, professor emeritus of Slavic Studies at the University of Toronto, and consisting of: personal and family correspondence; letters of Ostop Lutsky from the Golog; correspondence and reviews relating to his publications, including publication projects with Kiev; course notes and MA thesis; notebooks; family photographs (1900-1994); photographs taken in Kosiv (1931-1936) and of the British Army in Germany (1945-1947); photographs for Professor Luckyj's memoirs; postcard designed by him; and four cassette audiotapes of 'end of year reflections' (1980, 1983) and for the making of the 'Ukrainian Encyclopedia'.	Restricted
B2000-0008	Safarian, A. Edward	Textual	1945-1997	1.2	Professional correspondence, lecture notes, addresses, and student notes documenting Dr. A. Edward Safarian's career as a student, economist of international trade and administrator at the University of Toronto.	Open

University of Toronto Archives and Records Management Services - Private Records, 1999-2000

10/18/2000

Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0009	McCullough, William Stewart	Textual Graphic	1926-1972	.13	Professional records of Dr. William Stewart McCullough, professor of Near Eastern Studies. Records include correspondence concerning publications, faculty appointments, and teaching. Also included are manuscripts for Dr. McCullough's various article publications. There are also University publications such as convocation programmes, invitations, menus, and calendars. Records also include photographs of Dr. McCullough and other individuals.	Open
B2000-0010	Morton, Desmond	Textual Publications	1994-1997	0.28	Correspondence, memoranda and reports on defence issues generally, and relating to the Department of National Defence's Special Advisory Group on Military Justice and Military Police Investigation Services that reported to Prime Minister Jean Chretien on 25 March, 1997. Professor Morton wrote a paper, 'What to tell the Minister', as a part of this submission.	Restricted
B2000-0011	Zimmerman, Arthur M.	Textual Graphic	196--19--	9.6	Records documenting the career of Dr. Arthur Zimmerman, a cell biologist in the Department of Zoology. Included is: professional correspondence; biographical files; research files; professional association files; records relating to his role as editor of various journals; manuscripts of papers, articles and seminars; research files with related correspondence.	Restricted

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Accession Number	Provenance Heading	Physical Form	Date (s)	Metres	Scope and Content	Access
B2000-0012	Ostry, Sylvia	Textual	1970-1997	1.20	Appointment books (1987-1997) and addresses and speeches (1970-1997) given by Sylvia Ostry.	Open

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APPENDIX C: Gifts-in-Kind Tax Year 1999

Gifts- in-Kind for 1999 tax year

Angus, Mrs. Anne S.

Torontonensis, 1898 and 1905

Careless, J. M. S. B1998-0034

1852-1997; multi media; 2.7 m.

Records documenting Dr. Careless' activities as a student, member of numerous service organisations, writer, professor of history, and historian.

Clark Family B1999-0009

1895-1937; textual, cartographic; 1.12 m.

Research notes and correspondence relating to Ritchie Clark's thesis in Commerce; graduation diplomas for several of the Clark family; 30 engineering drawings done by W.H. D. Clark for courses at School of Practical Science (1919-1924).

Dellandrea, Dr. Jon

"Seventeenth Annual Banquet" Dec. 10, 1903 printed banquet menu and programme of the Faculty of Medicine.

Duff, C. Kent B1999-0020

1914-1926; textual, graphic; .21 m.

Records of C. Kent Duff consisting of diary and related photo album describing his life in China as a teacher at a mission; photo album of his students days at University of Toronto, 1914-1918; biographical items detailing his work with H.W. Price in the Faculty of Applied Science and Engineering.

Farrar, Clarence B. B1999-0011

1880-1970; textual, graphic, artifacts; 13 m.

Personal and professional records of Dr. Clarence B. Farrar, professor emeritus, Dept of Psychiatry, University of Toronto and head, Toronto Psychiatric Hospital.

Ham, James M. B1999-0012

1943-1997; multi-media; 2.64m

Correspondence re death of James Ham, as well as diplomas, biographical material, personal correspondence. Includes photographs, original caricature of James Ham, one brick from the old School of Practical Science, prize books.

Howarth, Thomas B1999-0007

1890-1998; textual, architectural, publications; 2 m.

Personal correspondence, correspondence relating to the Faculty of Architecture (1961-1962) and the National Capital Commission (1968-1974); files relating to architecture in the Far East and Australia, greeting cards, architectural drawings, publications and other records documenting the career of Prof. Thomas Howarth, Faculty of Architecture.

Kaplan, William E. B1999-0024

1981-1999; textual, sound recordings; 5.88 m.

Correspondence, research notes, interviews and drafts of *Presumed Guilty: Brian Mulroney, the Airbus Affair and the Government of Canada* (1998).

Macpherson Family B1999-0028

1933-1992; textual, graphic; .46 m.

Correspondence, diaries, greeting cards, photographs, lists, obituaries, letters of condolence and other material documenting the lives of C.B (Brough) and Kathleen Macpherson and the professional activities of Brough as professor of political science at the University of Toronto.

Mulock Trust Fund B1999-0029

1898-1900; textual; .45 m.

Records of Mulock Trust Fund established in 1898 by Sir William Mulock on the failure and winding up of The Farmers' Loan and Savings Company. Includes minute book, financial statements, correspondence with applicants for funding, receipts for donations to Fund.

McLeod, Keith B1999-0013

1974-1998; textual, graphic; 3.64 m

Personal records of Prof. McLeod relating to his administrative and teaching materials at the Faculty of Education and OISE; files on intercultural and multicultural organizations; manuscripts and addresses.

McNaught, Kenneth B1999-0006

1997; textual; .07m

Manuscript of Chapters 1 to 14 of personal memoirs of Prof. Kenneth McNaught. Published by U. of T. Press, 1999

Nowlan, David B1998-0041

1964; textual; 2.7 m

Records of Prof. Nowlan as Vice-president, Research (1981-1998), and Economics professor, 1965-1998. Includes correspondence, reports and manuscripts.

O'Sullivan Family, B1998-0031

1910-[197-]; textual, graphic; .5m

Records of Dr. Paul Michael O'Sullivan and his son Dr. Paul McLaren O'Sullivan created in their capacity as professors of medicine at the University of Toronto.

Robert Lansdale Photography Ltd. B1999-0021

196-1987; graphic; 1500 images

Colour slides depicting the University of Toronto including buildings, campus views, students, events, sports and technology. There are numerous views of the Aerospace complex and Robarts Library.

Rose, William D. G.

Torontonensis, 1914

Shiavetto, Carol

1927-1936. 07m

Printed programmes for piano and organ recitals, concerts, musicals at Hart House and Hart House Theatre.

Skilling, H. Gordon B1999-0017

1966-1999; textual, graphic; 2.0 m.

Personal records of Prof. Skilling relating primarily to the Czech Republic including professional and private correspondence with colleagues and friends, including Vilem Precan; drafts of his memoirs "Educating a Canadian" and articles, addresses, conference papers.

Stafford, Merrill C. B1999-0008

1917-1995; textual, graphic; .20 m.

Records of the Class of 2T1 compiled by Dean Maxwell and Merrill C. Stafford including correspondence, biographical sketches, newsletter, photographs.

Warmski, Mieczylsaw S. B1999-0030

1946-1951; multi media; .5m

Course notes and laboratory notes prepared by Mieczylsaw S. Warmski as student in courses of mechanical engineering at the University of Toronto.

Wright, Adam H. B1999-0016

1912-1930; textual, graphic; .07

Illuminated addresses on retirement of Dr. Adam H. Wright as Dean of Obstetrics, University of Toronto (1912-1913) and memorial address of Council of Faculty of Medicine on his death in 1930. One photoprint of Dr. Wright and offprint.

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APPENDIX D: Organizational Chart

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