

UofT



Archives & Records Management Services  
**ANNUAL REPORT 2002-2003**



**"University College in 1876"**  
From the UTARMS Collection

## TABLE OF CONTENTS

MISSION.....	1
1. INTRODUCTION .....	2
2. ACQUISITIONS .....	3
2.1 Collection Growth .....	3
2.2 University Records (A Accessions).....	3
2.3 Private Records (B Accessions).....	4
2.4 Special Media Records (Table 1).....	5
2.5 Donations for Monetary Evaluation (Gifts-in-kind) .....	5
3. RECORDS MANAGEMENT .....	7
3.1 Training Sessions .....	7
3.2 UTARMS Web Site – Records Management section.....	7
3.3 Consultation and inquiries .....	7
3.4 Provincial and federal privacy legislation .....	7
4. ARRANGEMENT AND DESCRIPTION .....	8
4.1 University (A Accessions) and Private Records (B Accessions) (Table 2).....	8
4.1.1 University (A Accessions).....	8
4.1.2 B Accessions (Private Records).....	8
4.1.3 Finding aids conversion .....	9
4.2 Special Media.....	9
4.2.1 Image Bank .....	10
4.2.2 Graphic Images Database:.....	10
4.2.3 Digitisation Project – Robert Lansdale Photography Ltd. B1998-0033 .....	10
4.3 Theses and Print Room materials.....	10
5. REFERENCE SERVICES .....	13
5.1 Reference and Research Services (Table 3).....	13
5.2 Web Site Development.....	18
5.3 Exhibitions, Tours and Seminars.....	18
6. PRESERVATION .....	19
6.1 Storage.....	19
7. ADMINISTRATION .....	20
7.1 Provostial Green Paper on Academic Planning.....	20
7.2 Staffing .....	20
7.3 Closing, 2002.....	20
7.4 Professional and Other Activities.....	21
APPENDIX A: UNIVERSITY RECORDS 2002-2003	
APPENDIX B: PRIVATE RECORDS 2002-2003	
APPENDIX C: GIFTS-IN-KIND FOR TAX YEAR 2002	
APPENDIX D: ORGANISATIONAL CHART	

## **UNIVERSITY OF TORONTO ARCHIVES AND RECORDS MANAGEMENT SERVICES**

### **MISSION**

University of Toronto Archives and Records Management Services (UTARMS) 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**

University of Toronto Archives and Records Management Services 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. UTARMS 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 department 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

The period from May 1, 2002 to April 30, 2003 was marked by continued growth and some notable achievements. We ended the period by exceeding collection growth expectations for the planning period by 28%. Even though administrators are not compelled by University policy to transfer archival records to this department we still saw an increase in volume of records from academic and administrative areas. Awareness and education provided in the four records management seminars delivered annually, on-site visits, and ongoing consultation appear to be having some impact on administrative practices. Our increased use of electronic resources such as email and an enhanced web presence for records management services may also be factors in this development

We continued to improve access to our holdings by adding records to existing on-line databases (Accessions and Image Bank databases) and mounting new ones, such as the Records Retention Schedules database. A major achievement during the year was electronic access to copies of finding aids through the department's web site. With over 35 years worth of finding aids describing accessions at various levels – box lists, file lists, inventories, series descriptions – there is a pressing need to make these more accessible to the research community. But with current staffing levels, this will be a long term project undertaken only as time permits.

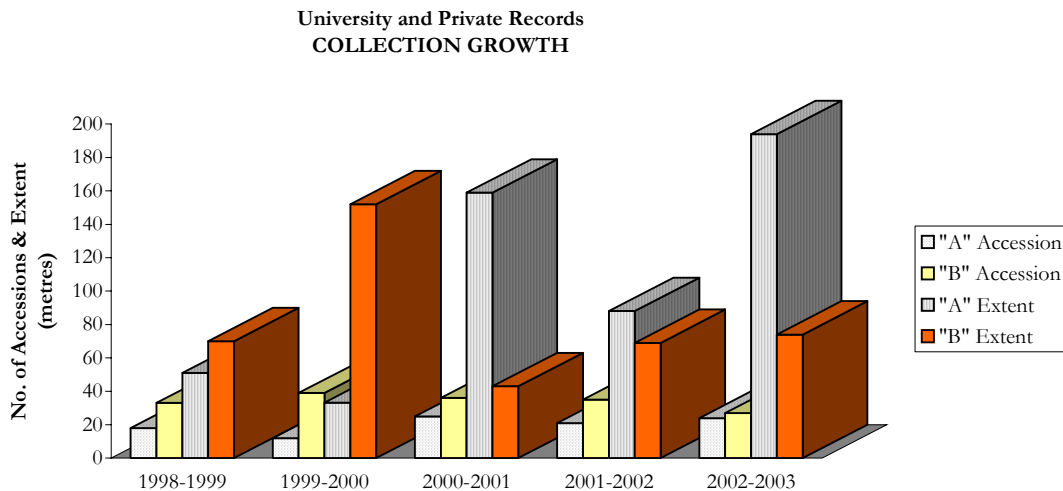
Storage facilities continue to be at a premium in the Fisher/Robarts complex. While the Library has initiated action in this area, it is bound to be some time before additional on-site storage is available to the Archives. We continue to ship university records accessions off-site to commercial storage now at 14% of total holdings by the end of April 2003. This situation will be exacerbated as administrative and researcher need for access results in rising retrieval costs.

With the University embarking on a new planning period (2004-2010), the Archives will continue to emphasize the importance of best practices for record keeping in compliance with university policies and possibly provincial and/or federal legislation.

## 2. ACQUISITIONS

### 2.1 Collection Growth<sup>1</sup>

By the end of this reporting period the University Archives had exceeded its 5 year projection of 600 metres (2000 ft) of new acquisitions. During 2002-2003 an additional 271 metres (889 ft) of records from both university and private sources was received, exceeding last year's volume by 31%. Our total extent of acquisitions received since our five year plan began in 1999 is 836 metres or 28% over our original projection. As with previous years, university records acquisitions amounted to approximately 72% of collection growth. The Archives total holdings have risen from 7,954 metres to 8,222 metres.



### 2.2 University Records (A Accessions)

As in the two previous years, the acquisition of university records from various offices across the three campuses continued to outpace all other sources. During 2002-2003 a total of 194 metres (637 ft) were acquired in 24 accessions compared to 88 metres (289 ft) in the previous year. This represents an increase of 220%. Among the larger new fonds acquired were records from the University of Toronto/McMaster Lipid Research Clinic programme (18 metres; A2002-0009). These records were received from its former director, Dr. J. Alick Little and complement his personal records received in 2001. The Department of Alumni and Development transferred 49 metres of alumni cards dating from the early 1900's to 1975 (A2003-0005). These are a major source of biographical information on university employees, and students and alumni, and continue the existing series of records (the "Grier files") already held by the Archives in accession A1973-0026. The Department had transferred some of the information from these

<sup>1</sup> All tables and charts on the following pages were prepared by Barbara Edwards.

cards to the HRIS data system. At this time the cards remain inaccessible until resources are found to store them on site.<sup>2</sup>

Accruals to existing fonds included doctoral and masters students files from 1968-1983 from the School of Graduate Studies (A2002-0004, A2002-0013; 102.5 metres), as well as records from the Office of the Chief Librarian, and Faculty of Arts and Science. See Appendix A for complete listing.

### **2.3 Private Records (B Accessions)**

A moderate increase of 7% in private records donations occurred during 2002-2003. The Archives received 74 metres (243 ft) of private records in 27 separate accessions as compared to 69 metres (226 ft) in 2001-2002. Nearly one third of this extent was received from one donor. Prof. Martin Friedland donated two groups of his personal papers, one which consisted of the records of the University of Toronto History project conducted between 1997 and 2002.

Other accruals to existing fonds included, among others, records of professors James Ham (B2003-0005, 1.83 metres), Germaine Warkentin (B2002-0006, 3.2 metres) Milton Israel (B2002-0009, 1.5 metres), William Samarin (B2003-0021, 7 metres), William Harding le Riche (B2002-0016, 2 metres) and H. Gordon Skilling (B2002-0024, 1.09 metres).

Among the new fonds received were the records of the William Dale Family (B2002-0017). While not a large acquisition, the fonds is an important contribution to the documentary record of the classics professor who was fired by the University administration during the student strike of 1895. However, he was a well respected classicist and was credited with the development of the seminar approach to teaching at the University of Toronto. While these papers do not directly relate to the incident that led to his dismissal from the University, they do document in detail his views on teaching the classics in particular and university education in general. His diaries and letters to his wife Frederika (whom he met during his appointment to Queen's University in the late 1890s) describe in detail his feelings on various issues including education, family, farming (to which he devoted a great deal of his time) and children. Indeed the letters between his children and their mother during their attendance at the University of Toronto in the 1920's are especially interesting for their description of university life.

Complementing these personal records are the papers of George W. Wrong (B2003-0005; 5.66 metres), professor of history and contemporary of Dale, transferred from the Rare Book Library during the year. Mrs. Kathleen Gilling made an unusual and timely donation (B2002-0018) of items documenting the athletic achievements of her brother George Westman, who starred in the Grey and Allan Cup games in 1920 and 1921 respectively, in both of which the U of T teams were victorious. The items included Westman's T-holder sweater, the football used in the Grey Cup game, and a commemorative puck presented to the participants in the Allan Cup game. These and other items from this donation were displayed in the "Snapshots" exhibition Harold Averill prepared in commemoration of the 175th anniversary of the University.

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<sup>2</sup> Investigation into converting these cards to microfilm would cost approx \$30,000; to digital format approx \$100,000.

Another significant acquisition is the personal papers of Dr. John Hastings documenting his long career with the University of Toronto as professor of hygiene and as the last director of the School of Hygiene (B2002-0014, 13 metres). His papers also include records of his father (also a doctor) who graduated from the University of Toronto in 1913, and his mother.

#### **2.4 Special Media Records (Table 1)**

Acquisitions of photographic records (prints, negatives and slides) rose to 11,789 an increase of 31% over the previous year. Most of these were contained within textual accessions. However two acquisitions during the year contained only special media. The personal records of Walter F. Mackenzie (B2003-0001), a medical student at the University of Toronto from 1946-1953 acted as student photographer for *The Varsity*, *Torontonensis* and the Medical Society. This collection of some 529 original images (predominantly negatives) was donated along with digital copies and an extensive finding aid, all prepared by his daughter.

The Department of Public Affairs transferred a collection of some 3300 colour slides documenting the University during the 1970s and 1980s (A2002-0007, 1.04 metres) and sound recordings and videos of campus events such as convocations, special events, fundraising and research, higher education from 1986-2001 (A2002-0010, 1.4 metres). More sound recordings were received from the Media Centre. The approximately 1200 audio tapes (A2003-0009, 9 metres) were used by the department in productions relating to educational programmes, events and lectures and as such relate to video productions found in A1996-0008. For a complete list see Appendix B.

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

A total of 19 gifts were evaluated for income tax purposes for the 2002 tax year. The total value of these was \$226,095, an amount exceeding the combined value of gifts received in 2000 and 2001. Two of these gifts were prepared for submission to the Cultural Properties Review Board for certification.<sup>3</sup> See Appendix C for complete list.

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<sup>3</sup> At this writing only one of these gifts had completed certification.

**SPECIAL MEDIA (ITEMS)**

ITEMS	2002					2003					YTD		
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB		MAR	APR
<b>PHOTOGRAPHS</b>													
Photoprints	2120	155	150	0	0	0	5	49	690	0	2500	0	5669
Negatives	500	0	0	0	0	0	0	0	610	0	2400	0	3,510
Slides	0	3500	60	0	0	0	0	0	34	0	516	0	4110
<b>SOUND RECORDINGS</b>													
Reel to Reel	600	0	0	0	0	0	0	0	0	0	0	0	600
Cassettes	600	10	0	0	93	0	2	0	0	0	0	0	705
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
<b>MICROFORM</b>													
16mm reels	0	0	0	0	0	0	0	0	17	0	0	0	17
35mm reels	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>MOVING IMAGE</b>													
Film	0	2	0	0	0	0	0	0	0	0	0	0	2
Video	0	18	0	0	27	0	0	0	0	0	0	0	45
<b>WORKS OF ART</b>	0	18	0	0	0	0	0	0	0	0	0	0	18
<b>MACHINE READABLE</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARCHITECTURAL</b>													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>MAPS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARTIFACTS</b>	0	0	0	0	1	0	0	8	0	0	0	0	9

Table 1



### **3. RECORDS MANAGEMENT**

#### **3.1 Training Sessions**

Loryl MacDonald continued to provide regular seminars on key records management topics to administrators on all three campuses. Between May 2002 and April 2003, Loryl presented 6 seminars on our regular topics of “Records Management Fundamentals”, “Electronic records” and “U of T. File Plan”. In addition she was invited to present a special seminar to Business officers at Scarborough campus. By the end of this reporting period, Loryl had made presentations to a total of 77 employees representing 28 administrative and 41 academic offices.

#### **3.2 UTARMS Web Site – Records Management section**

In the spring of 2003, a database of records retention schedules was made available on the department’s web site. A total of 529 schedules can now be reviewed on line by university administrators querying the retention and disposition status of records relating mainly to students, finance and human resources.

#### **3.3 Consultation and inquiries**

A total of 255 inquiries relating to records management activities such as training, records retention and disposition, archival transfers and destruction were received. Responses to these were handled primarily by Loryl MacDonald.

In addition to responding to inquiries by phone and mail, Loryl MacDonald made 13 site visits to various offices in both academic and administrative divisions. Among the offices visited were Innis College, Astrophysics and Astronomy, the Carillon Committee at Hart House, School of Graduate Studies, Registrar’s and Business Centre offices at the Joseph L. Rotman School of Management, Faculty of Medicine and Student Housing and Resident Life at U. of T. at Scarborough.

#### **3.4 Provincial and federal privacy legislation**

As reported last year, the provincial government drafted legislation in mid 2002 which was scheduled to be presented in the Legislature in the fall. However the Cabinet decided against presenting the bill and the legislation remains in limbo. The Council of Ontario Universities (COU) Working Group on Privacy turned their attention instead to the implications of the federal privacy law *Personal Information Protection and Electronic Documents Act*. This legislation became law in January 2001 and initially covered federally regulated organizations. Most other organizations were given three years to comply, unless their province passed ‘substantially similar’ legislation before that date. With the failure of Ontario to pass privacy legislation, it became apparent that universities will be subject to this law on January 1, 2004. The law applies to personal information collected, used and disclosed in the course of *commercial* activities. In the late spring of 2003, the COU contracted Hicks Morley to provide a legal opinion on the extent and implication of this legislation on Ontario universities operations. Garron Wells, as a member of the COU Working Group on Privacy monitored COU activity in this area including participation in a conference call, and continued as a member of the U. of T. Working Group.

## 4. ARRANGEMENT AND DESCRIPTION

### 4.1 University (A Accessions) and Private Records (B Accessions) (Table 2)

#### 4.1.1 University (A Accessions)

Major accessions of university records were arranged and described for the most part by the office of origin prior to receipt by the Archives. This has been both policy and practice for the University Archives for more than 10 years and for the most part, offices have willingly complied. Thus accessions received in during this fiscal year from the School of Graduate Studies (A2002-0013 and A2003-0004 totalling 102.5 metres were accompanied by file lists in electronic form. Also the Department of Alumni and Development included a detailed electronic file with the transfer of 49 metres of alumni cards (A2003-0005). The routine use of email to send and receive box and file lists has resulted in quicker turn around time for the records archivist to process the acquisition and make it accessible to the office of origin and researchers as appropriate. Acquisitions from university offices without any listing were the exception, but did require limited arrangement and description by the archivist. Such work was required for the records of the University of Toronto/McMaster Lipid Research Clinic programme (A2002-0009; 18 metres), Office of the Chief Librarian (A2002-0015); .53 metres), Department of Anthropology (A2003-0006; .14 metres) and the School of Architecture and Landscape Architecture (A2003-0007; .42 metres).

Work continued on the description of backlog accessions within the Office of the President *fonds*. Lagring Ulanday completed the listing of an additional 5 accessions (a total of 31.27 metres) under accession numbers A80-0029, A84-0026, A85-0016, A87-0020 by April 30, 2003. With the completion of file lists, we will be able to proceed with the editing and updating of the text of the *Inventory of the Office of the President*. The purchase of a scanner in the spring of 2003 would allow Lagring to produce an electronic version of the text of the original *Inventory*, consisting of some 145 pages. Once this is complete, Lagring will add all the described accessions (up to A1998-0019) to the existing series descriptions and bring the finding aid up-to-date. We expect to complete this work by the end of fiscal 2004.

#### 4.1.2 B Accessions (Private Records)

As with previous years, the arrangement and description of private records accessions focussed on the current year's acquisitions in preparation for the issuing of income tax receipts. A total of 106.5 metres of private records were processed during this period. Garron Wells undertook the arrangement and description of new fonds of Lorraine Smith (B2002-0010), Roland R. McLaughlin (B2002-0011), William Dale family (B2002-0017) and J. Alick Little (B2001-0040), and described accruals to the following fonds: Milton Israel (B2002-0009), Hermann Boeschstein (B2002-0015), William Harding le Riche (B2002-0016) and Robert Bothwell (B2002-0019). In all a total of 175 pages of description for predominantly textual records was produced.

As mentioned two additions to the Martin Friedland *fonds* were received: one dealing with the writing of the University's history to mark the 175<sup>th</sup> anniversary (B2002-0022; 23 metres) and the other containing his other personal papers of academic and professional activities over some 30 years. (B2002-0023; 4.2 metres). For the former acquisition, Prof. Friedland spent considerable time organizing and writing descriptions of various series and providing invaluable commentary on the significance of the records documenting the U of T. History project. Even with this assistance, however, Harold Averill spent a further six months revising the finding aid, weeding out non-archival materials and editing series descriptions and file lists to comply with departmental standards and the requirements of a Cultural Property Export Review Board application. These two accessions alone produced finding aids totalling 134 pages and took approximately 8 months to complete before submission to CPRB for certification in the spring of 2003.

Marnee Gamble arranged and described accruals to the Calvin Gotlieb *fonds* (B2002-0003) James Ham *fonds*, (B2002-0005), Germaine Warkentin *fonds* (B2002-0006), and the Robin Harris *fonds* (B2003-0003). She also arranged and described the new fonds of multi-media records of James H. Acland (B2001-0044), professor of architecture, and described the graphic material contained in the Friedland and Dale Family gifts.

#### **4.1.3 Finding aids conversion**

Under the direction of Garron Wells, casual student employees (ALTs) have continued the work of creating electronic copies of typewriter and handwritten finding aids created over the past 30 years. Over the past year 10 finding aids (149 pages) were either retyped or scanned/reformatted. The remaining Wordperfect5.1 files were converted to Word resulting in an additional 148 finding aids in electronic form. Thus by the end of this reporting period, 158 formerly manually produced finding aids ( or 2,370 pages) created between 1965 and 1999 are now in electronic form.

Related closely to that conversion project, is the production of finding aids in PDF for on-line access through the department's web site. In February 2003, Garron Wells, with the assistance of Barbara Edwards, Archives Assistant, produced the first on-line finding aids in PDF. By the end of this reporting period, 800 pages describing 24 fonds (or 43 accessions) were accessible on-line by searching the Accessions Database. This project is a long-term one, involving editing, generation of table of contents, formatting and finally conversion using Adobe Acrobat.

#### **4.2 Special Media**

Under the supervision of Marnee Gamble, Lauren Stillie arranged approximately 3300 colour slides documenting the University of Toronto during the 1970s and 1980s. A partial listing has been done and a full listing should be completed by Marnee Gamble by the summer of 2003.

The acquisition of the Walter Mackenzie fonds (B2003-0001) consisting of 529, 4x5 negatives with scanned digital copies gave the Archives the opportunity to increase the size of the on-line searchable Image Bank. Marnee Gamble described each item to the level of description established in the Image Bank and the items were added in April 2003.

#### **4.2.1 Image Bank**

With the winding up of the University's 175th anniversary celebrations the database became known simply as the "Image Bank". Marnee Gamble continued to develop this on-line resource and by the end of fiscal 2002-2003 there were a total of 788 images comprising the original images loaded for the 175<sup>th</sup> anniversary, and additions from the Walter Mackenzie fonds.

#### **4.2.2 Graphic Images Database:**

Additions to this database were deferred to 2003-2004.

#### **4.2.3 Digitisation Project – Robert Lansdale Photography Ltd. B1998-0033**

A pilot database was developed in hopes of providing a searchable tool to access and view these images on-line. Marnee Gamble developed an on-line version of the Lansdale database containing both series and item level descriptions. She worked closely with Marc Lalonde of Information Technology Services to initialize a layout that could search at the series level and link to the related item level descriptions with accompanying digital images. Marc was successful in using DB/Text *WebPublisher* to accomplish this. It is hoped that if further time and resources can be devoted to description, that partial access to the some 30,000 digital images could be made available to the public by summer 2004. UTARMS would like to thank Marc Lalonde for his help in this project.

#### **4.3 Theses and Print Room materials**

The number of MA and PhD theses catalogued in this period is 148 and the Print Room collection catalogued items are 88.

## PROCESSING AND DESCRIPTION

	2002						2003						YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>PROCESSING-CURRENT</b>													
A-Accessions													
Completed [metres]	0	2.08	2.47	5.85	2.18	1.44	0	0	0.51	0	0	9	23.53
B-Accessions													
Completed [metres]	4.3	5.86	0.26	0.14	1.14	35.1	7.13	7	11.05	15.16	6.34	13.02	106.5
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	0	0.05	0	0.14	0.03	0.22
P-Accessions Serials													
Completed [metres]	10	150	14	6	64	43	37	22	34	32	45	29	486
Completed [metres]	0.07	0.28	0.07	0.04	0.24	0.17	0.18	0.34	0.51	0.19	0.23	0.18	2.50
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	4.37	8.22	2.8	6.03	3.56	36.71	7.31	7.34	12.12	15.35	6.71	22.23	132.75
<b>PROCESSING-BACKLOG</b>													
A-Accessions													
Completed [metres]	0	0	0	0	3.51	0	6.32	0	6.5	12.22	5.66	0.52	34.73
B-Accessions													
Completed [metres]	0.07	0	0.13	0	0	0	0	0	0	0	0	0	0.2
M-Accessions Books													
Completed [metres]	0	0	0	0	0.14	0.18	0	0.22	0	0	0	0	0.54
P-Accessions Serials													
Completed [metres]	13	0	0	0	1	0	0	0	43	29	0	7	93
Completed [metres]	1.3	0	0	0	0.02	0	0	0	0.26	0.13	0	0.1	1.81
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	1.37	0	0.13	0	3.67	0.18	6.32	0.22	6.76	12.35	5.66	0.62	37.28
<b>DESCRIPTION-CURRENT</b>													
A-Accessions													
Completed [metres]	0	1.04	2.47	5.85	2.58	1.44	0	0	0.51	0	0	9	22.89
B-Accessions													
Completed [metres]	12.06	5.73	0.26	0.14	1.07	1	10.73	8.68	13.01	6.47	3.55	6.66	69.36
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	0	0.05	0	0.13	0.06	0.24
P-Accessions Serials													
Completed [metres]	10	151	14	1	63	43	37	20	42	32	45	29	487
Completed [metres]	0.07	0.28	0.07	0.04	0.24	0.17	0.18	0.34	0.3	0.19	0.23	0.18	2.29
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 2

**PROCESSING AND DESCRIPTION (continued)**

DESCRIPTION	2002					2003							YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DESCRIPTION</b>													
<b>- CURRENT - continued</b>													
Total No. of Finding Aids													
A & B	7	5	2	2	4	1	6	1	8	3	5	3	47
Total No. of Finding Aids													
P,M&T	5	16	11	1	49	21	21	20	44	20	49	23	280
TOTAL Completed [metres]	12.1	7.1	2.8	6.03	3.89	2.61	10.9	9.02	13.87	6.66	3.91	15.9	94.78
<b>DESCRIPTION- BACKLOG</b>													
A-Accessions													
Completed [metres]	0	1	0	0	3.51	0	6.32	0	6.5	12.22	5.66	0.52	35.77
B-Accessions													
Completed [metres]	0.07	0	0	0	0	0	0	0	0	0	0	0	0.07
M-Accessions Books													
Completed [metres]	0.14	0.2	0	0	0.14	0.18	0	0.22	0	0	0	0.06	0.95
P-Accessions Serials													
Completed [metres]	0.06	0	0	0	0.02	0	0	0.21	0.43	0.13	0.03	0.1	0.98
T-Accessions Theses													
Completed [metres]	37	8	0	0	14	22	4	27	8	8	14	6	148
Total No. of Finding Aids													
A & B	1	2	2	0	3	0	0	0	1	0	1	1	11
Total No. of Finding Aids													
P,M & T	59	20	0	0	24	54	4	38	14	30	17	15	275
TOTAL Completed [metres]	0.54	1.3	0	0	3.67	0.18	6.32	0.43	6.93	12.35	5.69	0.68	37.77

**Table 2**

## 5. REFERENCE SERVICES

### 5.1 Reference and Research Services (Table 3)

The Reading Room activity kept pace with previous years increasing in the areas of Accessions Use and New Readers. Since “New Readers” statistics are generated based on annual renewals of registration, it is possible to deduce that the average reader made approximately 2 visits to the Reading Room to conduct research. (See Figures 1 to 3). As in previous years, the mosaic of researchers continues much the same, attracting historians, journalists, academics, students, administrators and the occasional genealogist.

<b>Year</b>	<b>Accessions Use</b>	<b>New Readers</b>	<b>Daily Users</b>
1998-1999	2832	376	1161
1999-2000	3046	392	1084
2000-2001	2200	302	893
2001-2002	1660	334	693
2002-2003	1946	343	636

Other inquiries are received by phone and mail, and increasingly by electronic mail. The total inquiries relating to our archival holdings was 2090, with an additional 255 relating to records management, resulting in a grand total of 3007 for this time period. This is down from the 3229 received last year.

## REFERENCE SERVICES

	2002					2003							
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
A-Acc: Use	146	104	71	39	68	86	83	20	46	72	98	67	900
B-Acc: Use	108	53	77	27	34	42	37	26	21	69	39	27	560
M-Acc: Use	0	0	0	0	0	0	0	5	2	1	2	2	12
P-Acc: Use	67	17	20	22	44	23	23	25	41	31	15	8	336
T-Acc: Use	47	5	30	4	2	7	14	7	5	15	1	1	138
<b>TOTAL ACCESS.USE:</b>	<b>368</b>	<b>179</b>	<b>198</b>	<b>92</b>	<b>148</b>	<b>158</b>	<b>157</b>	<b>83</b>	<b>115</b>	<b>188</b>	<b>155</b>	<b>105</b>	<b>1946</b>
<b>TOTAL (2001-2002)</b>	<b>131</b>	<b>181</b>	<b>135</b>	<b>59</b>	<b>84</b>	<b>142</b>	<b>140</b>	<b>132</b>	<b>100</b>	<b>126</b>	<b>244</b>	<b>186</b>	<b>1660</b>
<b>% CHANGE</b>	<b>181%</b>	<b>-1%</b>	<b>47%</b>	<b>56%</b>	<b>76%</b>	<b>11%</b>	<b>12%</b>	<b>-37%</b>	<b>15%</b>	<b>49%</b>	<b>-36%</b>	<b>-44%</b>	<b>17%</b>
<b>New Readers</b>	<b>42</b>	<b>20</b>	<b>35</b>	<b>17</b>	<b>38</b>	<b>29</b>	<b>56</b>	<b>17</b>	<b>24</b>	<b>37</b>	<b>20</b>	<b>8</b>	<b>343</b>
<b>Daily Users</b>	<b>130</b>	<b>70</b>	<b>64</b>	<b>24</b>	<b>44</b>	<b>68</b>	<b>39</b>	<b>19</b>	<b>40</b>	<b>54</b>	<b>42</b>	<b>42</b>	<b>636</b>
<b>Daily Users (2001-2002)</b>	<b>54</b>	<b>60</b>	<b>60</b>	<b>23</b>	<b>33</b>	<b>67</b>	<b>67</b>	<b>48</b>	<b>48</b>	<b>61</b>	<b>102</b>	<b>70</b>	<b>693</b>
<b>% CHANGE</b>	<b>141%</b>	<b>17%</b>	<b>7%</b>	<b>4%</b>	<b>33%</b>	<b>1%</b>	<b>-42%</b>	<b>-60%</b>	<b>-17%</b>	<b>-11%</b>	<b>-59%</b>	<b>-40%</b>	<b>-8%</b>
<b>ENQUIRIES:</b>													
<i>Archives</i>													
Written	17	20	24	15	19	26	24	13	22	13	25	22	240
Phone	43	36	38	28	17	26	32	25	25	24	20	25	339
ILL	7	20	18	5	3	0	2	3	8	4	6	7	83
<b>In Person</b>	<b>243</b>	<b>249</b>	<b>100</b>	<b>151</b>	<b>171</b>	<b>216</b>	<b>183</b>	<b>84</b>	<b>171</b>	<b>184</b>	<b>205</b>	<b>133</b>	<b>2,090</b>
<i>Records Management</i>													
General	2	10	0	1	1	4	4	1	0	1	1	0	25
RM Manual/Web site	1	0	0	0	0	0	0	0	0	0	2	0	3
File Plan	0	2	0	0	1	0	0	0	1	1	1	2	8
Schedules	6	3	8	5	3	7	9	2	3	7	6	1	60
Training/Promotion	21	3	3	3	4	24	25	9	9	30	11	17	159
<b>TOTAL ENQUIRIES:</b>	<b>340</b>	<b>343</b>	<b>191</b>	<b>208</b>	<b>219</b>	<b>303</b>	<b>279</b>	<b>137</b>	<b>239</b>	<b>264</b>	<b>277</b>	<b>207</b>	<b>3,007</b>
<b>STUDENT RECORDS</b>													
Copies	1	1	0	0	0	0	1	1	0	0	2	0	6
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SR REQUESTS:</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>DUPLICATION</b>													
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	5	5
<i>Sound Recordings</i>													
<u>Photographs</u>													
Orders	9	2	4	4	7	10	3	5	2	8	9	2	65
Prints	14	5	23	25	19	30	6	7	2	27	11	3	172
<u>Photocopying</u>													
Orders	76	89	105	63	21	24	43	30	21	35	42	42	591
Pages	1015	1672	2294	952	597	740	2693	623	897	539	972	571	13,565
<b>Total \$</b>	<b>\$203</b>	<b>\$334</b>	<b>\$459</b>	<b>\$190</b>	<b>\$119</b>	<b>\$148</b>	<b>\$539</b>	<b>\$125</b>	<b>\$179</b>	<b>\$108</b>	<b>\$194</b>	<b>\$114</b>	<b>\$2,713</b>
<b>TOURS</b>													
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	3	3
<b>EXHIBITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

Table 3



Figure 1

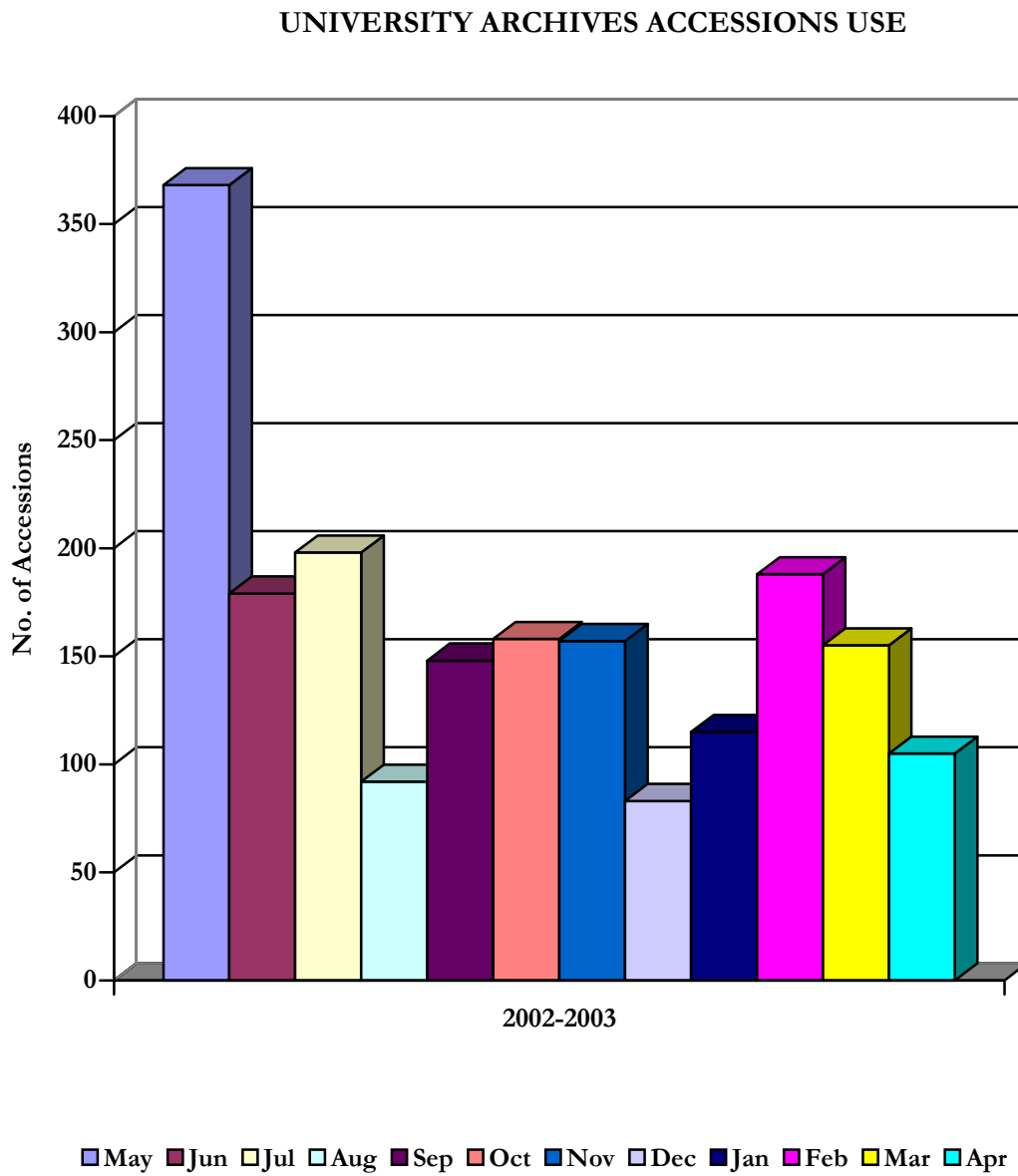


Figure 2

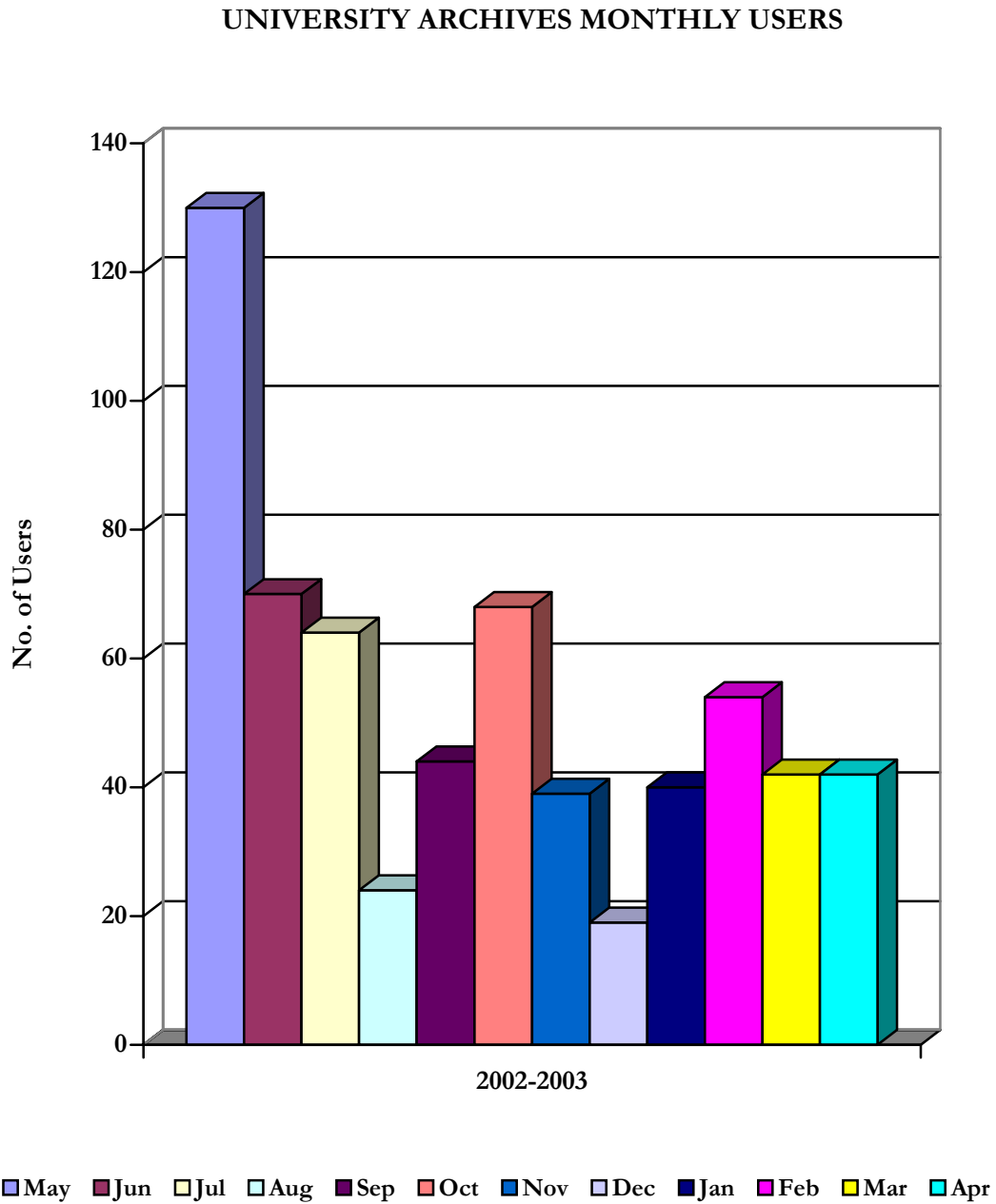
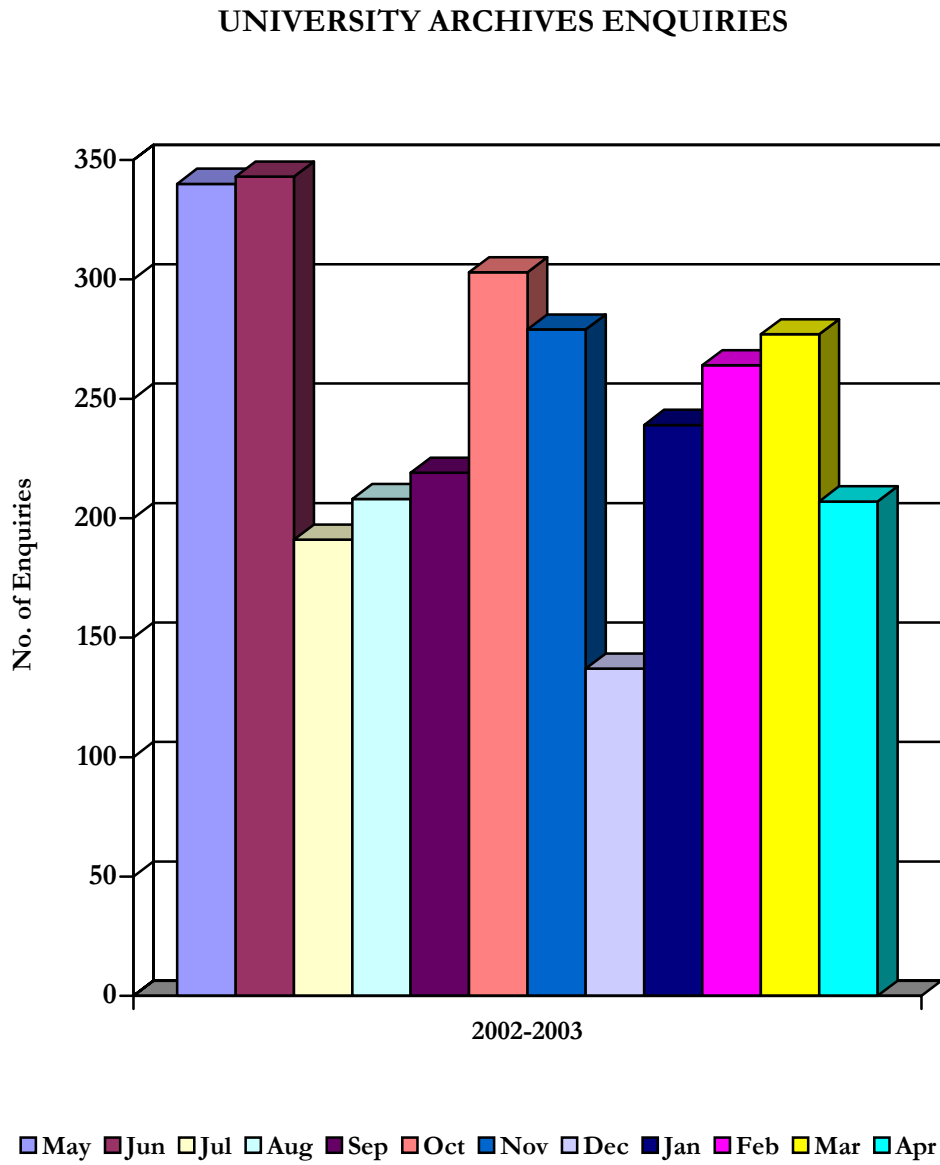


Figure 3



## 5.2 Web Site Development

As mentioned in Section 4.1.3, the long term project to mount finding aids on-line in PDF was launched during the spring of 2003. At this time, only Garron Wells is undertaking the editing and formatting of selected finding aids, with Barbara Edwards converting files to PDF for on-line access. It is hoped that in time and with the implementation of standards for on-line production, all new finding aids will be produced for immediate access. Work on the backlog of finding aids will continue on a selective basis with priority given to finding aids for accessions with high research value.

Barbara Edwards continued to keep the front page up-to-date and improving its functionality. She also added illustrations selected from archival photographs.

## 5.3 Exhibitions, Tours and Seminars

“The University of Toronto: snapshots of its history” was an exhibition prepared by Harold Averill at the request of the Director of the Fisher Rare Book Library to windup the University’s celebrations during its 175<sup>th</sup> anniversary year. Harold chose documents and images from the holdings of the University Archives and other repositories on campus and outside the university to illustrate the University’s 175 years. Unlike the publication *The University of Toronto. A history* by Professor Friedland, Harold focussed on events and issues in the University’s history that could not be fully described in the book. The preparation of the exhibit and subsequent catalogue took approximately 2 months of his time. The exhibit was on display from October 7 to December 20, 2002. Because this exhibit was only available for a short time, Garron Wells submitted a grant application to the Canadian Council of Archives for funding to publish the exhibit on-line. This application was submitted in the Spring and approval is pending.

Loryl MacDonald escorted 3 Bahamian Archivists on a tour of the Archives on April 2, 2003.

## 6. PRESERVATION

### 6.1 Storage

UTARMS continued to ship records to a commercial off-site storage facility because of space constraints. During this period all records sent off-site were university records received from administrative offices. This amounted to 400 metres (1312 cu. Ft), an increase of 34% over the last reporting period. As of April 30, 2003, UTARMS has a total of 3796 cu. Ft ( 1157 metres) or approximately 14% of the University Archives' entire holdings stored off-site.<sup>4</sup> Any available on-site storage space is reserved for new acquisitions of private records.

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<sup>4</sup> As of 2002-2003, the Archives holdings were 8222 metres (26,975 feet).

## **7. ADMINISTRATION**

### **7.1 Provostial Green Paper on Academic Planning**

In the fall of 2002, Provost Shirley Neuman released a new planning document to the University community. Responses to this plan were invited and the University Archives prepared a submission entitled “Information Management at the University of Toronto: strategies for the future” in February, 2003. In this 8 page response, Garron Wells, in consultation with Archives staff, described the importance of systematic processes for information management at the University of Toronto. In particular, the Archives addressed the issues of Public Accountability and Governance as these relate to society’s changing perspective towards individual privacy and access to information held by organizations. The implementation of privacy and freedom of information legislation at federal and provincial levels is just one example of this change in the way society manages information. This response pointed out that information is also one of the University’s most important assets, along with people, equipment and buildings. How well we manage this information will have a direct impact on the achievement of the University’s academic goals in the 21<sup>st</sup> century. Our response was sent both to the Provost as well as the Chief Librarian.

### **7.2 Staffing**

During this reporting period, staffing of the department remained stable. As a result of submission by Garron Wells to the Vice-provost, Planning and Budget, the position of records archivist responsible for records management became a permanent continuing appointment on Nov. 1, 2002. This position had been eliminated in 1993 and had been filled by a succession of contract staff for nearly 10 years. The University’s Business Board approved ongoing funding for this position in the 2002-2003 budget. The department was pleased to confirm Loryl MacDonald to the continuing position of records archivist.

Elizabeth Hysen continued as an ALT until November 2002. With Elizabeth’s departure, Lauren Stillie (who started in September 2001) assumed additional hours during the fall and winter of 2002-2003 and undertake the work of serials data entry and filing.

### **7.3 Closing, 2002**

During August 2002, staff undertook a shelf read project of storage areas on the 3<sup>rd</sup> floor and in B1. No checking of shelves containing sound and moving image materials was undertaken. Staff members working in teams checked the contents of shelves against printouts from the Shelf List database. Incorrectly shelved materials and missing materials were noted on the print outs and attempts were made to reconcile the discrepancies. Regular checking of shelf contents improves service to researchers by reducing time spent searching for misplaced items and ensures the preservation of our holdings. Marnee Gamble made appropriate revisions to the Shelf List database over the following few weeks and produced new print outs.

#### 7.4 Professional and Other Activities

Marnee Gamble attended the Annual Conference for the Association of Moving Image Archivists held from Nov. 20-23 2002 in Boston. Also during the fall of 2002, she served on the Library search committee for the Media Librarian position. Barbara Edwards took advanced training in Microsoft Access (levels 2 and 3), and Dreamweaver 4. Lagring Ulanday continued as archivist for the Toronto Chapter of ARMA (Association of Records Managers and Administrators).

Loryl MacDonald served as president of the Archives Association of Ontario (AAO) in 2002-2003. In this capacity, Loryl spent much time on advocacy and outreach on behalf of the Ontario archival community. She partook in discussions with officials from the Ministry of Consumer and Business Services and with archival representatives from the Council of Ontario Universities concerning the proposed Ontario *Privacy of Personal Information Act*. She also formulated the AAO's response to the proposed amendments to the Ontario *Heritage Act* and drafted a brief introducing the AAO to the new provincial Deputy Minister of Culture. In addition, Loryl gave a presentation on archival concerns with privacy legislation at the Fall Meeting of the Association of Independent School Archives on November 20, 2002, at Upper Canada College. Further, working with the Archives of Ontario, she co-hosted a reception in honour of Archives Awareness Week and the Archives of Ontario's 100<sup>th</sup> Anniversary on April 8, 2003.

Garron Wells attended three conferences during the year: Access and Privacy Workshop sponsored by the Government of Ontario on September 19 & 20, the ARMA conference in New Orleans (September 29 - October 2) where she presented a paper entitled "University Archives and Records Programs in the United States and Canada" with her colleague, Bessie Schina, Wright State University and the one day *Symposium in honour of Kent Haworth*. Kent Haworth, University Archivist at U. of T. from 1985-1989, died in January 2003 and his friends and colleagues organized this symposium held at the Faculty of Information Studies.

In March 2003 the Association of Universities and Colleges of Canada, in cooperation with Conférence des recteurs et des principaux des universités du Québec (CREPUQ) and the Association of Canadian Archivists (ACA), agreed to fund the translation of *Recueil des Règles de conservation des documents des établissements universitaires Québécois* into English and mount it on the web. Garron Wells, representing the ACA and Johanne Pelletier (McGill University Archives), representing CREPUQ, took joint responsibility for editing the English translation. The target date for completion is the end of June 2003. Approximately 50% of the retention schedules have been translated as of April 30, 2003

## **APPENDIX A: University Records 2002-2003**



University of Toronto Archives and Records Management Services, ANNUAL REPORT 2002-2003

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Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2002-0004	University of Toronto. Senate	Microform Textual	1850-1971	2.30	Minutes of Senate. Originals in various accessions (See finding aid).	Open
A2002-0005	Hart House	Textual	9 February 1916	0.07	One typescript copy of a document entitled "Hart House University of Toronto, Suggested scheme of control for the building".	Open
A2002-0006	University of Toronto. Department of Biochemistry	Graphic	195-	0.07	Portrait of Dr. Arthur Marshall Wynne, head of the Department of Biochemistry from 1950-1959 [Peter Caton, photographer; Gerald Campbell Studios, Toronto]	Open
A2002-0007	University of Toronto. Department of Public Affairs	Graphic	83	1.04	Approximately 1800 colour slides document the University of Toronto during the 1970s and early 1980s. These are publicity shots used by the Department of Public Affairs for promotional purposes, slide shows and publications. They are arranged alphabetically by subject and include several files of campus views, buildings, alumni, campus tours, convocation, laboratories and students. Specific events documented include the Botany Flower Show, Varsity Fund Telethon, author Ann Hebert's lecture at University College and an event called "University Game".	Open
A2002-0008	University of Toronto. Department of Physics	Textual	1958-1967	.50	Records relating to the construction of McLennan Physical Laboratories and the facilities for the Dept. of Physics in particular. Includes correspondence, reports, estimates, space planning proposals etc collected and prepared by members of the department.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2002-0009	University of Toronto/McMaster University. Lipid Research Clinic Programme	Graphic Moving images Publications Textual	1972-1992	18.0	Records of the Lipid Research Clinic programme jointly operated by the University of Toronto and McMaster University and directed by Dr. J.Alick Little of the University of Toronto. Includes correspondence, annual reports, committee files, working group files, Population study case files, conference files, training videos, photographs and publications.	Restricted
A2002-0010	University of Toronto. Department of Public Affairs	Sound recordings Moving images	1986-2001	1.4	Sound cassettes and videos collected by the Department of Public Affairs in the course of their promotion of the University. Both sound and video tapes document speeches, convocations, special events, fundraising and research. There are also video productions promoting the University of Toronto in particular as well as specific areas of higher education. Such is the case in Discovering Science produced by Media Centre to encourage young women to enter the fields of science and engineering and which features many prominent University of Toronto scientists. There is a promotional tape for the Division of Occupational Therapy and one promoting research in the fields of the humanities and social sciences.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2002-2003

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Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2002-0011	University of Toronto. Office of the President. Ceremonials Assistant	Artifacts	1977	0.7	University of Toronto Sesquicentennial Medal.	Open
A2002-0012	University of Toronto. Faculty of Arts and Science.	Textual	2000	1.11	Examinations in the year 2000 for the period in April-May (/001-/005), August (/006 - /007) and December (/008 - /009).	Open
A2002-0013	University of Toronto. School of Graduate Studies	Textual	1968-1976	64	Student records of Doctoral and Masters Degree students.	Restricted
A2002-0014	University of Toronto. Faculty of Arts and Science	Textual	1999	0.91	Examinations for the period in April/May (/001-/004), August (/005) and December (/006-/007), year 1999.	Open
A2002-0015	University of Toronto. Office of the Chief Librarian	Textual	1980-1996	0.53	Consists of files relating to committees, task forces, agreements, library automation, human resources, hours, card and space.	Restricted
A2002-0016	University of Toronto. Munk Centre for International Studies	Textual	[ca. 1990] - 1998	2.4	Files of the Munk Centre for International Studies, including Director's meeting minutes, plans, and conference files as well as records relating to the Lionel Gelber Prize such as correspondence, press releases, and meeting minutes.	Restricted
A2002-0017	University of Toronto. Joseph L. Rotman School of Management	Textual	1952-1985	2.4 m	Diploma in Business Administration student records in original and microfilm format. The microfilm reels consist of records for students who completed the D.P.A. programme, 1965 to 1984. Also included are the original records for students who withdrew from the D.P.A. programme, 1952 to 1985.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0001	University of Toronto. Office of Convocation	Textual	1952-2001	0.07	Amendments to Convocation Roll Book volumes (1952-2001); Official Convocation Roll consists of Diplomas Upgraded to Honours (1982-2002), In Absentia Graduates, Spring and Fall Convocations (2002).	Restricted
A2003-0002	University of Toronto. School of Hygiene	Graphic	1970	0.07	Three portraits of Dr. Berhard Bucove, Director of the School of Hygiene from 1970-1973 [ Photographer : Blackstone-Shelbourn New York ]	Open
A2003-0003	Ontario College of Pharmacists	Graphic	1916, 1925	0.44	Group portrait of the 1916 Ontario College of Pharmacists Junior? Class. Panoramic print of the 1925 Junior Class [Photographer : Johnston Panoramic Photo Co. Toronto]	Open
A2003-0004	University of Toronto. School of Graduate Studies	Textual	1976-1983	38.5	Student records of Doctoral Degree students (1976-1983) and Masters Degree students (1976-1980).	Restricted
A2003-0005	University of Toronto. Department of Alumni and Development. Division of University Advancement	Textual	[19--] - 1975	49.2	Alphabetically arranged alumni cards received from the Division of University Advancement. Information on the alumni cards includes: address changes; occupation; degrees conferred; date of birth / death; religion; and marital status.	Restricted
A2003-0006	University of Toronto. Department of Anthropology. Library Committee	Textual	1965-1982	.14	Records of the Library Committee from its establishment in 1965. Includes minutes, correspondence, reports, lists of acquisitions, notes mainly created by Prof. Nagata and Prof Irving as chair of the Committee.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0007	University of Toronto. School of Architecture and Landscape Architecture	Textual	1950-1994	.42	Records documenting the proposed closure of School of Architecture in 1986 including correspondence, newspaper clippings, internal reports of Faculty of Architecture (1979), Friedland report (1984), Office of the Provost report (1986); external reports, responses including Faculty of Architecture Alumni Association, Ontario Assn of Architects, Toronto Society of Architects. Also includes accreditation reports and academic plan for 2000 (1994). Examinations for School of Architecture (1950-1967)	Open
A2003-0008	University of Toronto. Office of the President	Textual	1946-1947	.07	Correspondence file for President Sidney Smith containing letters relating to titles, ranks, salaries, stipends of teaching staff.	Open
A2003-0009	University of Toronto. Media Centre	Sound recordings	197--199-	9	Consists of approximately 1200 audio tapes used by the University of Toronto Media Centre in productions relating to educational programmes, events, and lectures. Many of the sound recordings relate to video productions found in A1996-0008. Included are original recordings, master mixes, music mixes and dubs.	Restricted
A2003-0010	University of Toronto. Advisory Committee on Faculty Housing Assistance	Textual	November 1988	.07	Final report of N. Barry Lyon Consultants Limited on "University of Toronto. Faculty Housing Assistance Study" dated November 1988. The study was commissioned by Alex Pathy, Vice-President, Business Affairs as part of the work of the Advisory Committee on Faculty Housing. The copy of this final report was owned by Prof. M. Trebilock, Faculty of Law and a member of the Advisory Committee.	Open

**APPENDIX B: Private Records 2002-2003**

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2002-2003

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Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0004	McRae, Kenneth	Graphic	ca. 1944	0.07	One snapshot of students in 2nd year of Economics and Political Science taken about 1944. Included, (from left to right) is Harry Hodder, Kenneth McRae, Edward Safarian, Stefen Stykolt and Walter Principe. Photo was taken by my fellow student Bill Hooper.	Open
B2002-0005	Ham, James M.	Textual Graphic Sound recordings Artifacts Moving images	1943-2002	1.83	Records in this accession relate to several series established in B1997-0010, and include personal correspondence, clippings, memorabilia, notebooks and scrapbooks. Also includes many diplomas and honours, artifacts, slides and photographs. Of particular note is documentation relating to J.M. Ham's trip to India as a representative to the World University Services in 1953 as well as personal correspondence with family while a student at MIT in 1946-47.	Open
B2002-0006	Warkentin, Germaine	Textual	1970-2001	3.2	Research and teaching records document the work of Prof. Germaine Warkentin of Victoria College, Dept. of English. Included are files on conferences, associations, research files on Canadian authors, material relating to editorial projects, course and lecture files as well as course evaluations.	Open
B2002-0007	Wilson, John Tuzo	Textual Computer Files	1989-1993	.50	Personal papers of Prof. J. Tuzo Wilson including correspondence, manuscripts of articles and unpublished works such as draft autobiography. Also includes records created after his death and maintained by his secretary Moira Arnot.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0008	Cinader, Bernhard	Graphic Textual	1944-1997	0.26	Records document the career of renown immunologist Bernhard Cinader of the Department of Immunology in the Faculty of Medicine. Series include biographical files and honours, correspondence, conference files, lectures and addresses, association files and photo albums.	Open
B2002-0009	Israel, Milton	Graphic Publications Textual	ca 1965-1999	1.5	Correspondence, research notes, manuscripts, photographs, reports etc relating to Prof. Israel's publication "In the further soil" and his PhD thesis on "The Anglo-Indian in defense of authority, 1905-1910"; teaching materials re Sikh Studies and South Asian migration and settlement course at the University of Toronto; materials documenting other university activities.	Open
B2002-0010	Smith, Lorraine C.	Textual	1949-1955	.30	Student course notes, exercises, laboratory reports, examinations, and other records relating to Dr. Smith's undergraduate and graduate courses as a student in physiology, biochemistry, physics, etc at the University of Toronto.	Open
B2002-0011	McLaughlin, Roland Rusk	Graphic Publications Textual	1955-1967	.15	Diplomas, certificates and awards, letters patent, etc. of Dr. Roland R. McLaughlin including Dr. of Science, relating to his career as chemical engineer, professor, and dean of Faculty of Applied Science and Engineering. Also includes Board of Governors official statement in honour of his retirement and accompanying retirement supper book (1966); photographs as dean for yearbook and on retirement.	Open



Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0012	Wetherell, James Elgin	Artifacts	1877	0.07	University of Toronto silver medal in Classics presented to 1877 University College graduate, James E. Wetherell.	Open
B2002-0013	Acres, Henry G.	Graphic	1900-1903	1.0	Ink and watercolour drawings by Henry G. Acres as student in mechanical and electrical engineering at the Ontario School of Practical Science from 1900-1903. Each drawing is signed "H.G. Acres" and dated.	Open
B2002-0014	Hastings, John E. F.	Textual Graphic Publications	1900-1994	13	Personal and professional correspondence, research materials, manuscripts of published and unpublished articles, speeches, books; conference and association files, records of various studies including Community Health Centre project, Royal Commission on Health Services, Sault Ste Marie study, Canadian Caribbean Health Initiative, etc documenting Dr. Hastings' career as medical practitioner, administrator and professor of public health and preventative medicine at the University of Toronto. Also includes papers of E.R. Hastings and other family members who attended University of Toronto, 1900-1910.	Open
B2002-0015	Boeschstein, Hermann	Textual	1955-1980	1.0	Papers of Prof. Hermann Boeschstein (b.1900, d.1982): correspondence, notes and manuscripts of published and unpublished literary works. Papers of Walter Bauer (b. 1904, d.1976) poet, author and playwright, and student of Boeschstein in the 1950's and 1960's. Includes manuscripts of verse, and correspondence.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0016	Le Riche, William Harding	Graphic Publications Textual	1929-1999	2.0	Diaries, personal and professional correspondence, course notes, addresses, press clippings, photos and publications documenting Prof. Le Riche's early life and career at the University of Toronto as epidemiologist and administrator.	Open
B2002-0017	Dale Family	Graphic Textual Publications	ca 1871-1999	3.0	Records of the Dale Family, including William Dale, former professor of classics at the University of Toronto, his wife, Frederika Ryckman Dale and daughters Frances and Margaret Dale. Prof. William Dale papers consist of diaries, manuscripts, lecture notes, correspondence, notebooks, diplomas, photographs, etc. documenting his activities as professor, author, husband and father. Other papers include correspondence, diaries, photos etc. of his wife and daughters (also as students at the University of Toronto). Also included are clippings, typescripts, notes, correspondence etc created and collected by Frances Dale as she documented her father's achievements.	Open
B2002-0018	Westman, George Edmund	Artifacts Textual	1920-1922	0.44	Items documenting George Westman's athletic achievements in rugby football and hockey while an undergraduate at the University of Toronto, including playing on the winning Grey Cup (1920) and Allan Cup (1921) teams. The items include his T-holder sweater (1922); the football (with lacing) used in the Grey Cup game, 4 December 1920; the commemorative 'puck' presented to the participants in the Allan Cup game and the menu for the victory luncheon in the Fort Garry Hotel, Winnipeg, 22 March 1921; and the U of T Athletic Association's 'colour' (T-holder) certificate awarded to Westman, n.d.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0019	Bothwell, Robert Selkirk	Textual	2000-2002	0.60	Professor Bothwell's personal correspondence (2000-2002) and page proofs for his 'A Traveller's History of Canada' (2001).	Restricted
B2002-0020	Skilling, Harold Gordon	Textual	n.d. - ca. 1985	2.72	Bibliographic references and research notes on index cards, with some accompanying notes, compiled by Professor Gordon Skilling for his book, 'Czechoslovakia's Interrupted Revolution', along with three boxes of other notes and references relating to Samizdat and dissent, Charter '77, Czechoslovak history and Czech-German relations.	Open
B2002-0021	Samarin, William J.	Moving images Sound recordings Textual	1954-1999	7	Personal records of University of Toronto linguistics and anthropology professor, William J. Samarin documenting his research, teaching and publication activities. Includes records relating to Sango, pidgins and creoles, the Gbeya language, the Molokan community and glossolalia.	Restricted
B2002-0022	Friedland, Martin L.	Textual Graphic	1997-2002	23.1	Records assembled by Professor Martin L. Friedland during the researching and writing of his 'University of Toronto: a history' (2002).	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2002-0023	Friedland, Martin L.	Textual Graphic	1963-2002	4.2	Personal records of Professor Martin L. Friedland, consisting of personal and professional correspondence, honours; administrative activities relating to the Faculty of Law at the University of Toronto; files relating to research and publications, including a study for the Canadian federal Somalia enquiry, the 'Criminal Justice Review' for the Government of Ontario, and projects for other levels of government; his activities as a member of the Board and Manuscript Review Committee of the University of Toronto Press, Inc. Includes photographs.	Restricted
B2002-0024	Skilling, Harold Gordon	Textual Artifacts	1985-1992	1.09	Personal records of H. Gordon Skilling, consisting of: Masaryk medal awarded by the Czechoslovak Association of Canada, 1985; certificate, case and medallion relating to honorary degree awarded by Charles University, Prague, 1990; Komensky medal awarded by Komensky University, Bratislava, 1990; certificate and medal for the Order of the White Lion, Third Class, Czechoslovakia's highest honour for non-citizens, awarded by President Vaclav Havel on Professor Skilling's 80th birthday, 28 February 1992.	Open
B2003-0001	Mackenzie, Walter F.	Graphic	1946-1953	0.13	Photographic prints and negatives taken by Walter F. Mackenzie (Meds 1952). Mackenzie was a student photographer for the Varsity, Torontonensis and the Medical Society. There are 515 negatives with related prints that date from 1946 to 1953. They include images of athletic events, dances, socials, as well as official University events such as Homecoming, the Feather Fair, the Chariot Races, the Meds Social, Panacea and Daffydil Night. There are also photographs of the 1951 Royal Visit as well as artwork for the production of Torontonensis.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0002	Henderson Family	Textual	5 October 1896	.07	Laissez Passer #638 issued by the British Ambassador in Berlin to Mrs. Elizabeth van der Smissen and her daughter, Edith van der Smissen for travel "on the continent".	Open
B2003-0003	Harris, Robin S.	Textual	1951-1984	.28	Personal records of Prof. Robin Harris documenting the history of higher education in general and the University of Toronto on particular. Includes records of University of Toronto committees such as the Presidential Advisory Committee on the status and future of Scarborough College (1970-1971), Curriculum review and planning project of the Faculty of Social Work (1977), Off-campus colleges committee (1963). Also includes research notes and course materials for History and theory of English Studies (1984).	Open
B2003-0004	Luckyj, George S. N.	Graphic Textual	1928-2001	1.0	Personal records of late Professor George S. N. Luckyj of the Department of Slavic Languages and Literatures and family. Includes correspondence, manuscripts of published and unpublished works, notes and research materials on family history, photoprints.	Open
B2003-0005	George M. Wrong Family	Graphic Textual Publications	ca 1830-1940; predominant 1880-1940	5.66	Personal records of Professor George M. Wrong, historian and professor of history including manuscripts, correspondence, photographs and clippings, research notes and ephemera. Also includes some family papers for the Wrong and Armstrong families including Dr. Norman Wrong, Murray Wrong.	Open

**APPENDIX C: Gifts-in-Kind for tax year 2002**

## Gifts-in-kind 2002

**Acland, James Headly**

**B2001-0044**

195- - 196- ; Architectural, Graphic, Moving images, Textual; 8.57 metres

Multimedia records document the research of Prof. James Acland of the Faculty of Architecture and specialist in historical architecture. Includes mainly photographs, negatives, drawings and slides of architecture worldwide, mainly taken by Acland for his research on such topics as vaults, cities by the sea, forts and medieval structures. Also includes some textual records relating to papers and talks as well as research notebooks and index cards.

**Boeschstein, Hermann**

**B2002-0015**

1955-1980 ;Textual; 1.0 metres

Papers of Prof. Hermann Boeschstein (b.1900, d.1982): correspondence, notes and manuscripts of published and unpublished literary works. Papers of Walter Bauer (b. 1904, d.1976) poet, author and playwright, and student of Boeschstein in the 1950's and 1960's. Includes manuscripts of verse, and correspondence.

**Bothwell, Robert Selkirk**

**B2002-0019**

2000-2002; Textual; 0.60 metres

Professor Bothwell's personal correspondence (2000-2002) and page proofs for his 'A Traveller's History of Canada' (2001).

**Cinader, Bernhard**

**B2002-0008**

1944-1997; Graphic, Textual; 0.26 metres

Records document the career of renowned immunologist Bernhard Cinader of the Department of Immunology in the Faculty of Medicine. Series include biographical files and honours, correspondence, conference files, lectures and addresses, association files and photo albums.

**Dale Family**

**B2002-0017**

ca 1871-1999; Graphic, Textual, Publications; 3.0 metres

Records of the Dale Family, including William Dale, former professor of classics at the University of Toronto, his wife, Frederika Ryckman Dale and daughters Frances and Margaret Dale. Prof. William Dale papers consist of diaries, manuscripts, lecture notes, correspondence, notebooks, diplomas, photographs, etc. documenting his activities as professor, author, husband and father. Other papers include correspondence, diaries, photos etc. of his wife and daughters (also as students at the University of Toronto). Also included are clippings, typescripts, notes, correspondence etc created and collected by Frances Dale as she documented her father's achievements.

**Friedland, Martin L.**

**B2002-0022**

1997-2002 ;Textual, Graphic; 23.1 metres

Records assembled by Professor Martin L. Friedland during the researching and writing of his 'University of Toronto: a history' (2002).

**Friedland, Martin L.**

**B2002-0023**

1963-2002; Textual, Graphic; 4.2 metres

Personal records of Professor Martin L. Friedland, consisting of personal and professional correspondence, honours; administrative activities relating to the Faculty of Law at the University of Toronto; files relating to research and publications, including a study for the Canadian federal Somalia enquiry, the 'Criminal Justice Review' for the Government of Ontario, and projects for other levels of government; his activities as a member of the Board and Manuscript Review Committee of the University of Toronto Press, Inc. Includes photographs.

**Gotlieb, Calvin Carl**

**B2002-0003**

1944-2001; Textual, Sound recordings, Publications, Graphic; 5.73

Records document the career of Prof. Calvin Gotlieb, first director of the University of Toronto Computer Center and past chair of the Department of Computer Science. Includes professional correspondence, articles, talks, seminars, recommendation, reports and photographs. There are also administrative records relating to Gotlieb's involvement on many university and government committees and professional associations.



**Ham, James M.**

**B2002-0005**

1943-2002; Textual, Graphic, Sound recordings, Artifacts, Moving images; 1.83 metres

Records in this accession relate to several series established in B1997-0010, and include personal correspondence, clippings, memorabilia, notebooks and scrapbooks. Also includes many diplomas and honours, artifacts, slides and photographs. Of particular note is documentation relating to J.M. Ham's trip to India as a representative to the World University Services in 1953 as well as personal correspondence with family while a student at MIT in 1946-47.

**Head, Francis Bond and Julia Valenza  
Head**

**B2002-0002**

18-- ;Textual ,Graphic; 0.07 metres

Illustrated poem entitled " The Low Back Car", sketches and text by Francis Bond Head. Six drawings from sketchbook by Julia Valenza Head.

**Irving, William**

**B2001-0046**

1914-1985; (predominant 1952-1985);Textual, 1.5 metres

Personal and professional correspondence, research materials, lecture notes, administrative correspondence within University of Toronto, conference and association files of Prof. William Irving documenting his career as professor of anthropology at the University of Toronto from 1968 to 1985 and as graduate student at Harvard University and University of Wisconsin.

**Israel, Milton**

**B2002-0009**

ca 1965-1999 ;Graphic ,Publications, Textual ;1.5 metres

Correspondence, research notes, manuscripts, photographs, reports etc relating to Prof. Israel's publication "In the further soil" and his PhD thesis on "The Anglo-Indian in defense of authority, 1905-1910"; teaching materials re Sikh Studies and South Asian migration and settlement course at the University of Toronto; materials documenting other university activities.

**Le Riche, William Harding**

**B2002-0016**

1929-1999; Graphic, Publications, Textual; 2.0 metres

Diaries, personal and professional correspondence, course notes, addresses, press clippings, photos and publications documenting Prof. Le Riche's early life and career at the University of Toronto as epidemiologist and administrator.

**Little, J. Alick**

**B2001-0040**

1951-1994 ;Textual, Publications, Graphic, Moving images; 5.13 metres

Personal records of Dr. J. Alick Little, consisting of correspondence; drafts of publications; files relating to conferences, symposia and professional associations; and files relating to the Department of Veterans Affairs project carried out at Sunnybrook Hospital, 1952-1962 (an antecedent to the LIPID Research Project).

**Skilling, Harold Gordon**

**B2002-0024**

1985-1992; Textual, Artifacts; 1.09 metres

Personal records of H. Gordon Skilling, consisting of: Masaryk medal awarded by the Czechoslovak Association of Canada, 1985; certificate, case and medallion relating to honorary degree awarded by Charles University, Prague, 1990; Komensky medal awarded by Komensky University, Bratislava, 1990; certificate and medal for the Order of the White Lion, Third Class, Czechoslovakia's highest honour for non-citizens, awarded by President Vaclav Havel on Professor Skilling's 80th birthday, 28 February 1992.

**Smith, Lorraine C.**

**B2002-0010**

1949-1955; Textual; .30 metres

Student course notes, exercises, laboratory reports, examinations, and other records relating to Dr. Smith's undergraduate and graduate courses as a student in physiology, biochemistry, physics, etc at the University of Toronto.

**Warkentin, Germaine**

**B2002-0006**

1970-2001; Textual; 3.2 metres

Research and teaching records document the work of Prof. Germaine Warkentin of Victoria College, Dept. of English. Included are files on conferences, associations, research files on Canadian authors, material relating to editorial projects, course and lecture files as well as course evaluations.

**Westman, George Edmund**

**B2002-0018**

1920-1922 ; Artifacts,Textual ;0.44 metres

Items documenting George Westman's athletic achievements in rugby football and hockey while an undergraduate at the University of Toronto, including playing on the winning Grey Cup (1920) and Allan Cup (1921) teams. The items include his T-holder sweater (1922); the football (with lacing) used in the Grey Cup game, 4 December 1920; the commemorative 'puck' presented to the participants in the Allan Cup game and the menu for the victory luncheon in the Fort Garry Hotel, Winnipeg, 22 March 1921; and the U of T Athletic Association's 'colour' (T-holder) certificate awarded to Westman, n.d.

**Wintemute, Peter J.**

1880-1882; Publication; .25 metres

*The Varsity*, volumes 1 and 2, bound. Each volume inscribed "To my good friend, J. D. Cameron from G.G. S. Lindsey [first editor of *The Varsity*]" "Chosen from the Library of my father, General J. P. Montague by his daughter Eleanor Montague Wintemute 1966."

## **APPENDIX D: Organisational Chart**

