



University of Toronto

Archives & Records Management Services (UTARMS)

ANNUAL REPORT 2003-2004



Library, circulation desk
Photo taken at the time of completion of the renovations in 1912
from
[UTARMS Image Bank](#)

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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

For the University of Toronto Archives and Records Management Services (UTARMS) the period May 1, 2003 to April 30, 2004 was remarkable for the acquisition of important collections of both private and university records, some dating from the mid to late 19th century. One might assume that the possibility of records for that period should all have been preserved by the Archives or have been lost. But this is obviously not the case since caches of important personal records such as those relating to the Benson, Blake and Wrong families are still being donated from descendents of these important University families. Such acquisitions underscore the important roles played by Archives staff and donors towards ensuring that the University's heritage is preserved.

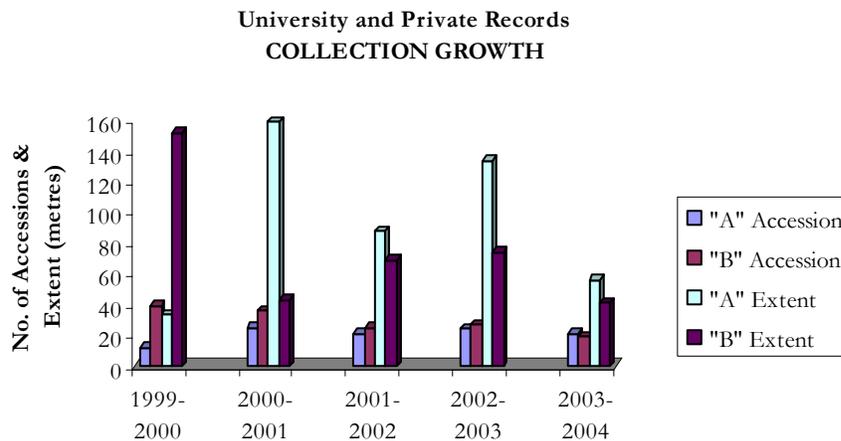
The success of this mission was closely examined as the University embarked on a new planning exercise as a result of the Provost's *Stepping Up A framework for academic planning at the University of Toronto: 2004-2010* released in November, 2003. During the first quarter of 2004, this department along with the Library and every other academic units across the three campuses was deeply involved in developing long-term plans. The main challenge to UTARMS' mission is the lack of any University-wide long-term strategy for preservation of university records – in paper or electronic form. This theme permeated the department's plan which was drafted during this reporting period. Without a University-wide strategy for information management, this institution puts in jeopardy one of its key corporate assets: information. It is hoped that the University Archives' plan will receive the appropriate level of attention to deal with ongoing threats relating to space management and facilities, increasing pressure from government legislation relating to access and privacy, remote access to its holdings through electronic description and digital content.

In addition to collection development, the department made some minor progress in the area of digitization of content and description, as well as in the training, consultation and advice in best practices for records and information management, which continues to be popular with administrative staff. These developments combined with the continued delivery of high quality reference and research service attests to the industry and professionalism of the department's staff.

2. ACQUISITIONS

2.1 Collection Growth¹

UTARMS continued to add significant private and university records of permanent value to its holdings, but at a considerably smaller volume than the previous year. A total of 101 metres (333 feet) was received in 62 accessions from all sources, both inside and outside the University. While the volume represents a decrease of 63% over last year, it falls only slightly below our average rate of collection growth of 182 metres per year over the past five years. As in previous years, acquisition of university records exceeded private records acquisitions by 27%.



2.2 University Records (A Accessions)

This past year saw the acquisition of 56 metres (184 feet) of records in 21 accessions from University academic and administrative offices. Compared to last year, this volume represents a decline of 71%. Since transfers from academic and administrative offices are at the discretion of administrators, this pattern of acquisition is not unusual. Of the records that were received, the majority were significant accruals to existing funds. These include two accessions from the School of Graduate Studies (A2003-0012 and A2003-0013) containing minutes of Council meetings and subject files from the Office of the Dean. A complete run of CAPUT minutes from 1907 to 1978 was received from the Office of Governing Council as well as records of Academic Appeals. Other accruals were accessioned for the University Library, Hart House and the Department of Botany, to name just a few. One new acquisition included the records of the Provostial Task Force on Academic Computing (A2003-0016). See Appendix A for complete listing.

¹ All tables and charts on the following pages were prepared by Barbara Edwards.

2.3 Private Records (B Accessions)

The acquisition of private records was also less than in the previous year, with 41 metres (135 feet) being received in 19 accessions. This represents a decline of 45% over 2002-2003. What is significant is the number of accessions (12 of 19) that represent new acquisitions, rather than accruals to existing holdings. Among these are the personal records of Dr. Clara C. Benson (chemistry), Professor Charles N. Cochrane (classics), Gerald E. Blake (Student and WW I casualty), and Prof. John Munro (economics). See Appendix B for complete listing.

2.4 Special Media Records (Table 1)

During this reporting period approximately 2700 teaching slides and glass negatives received from the Dept. of Botany in 2000 were accessioned. These images depict everything from glaciers in western Canada to plant life in the Caribbean. Notable acquisitions of moving image records were two videos and two CDs from the Department of Public Affairs documenting interviews with famous alumni produced for the University's 175th anniversary.

Private records acquisitions of special media included over 60 reels of amateur 16mm film taken by Dr. Clara Benson (B2003-0008) from which 40 reels were finally retained and described. Other smaller acquisitions of photographs were contained within the Chester B. Hamilton fond (B2003-0015 and B2003-0010) which documented early engineering students, and a panoramic view of the Class of 1919 at University of Toronto Schools (B2003-0006).

SPECIAL MEDIA (ITEMS)

ITEMS	2003				2004				YTD				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		JAN	FEB	MAR	APR
PHOTOGRAPHS													
Photoprints	1	0	0	103	1	16	0	85	32	0	0	401	639
Negatives	0	0	0	0	300	0	0	0	0	0	0	87	387
Slides	0	0	0	0	2700	0	0	0	0	0	0	3	2703
DIGITAL IMAGES	529	0	0	0	0	0	0	0	0	0	0	0	529
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	44	46	39	0	0	0	0	129
Cassettes	0	0	0	0	0	0	0	0	0	0	0	1	1
Oral History	0	0	0	11	0	0	0	0	0	0	0	0	11
Sound Discs	0	0	0	0	0	0	0	0	0	0	0	9	9
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	0	0	0	0	0
Microfiche sheets	0	0	0	0	0	0	0	0	0	0	0	0	0
MOVING IMAGE													
Film	0	0	0	0	0	0	0	0	40	0	0	0	40
Video	0	0	0	0	2	2	0	0	0	0	0	2	6
WORKS OF ART	0	0	0	0	0	0	0	1	0	0	0	0	1
MACHINE READABLE	0	0	0	0	2	0	0	0	0	0	0	0	2
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	0	0	0	4	0	0	0	4

Table 1

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

Gifts of private records to the Archives are eligible for a tax receipt for the fair market value. During this reporting period tax receipts for 2003 tax year were issued for 12 gifts-in-kind (of a total of 19 accessions). The total value of these gifts was \$137,340.00. In addition two gifts made in 2002 were evaluated during this reporting period with a total value of \$45,175.00. For a complete list of gifts-in-kind see Appendix C.

3. RECORDS MANAGEMENT

3.1 Training Sessions

Between May 2003 and April 2004, Loryl MacDonald presented 6 seminars to 138 employees attending the Records Management series' three core courses, as well as special seminars for the Joseph L. Rotman School of Management staff, the Office of the Vice-President and Provost staff, and Staff Development Business Officers Training Program students. Attendees at these training sessions represented 14 administrative and 22 academic offices.

During the year, the Records Management series of courses became a Staff Development Certificate Program. University staff completing the Records Management series' three core courses will earn a Staff Development Records Management Program Certificate. The new program appears to have encouraged more staff to take the entire series of records management courses. These courses are consistently well received. Comments include: "I wish all staff were offered this seminar. It is always useful to see the Big Picture." *U. of T File Plan*, October 7, 2003, and "Being here for 29 years, I wish I had taken the course years ago – Excellent knowledge." *Records Management Fundamentals*, January 22, 2004.

3.2 UTARMS Web Site – Records Management section

Barb Edwards and Loryl MacDonald edited the Records Management Section of the website to make it more user friendly. Further, UTARMS records management forms as well as a new section on managing electronic records were added to the site.

3.3 Consultation, inquiries and other activities

During the past year 166 inquiries were received relating to records management functions and activities. In 19 instances, Loryl MacDonald made site visits. Among the offices receiving this service were the Office of Governing Council, the School of Graduate Studies, the Joseph L. Rotman School of Management, the Office of Vice-President and Provost, the Faculty of Applied Science and Engineering, the Department of Slavic Studies, Research Services, Rehabilitation Sciences Sector, the Faculty of Forestry and the U. of T. at Mississauga Department of Psychology.

Despite the continued dormancy of the Presidential Advisory Committee on Archives and Records Management (PACARM), four records schedules were developed for Governing Council's Academic Appeals Committee records. Also, during the August closing, Loryl MacDonald drafted a paper on Email Guidelines for the University.

3.4 Provincial and federal privacy legislation

Garron Wells and Loryl MacDonald continued to monitor developments in this area and to participate actively in meetings relating to access and privacy issues. As a member of the U. of T. Working Group on Privacy, Garron Wells attended three meetings. Two meetings in October, 2003 focussed on the impact of *Personal information privacy and electronic documents act (PIPEDA)*. This federal legislation relates to the protection of privacy of personal information relating to commercial activities and affected all corporations on January 1, 2004. As of that date, all corporate bodies (for profit and not-for-profit) became subject to this legislation if their provincial government had not passed 'substantially similar' legislation by that date. As reported last year, the Ontario government did draft such legislation but it was never tabled in the legislature. During the summer of 2003, the Council of Ontario Universities (COU) hired a law firm to prepare a legal opinion on the application of *PIPEDA* to universities in Ontario. At the meeting on October 7, Garron Wells was asked by the Working Group to prepare a list of non-University of Toronto bodies which may be subject to this legislation. This list was presented on October 21. Other meetings discussed the University's final action in this area which essentially was based on the legal opinion that the University was engaged in educational activities not commercial activities.

In addition to these meetings, Garron Wells also attended as a member a meeting of the COU's Task Force on Privacy² on November 18 where the legal response was discussed and universities shared their reactions. An additional meeting held on April 13 was attended by Loryl MacDonald. This latter meeting dealt with universities' activities in complying with *PIPEDA* and the plan of the COU to revise its "Guidelines on access to information and protection of privacy" produced in 1994.

² Other members from University of Toronto include Louis Charpentier (Governing Council) and Steve Moate (Human Resources).

4. ARRANGEMENT AND DESCRIPTION

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

4.1.1 University (A Accessions)

Of the 21 accessions received during this reporting period, detailed finding aids were produced for 6 accessions (or approximately 44 metres). These included records for the Office of the Dean, School of Graduate Studies, records of the CAPUT and Academic Appeals Committee from the Office of Governing Council, Faculty of Music's Frederick Harris Music Co. and records for the Department of Zoology. A total of 64 pages of description were produced. The remaining 15 accessions were too small in volume to require a finding aid, or an adequate one was produced by the office of origin, as is generally required by transferring offices.

The backlog project of updating descriptions in *The Office of the President Inventory* made good progress during this reporting period. Lagring Ulanday began the detailed work of assigning records from the 28 accessions to existing series in the finding aid and to new series where required. This work was made easier by the compiling of file lists and by scanning the hard copy finding aid to produce a new electronic copy during 2002-2003. Garron Wells reviewed this work, and made amendments as required. By the end of this reporting period this work was well underway and it is expected that the final copy of this second edition will be ready for publication in the fall of 2004.

4.1.2 B Accessions (Private Records)

As is the norm, arrangement and description of private records accessions focussed almost exclusively on those gifts-in-kind requiring a tax receipt. Eight accessions totalling 51 metres (138 feet) were arranged and described for gifts received in 2002 and 2003. An additional six accessions comprising 6.34 metres were also described. Among the major gifts of private records were Clara C. Benson, Gerald E. Blake, John Munro, Charles Norris Cochrane, Roland R. McLaughlin, John Hastings, William Harding le Riche and William Samarin. Three of these gifts were accruals to existing fonds (i.e. McLaughlin, le Riche and Samarin). The acquisition of new fonds of Dr. Clara Benson, the first female professor of chemistry and Gerald E. Blake, a U of T. student and casualty of World War I, were the result of ongoing communications with Clara Benson's descendents. These nieces and nephews have been very active in pulling together not only her private papers, but also those of Gerald E. Blake, grandson of the Hon. Edward Blake, former Chancellor the University of Toronto and cousin of Clara Benson. The Blake family was also related to the George M. Wrong family through marriage. Thus the Gerald Blake fonds complements the George M. Wrong family papers transferred from the Rare Book Library in 2002-2003.

The arrangement and description of the Charles Norris Cochrane fonds revealed a significant collection of case files relating to his activities in World War II. In his academic life, Cochrane was professor of Greek and Roman history at the University of Toronto and considered an international authority on ancient Rome and Greece. During World War II he was a member of an advisory committee to the Minister of Justice that heard appeals of prisoners interned under the Defence of Canada Regulations. His notes and case files of interviews with internees form a unique series within his personal papers. Some of the individuals documented in this series include communists such as Tim Buck, J.B.Salsberg, Jacob Penner, Leslie Morris, to name just few.

The private papers donated by Dr. John Hastings (b. 1928-d.2004) document his long career in preventative medicine at the University of Toronto (1956-1993), and prior to that his education at University of Toronto Schools and the University of Toronto. In addition, records also document his father, Elgin Hastings who was a medical student at the University of Toronto from 1908-1913, and his mother.

The private papers of medieval economics specialist, Professor John Munro, document his academic career, primarily at the University of Toronto, from his appointment in 1968 to the Department of Political Economy up to his retirement in 2003. It is an extremely complete record of his teaching, research and publication activities for this period. Since Prof. Munro continues to teach and write following his retirement, we expect to receive additional papers over the coming years.

The 8 finding aids produced a total of 195 pages of description for researchers. All of these will be accessible on-line through our web site.

4.1.3 Finding aids conversion

An Assistant Library Technician (Paul Newman) converted 255 pages of hard copy findings aids for 14 accessions (7 for university records; 7 for private records) to electronic format. In addition, *The inventory of Hart House records* was converted to electronic form mainly through the use of scanning software. This 110 page finding aid describing 31 accessions was then converted to PDF and made available on-line through our web site.

By the end of this reporting period a total of 568 additional pages of description were made available online through our web site. This included the 110 page *Hart House* finding aid referred to above as well as finding aids already in electronic form. During this period Garron Wells edited 3 finding aids describing 3 fonds for recent acquisitions (i.e. 2002-2003) and 8 finding aids for 7 fonds of backlog. This resulted in 458 more pages being added to our web site describing both university and private records.

4.2 Special Media

A backlog collection of approximately 47 tape recordings documenting the international teach-ins on campus (A2003-0020) from 1965-1968 were accessioned and described by the Special Media Archivist, Marnee Gamble.

Marnee Gamble also developed a Sound and Moving Image Title Database. This database contains descriptions taken from the original Guide to Moving Images database but was modified to allow for description of new acquisitions. As a result 40 new titles of films received in the Clara Benson personal records (B2003-0008) were added.

4.2.1 Image Bank Database – Web version

In October 2003, an additional 169 images were described and made available on-line via the Image Bank. The Image Bank now makes a total of 1,148 images available online to the University community and the general public.

4.2.2 Graphic Images Database

In June 2003, 59 records describing most of the graphic materials within accessions received during 2001 and 2002 were added to the Graphics database. The database now holds 950 records of accessions describing graphic materials at the item, file or series level. It continues to be a useful resource for reference staff responding to research inquiries since it describes approximately 85 % of our photographs, slides, drawings and works of art held by in the Archives.

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

Although some refinements were made to the Lansdale Database during this period, a project to describe and mount on-line some of the 30,000 negatives was deferred to the summer of 2004 because of limited staff resources.

4.3 Theses and Print Room materials

A report on pamphlets in boxes in the Print Room by Barbara Edwards, Archives Assistant, indicated that over 50% are already in UTCAT but will require entering Archives location; the remaining 1.17 metres (378 items) will be assigned a unique alpha-numeric number system in UTCAT. The cards in drawers in the reading room will be pulled. Of those classified according to LC, Barbara added 35 books to the UTARMS Library that were catalogued centrally by Robarts and produced 48 catalogue entries directly for this period. Barbara entered data for an additional 108 theses into the Library's on-line catalogue, a total of 757 for the period 1890 to 1962 are now entered. Within UTARMS managed databases, Barbara created 20 new records in the Serials database in DB/TextWorks.

PROCESSING AND DESCRIPTION

	2003					2004							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
PROCESSING-CURRENT													
A-Accessions													
Completed [metres]	0	0	0	0	7.73	0.13	0.07	0	1.07	0.07	0	0	9.07
B-Accessions													
Completed [metres]	3.74	3.7	0	7.1	0	14.48	6.07	9.2	11.88	23.73	10.99	1.6	92.49
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	0	1	0	0	0		1
Completed [metres]	0	0	0	0	0	0	0	0.07	0	0	0		0.07
P-Accessions Serials													
Completed [metres]	26	12	4	1	20	30	13	25	11	44	23	26	235
Completed [metres]	0.36	0.1	0.1	0.04	0.19	0.4	0.36	0.4	0.03	0.45	0.14	1.38	3.95
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	4.1	3.8	0.1	7.14	7.92	15.01	6.5	9.67	12.98	24.25	11.13	2.98	105.6
PROCESSING-BACKLOG													
A-Accessions													
Completed [metres]	0.59	0.07	0	0.73	0	0	0.74	0.61	2.29	3.55	2.34	0.4	11.32
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books													
Completed [metres]	4	0	0	0	0	0	0	0	0	47	0	0	51
Completed [metres]	4.44	0	0	0	0	0	0	0	0	0.26	0	0	4.7
P-Accessions Serials													
Completed [metres]		2	0	0	0	0	3	0	0	0	1	0	6
Completed [metres]	0	0.1	0	0.8	0	0	15	0	0	0	0.05	0	15.95
T-Accessions Theses													
Completed [metres]	1	0	0	0	0	0	0	0	0	0	0	0	1
Completed [metres]	0.07	0	0	0	0	0	0	0	0	0	0	0	0.07
TOTAL Completed [metres]	5.1	0.17	0	1.53	0	0	15.74	0.61	2.29	3.81	2.39	0.4	32.04

Table 2

PROCESSING AND DESCRIPTION (cont'd)

	2003					2004							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0	0	0	0	1.73	6.67	0.07	0	1.07	0.07	0	0.2	9.81
B-Accessions													
Completed [metres]	2.4	0	0	0.07	0	9.78	14.47	7.67	0	19.73	8.5	5.56	68.18
M-Accessions Books													
Completed [metres]	0	0	0	0	0	0	2	1	0	0	0	0	3
Completed [metres]	0	0	0	0	0	0	11	0.07	0	0	0	0	11.07
P-Accessions Serials													
Completed [metres]	26	12	4	1	34	14	22	25	15	40	23	28	244
Completed [metres]	0.36	0.1	0.1	0.04	0.19	0.04	0.36	0.4	0.3	0.45	0.14	1.47	3.95
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids													
A & B	3	0	1	1	2	9	3	4	2	3	2	3	33
Total No. of Finding Aids													
P,M&T	26	12	4	1	20	14	15	20	12	44	23	27	218
TOTAL Completed [metres]	2.76	0	0	0	0	0	0	0	0	0	0	0	93.01
DESCRIPTION-BACKLOG													
A-Accessions													
Completed [metres]	0.59	1	0	0.73	0	0	0.74	0.61	2.29	3.55	2.34	0	11.85
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books													
Completed [metres]	4	6	0	0	35	0	0	21	1	2	6	3	78
Completed [metres]	0.44	0.14	0	0	0.8	0	0	0.44	0.01	0.08	0.25	0.15	2.31
P-Accessions Serials													
Completed [metres]	0	2	0	14	0	0	1	0	1	0	1	0	19
Completed [metres]	0	0.1	0	0.24	0	0	0.07	0	0.025	0	0.05	0	0.485
T-Accessions Theses													
Completed [metres]	7	9	0	13	25	23	5	0	15	4	3	4	108
Completed [metres]	0.07	0	0	0	0	0	0	0	0	0	0	0	0.07
Total No. of Finding Aids													
A & B	2	2	1	4	0	0	3	3	1	1	0	0	17
Total No. of Finding Aids													
P,M & T	11	17	0	27	60	23	6	0	17	6	10	7	184
TOTAL Completed [metres]	1.1	1.24	0	0.97	0.8	0	0.81	1.05	2.325	3.63	2.64	0.15	14.72

Table 2

5. REFERENCE SERVICES

5.1 Reference and Research Services (Table 3)

While reading room use declined by 23% over last year, the volume of new readers and daily users continued at close to 2002-2003 levels. Research trends vary from year to year so this decline is not unexpected. This decline was also reflected in the total number of inquiries received by mail (predominantly email), and phone, dropping from 3,007 in 2002-2003 to 2,320 in this reporting period. A 5-year retrospective below shows a consistent decline in activity since the unusually high usage experienced during the writing of the University history to mark the 175th anniversary. (See also Figures 1 to 3)

Year	Accessions Use	New Readers	Daily Users
1999-2000	3046	392	1084
2000-2001	2200	302	893
2001-2002	1660	334	693
2002-2003	1946	343	636
2003-2004	1500	323	566

Significant changes did take place in the means of delivering some traditional services. In the summer of 2003, the Photography Department at Zoology was closed, resulting in the termination of conventional wet photography services. With no other alternative photographic lab on campus, UTARMS converted completely to digital reproduction services. Using the services of the Digital Studio in the Information Commons, and Digital Services department in the Library, copies of images from our photograph collection are now provided in high quality TIF format (or any other digital format the researcher may require). Since this change UTARMS has digitized 105 images from original hard copy photographs. Digital copies of images available on our online Image Bank are also available for a cost of \$25.00 each. As with conventional photography, UTARMS secures a digital copy for our own holdings and these are regularly added to our Image Bank by the Special Media Archivist.

Photocopying of hard copy textual records continues to be the service of choice for most researchers and we continued to offer this service in 2003-2004. However, we did experiment with the scanning of textual records when the Library installed new photocopier equipment in the spring of 2004. Selected models of this equipment were hard-wired to allow scanning capability. When an American researcher requested over 1500 pages of an unpublished manuscript it seemed appropriate to test out digital technology in the hope that it would eliminate the need to produce another series of paper copies. Loryl MacDonald assisted by a student assistant (ALT) scanned the

manuscript and saved it into a PDF files. This manuscript was fortunately on good quality paper. The resulting digital copy was then emailed to the researcher, saving time and money. A charge of \$1.00 per page was imposed for this service. The fast feed mechanism of the copier cut production time by 75% and produced a high quality image in PDF format automatically. However, this is not a process that will work for all accessions. The fast feed mechanism can potentially damage an original paper record if it jams. Also, since UTARMS does not have a designated machine with this function, staff must schedule time at a machine in the Library's Administration area.

REFERENCE SERVICES

	2003				2004								YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
A-Acc: Use	82	77	81	23	88	78	76	51	42	84	63	80	825
B-Acc: Use	21	31	31	48	49	39	63	31	35	19	44	20	431
M-Acc: Use	2	0	0	3	7	8	0	2	6	0	10	0	38
P-Acc: Use	18	5	11	9	12	12	25	6	11	17	14	17	157
T-Acc: Use	8	3	2	2	0	5	6	3	1	3	6	10	49
TOTAL ACCESS.USE:	131	116	125	85	156	142	170	93	95	123	137	127	1,500
TOTAL (2002-2003)	368	179	198	92	148	158	157	83	115	188	155	105	1,946
% CHANGE	-64%	-35%	-37%	-8%	5%	-10%	8%	12%	-17%	-35%	-12%	21%	-23%
New Readers	31	15	20	10	36	36	36	14	22	43	23	37	323
Daily Users	54	46	57	30	41	72	74	41	40	47	40	24	566
Daily Users (2002-2003)	130	70	64	24	44	68	39	19	40	54	42	42	636
% CHANGE	-58%	-34%	-11%	25%	-7%	6%	90%	116%	0%	-13%	-5%	-43%	-11%
ENQUIRIES:													
<u>Archives</u>													
Written	12	14	23	19	25	17	19	14	17	25	29	27	241
Phone	24	19	24	8	20	25	24	18	33	33	27	28	283
ILL	1	4	1	3	3	12	11	2	12	2	7	7	65
In Person	139	105	193	71	184	113	160	78	99	113	107	125	1,487
<u>Records Management</u>													
General	4	3	0	1	1	1	1	1	4	3	6	7	32
RM Manual/Web site	0	0	0	0	2	0	0	0	0	0	0	0	2
File Plan	4	1	1	0	1	1	1	0	1	1	3	2	16
Schedules	7	4	2	3	3	3	5	3	3	8	5	2	48
Training/Promotion	20	1	4	2	5	27	5	5	27	28	19	3	146
TOTAL ENQUIRIES:	211	151	248	107	244	199	226	121	196	213	203	201	2,320
STUDENT RECORDS													
Copies	0	1	3	0	0	0	0	0	1	0	0	0	5
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	0	0	0	0	0	0	1	0	0	0	0	1
TOTAL SR REQUESTS:	0	1	3	0	0	0	0	1	1	0	0	0	6
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Video</u>													
Orders	5	0	0	0	0	0	1	0	0	0	0	1	7
Video	39	0	0	0	0	0	4	0	0	0	0	1	44
<u>Sound Recordings</u>													
Orders	0	0	0	0	0	0	0	0	0	0	0	1	1
Sound Recording	0	0	0	0	0	0	0	0	0	0	0	1	1
<u>Digital copies</u>													
Orders	0	0	1	1	3	2	2	2	1	2	2	2	18
Images	0	0	2	1	3	2	2	2	1	2	19	5	39
<u>Original Scans</u>													
Orders	0	3	8	2	1	0	4	5	4	3	4	5	39
Images	0	3	16	3	4	0	9	9	4	3	22	32	105

Table 3

REFERENCE SERVICES (cont'd)

	2003								2004				YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
Photographs													
Orders	3	0	0	0	0	0	0	0	0	0	0	0	3
Prints	21	0	0	0	0	0	0	0	0	0	0	0	21
Photocopying													
Orders	44	48	36	29	57	60	78	37	23	56	39	33	540
Pages	458	1235	1006	805	1720	1550	1079	830	681	685	1450	548	12,047
Total \$	\$91.60	\$247.00	\$201.20	\$161.00	\$344.00	\$310.00	\$215.80	\$166.00	\$136.20	\$137.00	\$290.00	\$109.60	\$2,409.40
TOURS													
Groups	0	0	0	0	0	0	0	0	0	1	0	0	1
Persons	0	0	0	0	0	1	0	0	0	2	0	0	3
EXHIBITS													
	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 3

Figure 1

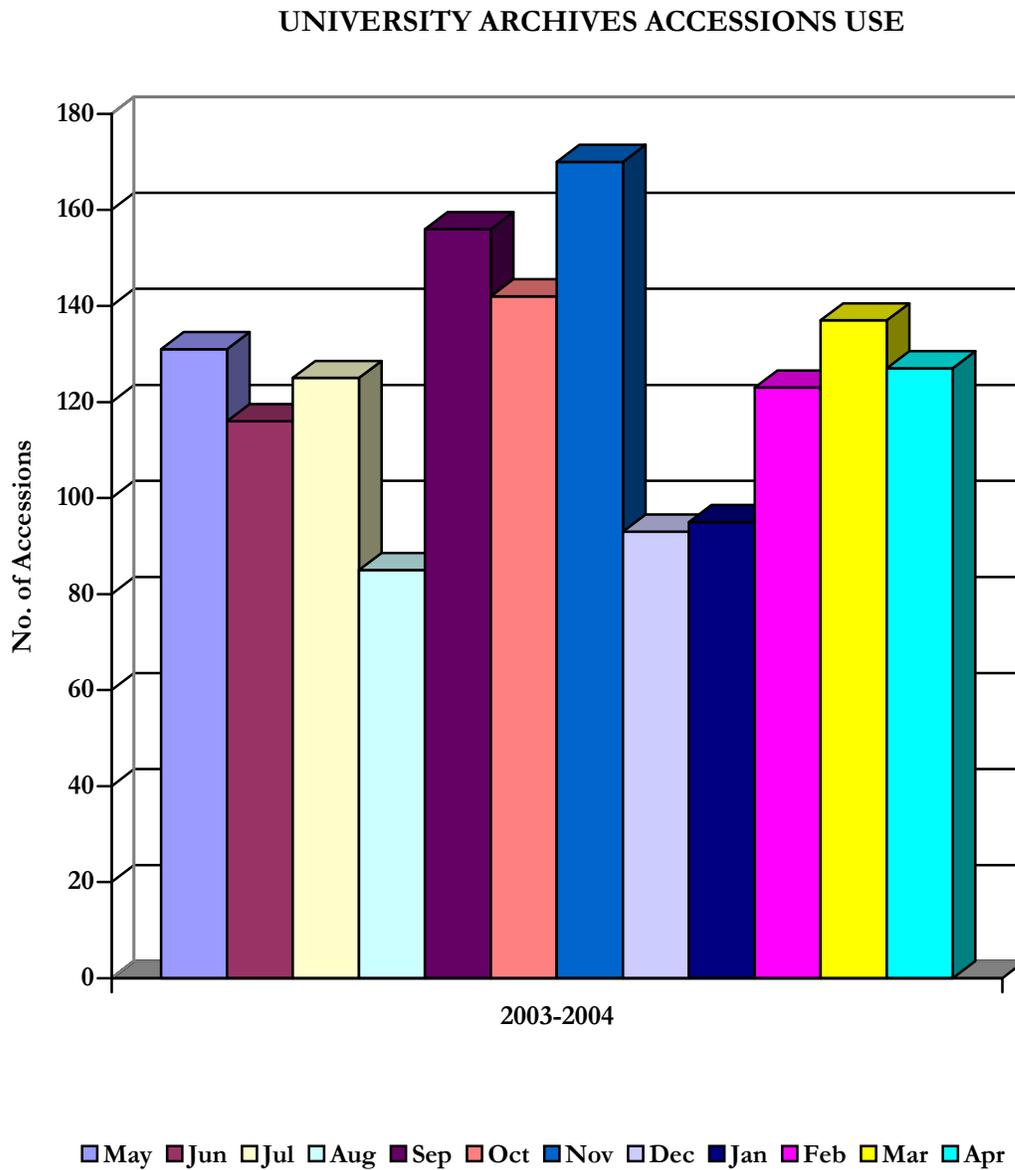


Figure 2

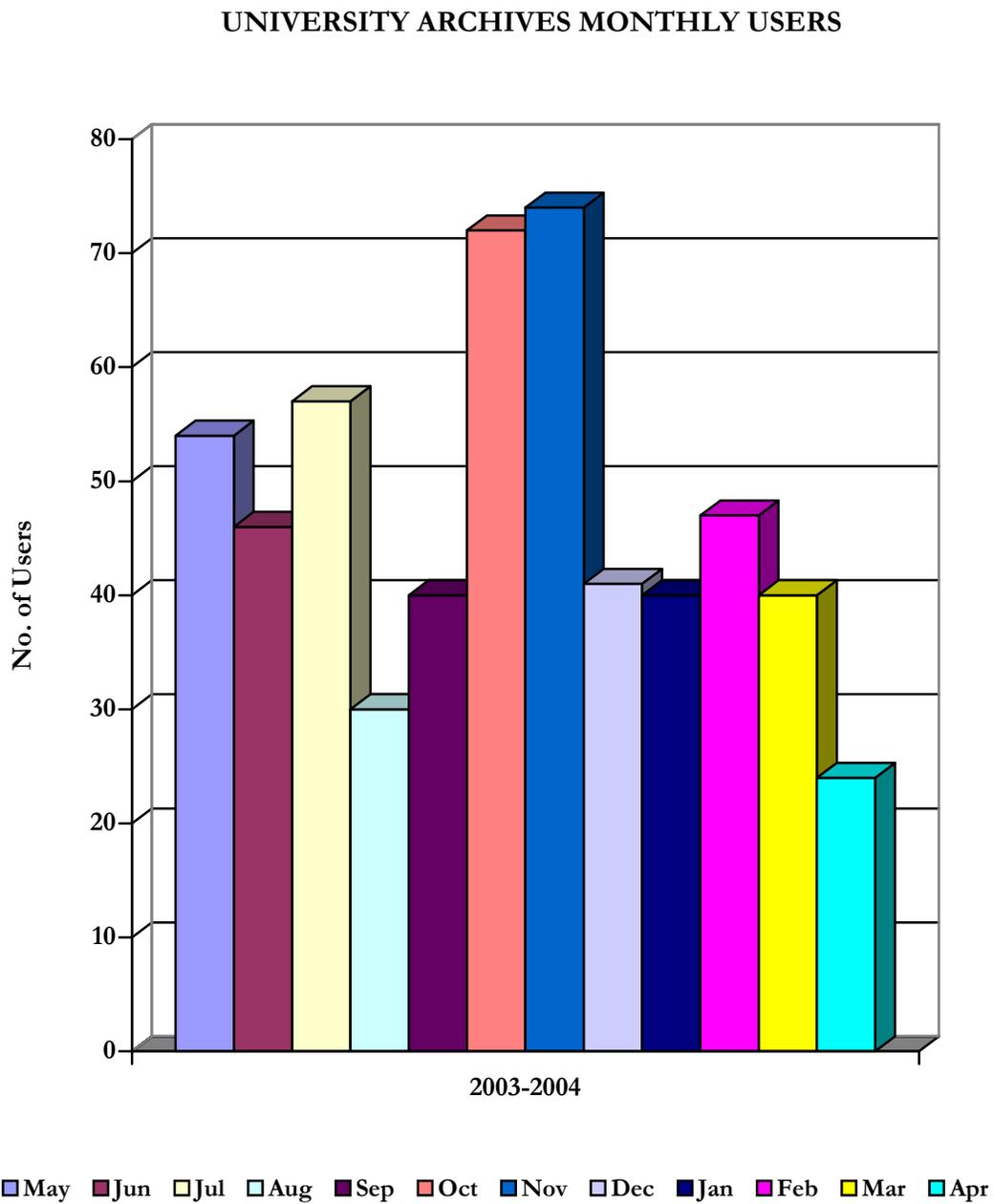
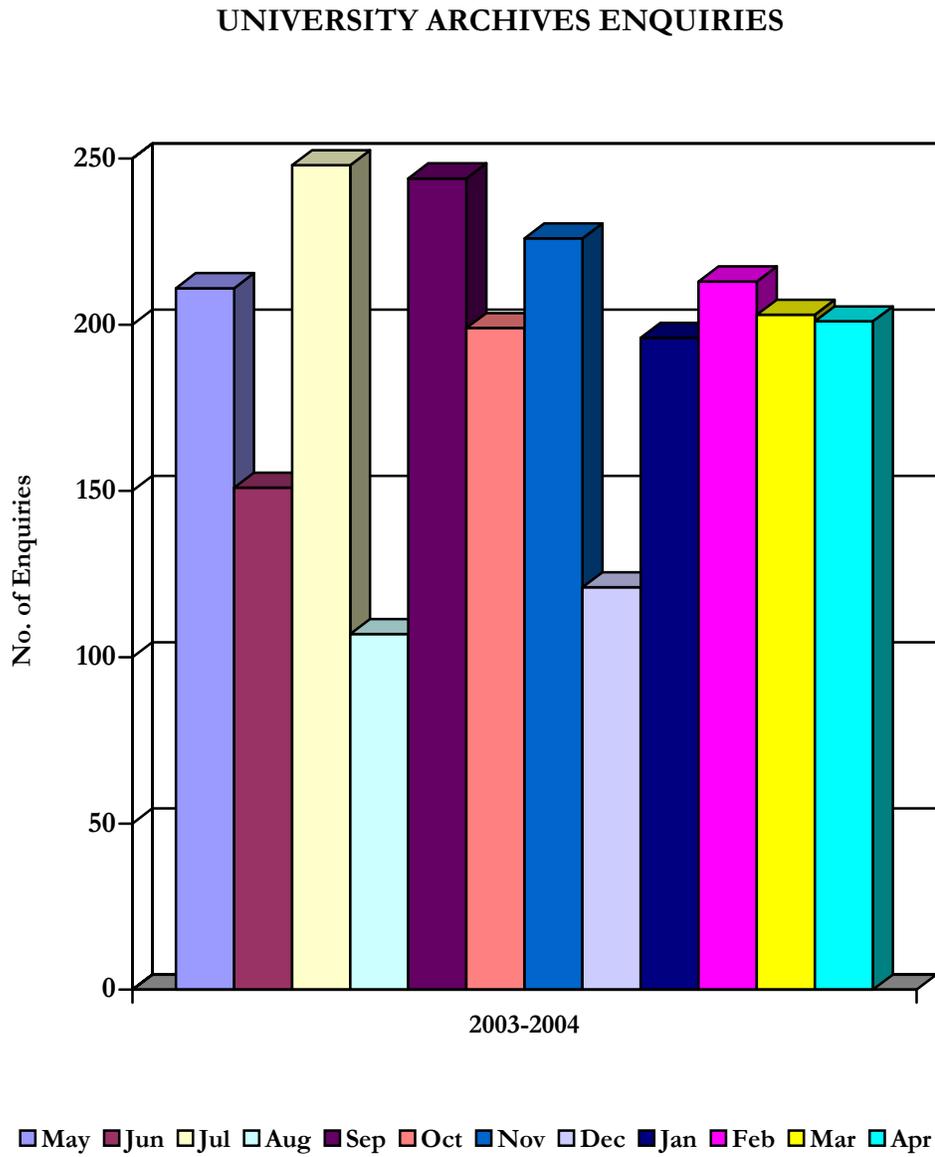


Figure 3



5.2 Web Site Development

In addition to developments noted in Sections 3 and 4, other content and look changes were undertaken by Barbara Edwards, Archives Assistant. New graphics and a drop down menu were added to the front page of the web site. Timely changes were also made to the “What’s New” section, adding copies of the Annual Report 2002-2003, and a Bibliography of publications based on resources in the University Archives and relating to the University’s history prepared by Harold Averill, Assistant University Archivist.

6. PRESERVATION

6.1 Storage Space

Storage space and conditions for the long-term management of the University's documentary heritage did not change during this past year. As reported in the department's planning document

“... there is an immediate need for increased storage space for University Archives. Since 1995 the Archives has been regularly shipping university records acquisitions to off-site storage because on-site space is at capacity. Currently the University Archives stores approximately 15.5% of its holdings (1,293 metres) in a commercial off-site facility at a cost of approximately \$16,000 per annum. This extent is expected to grow at a rate of 1.5% per year for the foreseeable future, resulting in a permanent and escalating cost to the Library and the University for not only storage but retrieval cost as well. While this arrangement has provided a temporary solution for paper records that fit a standard records storage container, it cannot accommodate the growing collection of non-textual materials that have been received or remain in university offices because there is no appropriate storage space in the Fisher Library/Robarts Library complex. For example, the Capital Projects office has over 250,000 architectural drawings dating from 1850 stored in poor conditions in the basement of 215 Huron. Included among these are some 5,000 architectural drawings of the firm Mathers & Haldenby donated to the University Archives in 1995 for which the donor received a tax receipt.³”

The above conditions were exacerbated in July, 2003 when a recurring leak necessitated the quarantine of 476 feet (143 metres) of shelving in the B1 area, thereby further reducing usable on-site shelving space. The drainage pipe in question has been a problem since 1993 when a major spill of salt-laden slush corroded the pipe causing spillage onto 4 ranges of shelved records. In contrast, the Fisher Rare Book Library increased its available on-site storage space in the B1 area with the installation of mobile compact shelving in the summer of 2003.

6.2 University Land Records, A1968-0010.

In the first quarter of 2003, Garron Wells began negotiations with the Archives of Ontario to undertake the microfilming of 35 volumes of Land Survey Reports (1828-1862). Funding for this preservation project had been provided by the University's budget in 1999. Unfortunately the Archives of Ontario was unable to undertake this project since Management Board Secretariat would not approve of a fee for service arrangement. Since the University's preferred vendor for microfilming, Xebec, had been absorbed by DST Output, no preservation microfilming service that could meet the high preservation standards set by the Library could be found in Ontario. These records are quite fragile and are the only evidential record of land sales and transactions for University endowment lands. As vital records, it was not deemed appropriate to ship them long distances for copying. Garron

³ From p. 14, *Stepping up 2004-2010 at the University of Toronto Archives and Records Management Services: strategies for information management in the 21st century.*

Wells then contacted the Library's Digital Services Department for a test scan of selected pages. The test images were high quality 600 dpi resolution made by a digital camera. Since the ultimate purpose of preservation copying was to produce a secure copy that would stand in place of the original paper records should they be lost or destroyed it was essential that a vendor be found who could print the digital images to microfilm or fiche. Garron Wells contacted two major vendors, Lason Canada and DST Output. Neither company would scan the documents at the level of 600 dpi for a cost of \$1.25 per page, the price charged by the Library's Digital Services Department. Thus Garron proceeded with the imaging of the land survey reports, leaving sufficient money to cover the printing onto microfilm. By the end of this reporting period only a small number of the approximately 6,000 images had been completed. It is expected that this project will be completed by summer of 2004. Lason Canada undertook the task of testing the printing of these images onto microfiche. Since there are no guidelines for this particular process, the Archives based its standards for the microfiche on Canadian General Standards Board Standard CAN/CGSB 72.11 "Microfilm and electronic records as documentary evidence" and other relevant standards. At this writing, a report from Lason Canada on this test was pending.

7. ADMINISTRATION

7.1 *Stepping up 2004-2010*

The University continued its planning activities during 2003-2004 with all academic areas producing plans following the release of the Provost's white paper *Stepping Up: A framework for academic planning at the University of Toronto: 2004-2010*, Garron Wells, in consultation with UTARMS staff, prepared a departmental plan entitled *Stepping Up 2004-2010: Strategies for Information Management in the 21st Century*. As stated in the Executive Summary "this plan describes in detail these goals:

1. *Outstanding collections – foundations of strength*
2. *Access to scholarly resources*
3. *Information literacy: helping the University community build skills to use information resources effectively.*
4. *University recorded information as an academic and administrative asset.*
5. *Archives space: a place for discovery, learning and education*
6. *Staff support and renewal*

The goals have been adapted in part from the University Library's long-term plan. While the University Archivist participated in the Library's planning process, it was felt that the mission and mandate of the University Archives dictated that a separate document be produced that emphasized the fact that

"information is a valuable corporate asset, as important to the long-term success of the university as its people, equipment, and buildings. Thus it should receive the same level of attention from senior management as all other resources. The University creates and collects information on a day to day basis from both external and internal sources and in many different formats and media – electronic, paper, graphic, and audio. This recorded information, along with the skills and experience of staff, comprises the knowledge base essential to the operation of the University".⁴

Stepping up 2004-2010: Strategies for Information Management in the 21st century was produced during the spring of 2004 and copied to all interested parties both within the Library and to selected senior executives in the University. The Library's plan referenced the Archives' role in information management as did the Director for Strategic Computing (Marden Paul) in his plan *Information flowing freely – an overview of IT @ U of T*.

⁴ University of Toronto Archives and Records Management Services. *Stepping up 2004-2010: Information management strategies for the 21st century*. p. 4

7.2 Staffing

There were no changes in full time staffing complement during the year. Our student assistants (ALTs) during this period were Lauren Stillie, and Paul Newman.

7.3 Closing, August 2003

During the first week all staff was involved in the moving of boxes off ranges 22 and 23 and 10 and 11 which are affected by a leaky pipe in the B1 blue shelving area (See Section 6.1). Garron Wells distributed some brief instructions and reviewed all lists of accessions to ensure accuracy of volume. Because of the power outage on Friday August 15, final work on this project was delayed until Tuesday, August 19 because the elevators are not working. Marnee Gamble sorted, boxed and accessioned Dept. of Botany lantern slides that had been stored on B1. Barbara Edwards removed Summer Session calendars from *The Varsity* and added them to Serials. Also some shelving in the Print room was rearranged to accommodate oversize items. Lagring Ulanday completed the cleanup of her office and disbursed relevant books to Barbara Edwards for possible addition to our Print Room collection. Loryl MacDonald arranged for shipment of records to Iron Mountain and also arranged for shredding. She also drafted email policy/guidelines that will be presented to university administration. Garron Wells appraised the clippings/serials collection of Robert Spencer, most of which was sent for shredding.

7.4 Computer upgrades

In August, 2003 the Library began upgrading staff CPU's, keyboards and installing new monitors where required. The upgraded equipment will allow for faster processing and access to the world wide web through the installation of Windows XP and other upgraded software.

7.5 Professional and Other Activities

Loryl MacDonald participated in the Archives Association of Ontario's 10th Annual Conference in Toronto, June 9-11, 2003, during which she ended her tenure as AAO President. She was also invited to present a paper, "Northern Exposure: An Overview of Recent Developments in the Canadian Archival System," at the Mid-West Archives Conference Fall Conference in Dearborn, Michigan in October 24-26, 2003. Finally, Loryl also taught the AAO Professional Development Committee's Advanced Course, "Law and Original Order: Legal Aspects of Archives," in Toronto on January 17-18, 2004. **Marnee Gamble** also attended the annual conference of Archives Association of Ontario on the theme of "Absolute Advocacy: Thinking outside the Box" on June 9-11 2003 and held at St. Michael's College. On September 12 she attended a one day meeting of the Audio-visual Heritage Group, a national meeting of SMI archivists sponsored the Toronto Film Reference Library as part of the Toronto Film Festival. From November 18 to 22 she attended the annual conference of the Association of Moving Image Archivists in Vancouver, B.C. Sessions at this conference included topics on balancing rights issues and access to audio-visual collections and how

film supports academic research.

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 *Le Recueil* 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. *Records Retention Schedules for Quebec Academic Institutions* (Translation of *Recueil des Règles de conservation des documents des établissements universitaires Québécois*) was published on the web on February 20, 2004:

<http://www.crepuq.qc.ca/documents/arch/Schedules/default.htm>

Garron Wells also published an article co-authored with Bessie Schina, Wright State University entitled “University Archives and Records Programs in the United States and Canada” in *Archival Issues. Journal of the Midwest Archives Conference* (Volume 27, No. 1, 2002, pp.35-51). Garron continued as chair of the University and College Archivists section of the Association of Canadian Archivists. In June 2003 she hosted the annual meeting of this section held in Toronto.

Harold Averill continued to serve on the board of the Canadian Lesbian and Gay Archives (CLGA) and is the representative on its Operations Committee.

Lagring Ulanday continued as archivist for the Toronto chapter of ARMA (Association of Records Managers and Administrators). In this capacity she acquires and preserves the historical records of the Chapter and assists the Board by providing historical information for such events as the upcoming 35th anniversary. She is also a member of the Archives Association of Ontario and the Association of Canadian Archivists.

Compiled by Garron Wells
October 2004

APPENDIX A: University Records 2003-2004

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0011	University of Toronto. Faculty of Social Work	Textual	1976-1979	.30	Records documenting the early years of the Faculty Research Project initiated at the request of the Provost "to advance the research competence of all teaching faculty members through a concerted and supported research undertaking of the collective." Includes correspondence, proposals, reports, notes compiled mainly by Dr. Norma Lang as the first staff person for the project.	Open
A2003-0012	University of Toronto. School of Graduate Studies	Textual	1967-1997	4.7	Minutes of the Council of the School of Graduate Studies, from January 1967 to June 1996, and minutes of the School of Graduate Studies Council of Deans, from May 1967 to 1997.	Restricted
A2003-0013	University of Toronto. School of Graduate Studies	Textual	1970-1995	22.56	Records predominantly consist of the Dean's subject files on various campus graduate centres, departments, institutes and collaborative programs. Also included is correspondence, reports, memoranda, and committees' minutes.	Restricted
A2003-0014	University of Toronto. Department of Public Affairs	Moving images	2002-2003	0.07	VHS and CD copies of two promotions produced to celebrate the 175th anniversary. "175th Anniversary" and "Alumni Video 2003" feature clipped interviews with well known academics and alumni including architect Raymond Moriyama, activist Craig Keilburger, medical scientist Lap-Chee Tsui, filmmaker David Cronenberg, politician Paul Martin, ballet dancer Karen Kain, judge Roseli Abella, artist Doris McCarthy, activist Zana Acanda and many more. The "175th Anniversary" was probably used during a gala and has an introduction by Lorne Michaels, producer of Saturday Night Live.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0015	University of Toronto. Faculty of Household Science	Graphic	1931	0.54	Graduating Class composite for the 1931 class of the Faculty of Household Science.	Open
A2003-0016	University of Toronto. Provostial Task Force on Academic Computing	Textual	1989-1997	.8	Site visit notes, some minutes, final report, and correspondence of the Chair of the Provostial Task Force on Academic Computing, Carl Amrhein. Also included are background documents such as: Proposal for a University of Toronto "Information Commons"; University Help Desks A Short Report for the Academic Computing Task Force; Proposal to Establish an Electronic Resource Centre in Robarts Library; and Report of the Task Force on the Electronic Library System. Finally, there are also notes, correspondence and the final report of the 1996 Technical Audit of University of Toronto Computing, chaired by Dr. Amrhein.	Restricted
A2003-0017	University of Toronto. Faculty of Arts and Science	Textual	2001	1.13	Examinations in April/May / 001-/004 , August / 005 and December /006-/007	Open
A2003-0018	University of Toronto. Archives	Textual	1980-1989	.50	Records for two projects either administered by or sponsored by the University Archives: U of T Oral History project (/001 to /003); Varsity indexing project (/004). Records include correspondence, manuscripts of transcripts, notes, financial statements and other records created by Paul Bator or Dr. J. Sword and staff of the University Archives; also includes files of interview notes collected/produced by Valerie Schatzker arranged alphabetically by interviewee name. Varsity indexing project includes manual of procedures and notes produced by volunteers (Mattie Clark; Father Scollard) during the 1980's.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0019	University of Toronto. Department of Botany	Graphic Textual	189- - 194-	6.0	This accession consists of approximately 2700 glass lantern slides used for teaching and publication in the Department of Botany. There are four distinct series: slides of plants arranged by plant family; slides of wilderness in Western Canada and North Western United States, including views of mountains, glaciers, settlements, infrastructure such as bridges, and vegetation; microscopes and views of plant specimens and vegetation taken from both original and published sources. Also in this accession are approximately 300 glass negatives of wild flowers. The photographer is amateur botanist R. S. Cassells and were used in Some Familiar Wild Flowers (1930) compiled by J.E. Jones. There are two index books listing illustrations. Their relationship to the slides remains unclear.	Open
A2003-0020	University of Toronto. International Teach-in Committee	Sound recordings	1965-1968	0.6	Reel to Reel sound recordings of the first four International Teach-ins held at Varsity Stadium beginning with the Teach-in on Vietnam in 1965. They include: "Revolution and Response" (1st:1965); "China: Co-existence or Containment" (2nd: 1966), "Religion and International Affairs" (3rd: 1967) and "Exploding Humanity - the crisis in numbers" (4th: 1968). These recordings were originally produced by CJRT, Radio Service at Ryerson Polytechnical and broadcast on CBC FM over each of the three day teach-ins.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0021	University of Toronto. Department of Botany	Graphic	1932	0.07	Snapshots taken around the time of the opening of the Botany Building in 1932. There is one view of the procession and several views of professors and dignitaries visiting the Ontario Agricultural College in Guelph and surrounding area. Identified is Professors A.C. Seward of the Botany School at Cambridge University who visited the University of Toronto for the opening. He was accompanied by Prof. A.P. Coleman, H.S. Jackson of Botany, J.E. Howitt of Guelph as well other botanists presumably from Guelph. There are also numerous views of "pot hole" formations at Elora taken presumably around the same time.	Open
A2003-0022	Hart House	Textual Publications	1974-1988	.07	Includes Trier-Foder Foundation proposal to set up gallery, visits to Hart House, McCulley educational fund, photocopies of Hart House cuts and publications.	Open
A2003-0023	University of Toronto Archives	Textual	1963-1986	0.40	Correspondence, research notes, lists, memorandum relating predominantly to theses and non-theses acquisitions by the University Archivists (Helen Miles to David Rudkin) and other staff.	Open
A2003-0024	University of Toronto. Office of Governing Council. CAPUT	Textual	1907-1978	4.95	The records consist of a complete set of CAPUT meeting minutes from 1907 to 1978. Also included are some CAPUT subject files and correspondence. There are also numerous individual disciplinary case files for examination irregularities and for student misbehaviour cases, from 1930 to 1975, including files from the CAPUT hearing, 21 May 1974 - 25 June 1974, into the conduct of Tony Leah and William Schabas, in preventing the delivery of an address by American urbanologist, Edward Banfield, at the University.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2003-0025	University of Toronto. Library.	Textual	1965-1971	0.07	Reference Department Staff Manual on Clerical Procedures with index	Open
A2003-0026	University of Toronto. Faculty of Music. Frederick Harris Music Co., Limited	Textual	1953-1980	1	These records appear to have been created and compiled by The Royal Conservatory of Music / Faculty of Music and pertain to the operations of the Frederick Harris Music Co., Limited, the largest and oldest print music publisher in Canada and a subsidiary of The Royal Conservatory of Music. The records include incoming and outgoing correspondence, memoranda, estimates, royalties, pension commission returns, and statements for foreign capital investments.	Open
A2004-0001	University of Toronto Archives and Records Management Services	Textual	1966-1998	1.0	Operational files for the department covering classification codes 1110, 1120, 1555, 1570, and 1625.	Restricted
A2004-0002	University of Toronto. Office of Governing Council. Academic Appeals Committee	Textual	1972 - 2001	6.3	Academic Appeals Committee case files, 1972-2001, arranged chronologically according to student name. File contents may include: notice of appeal by student, supporting documentation provided by student and by division, and correspondence. Some files may also contain tapes of hearings and copies of the Committee's final decisions.	Restricted
A2004-0003	University of Toronto Library. Office of the Chief Librarian	Textual	1970-1982	0.07	Correspondence files with the National Research Council Advisory Board on Scientific and Technical Information (NRC-ABSTII) (1970-1973) and Ontario Heritage Foundation (1978-1982)	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0004	University of Toronto. Office of Convocation	Textual	2003	0.07	Official Convocation Roll 2003 consists of Diplomas Upgraded to Honours, In Absentia Graduates, conferring of degrees in the Spring and in the Fall Convocations including conferment of honorary degrees, the installation of the 31st Chancellor and the graduation ceremony in Hong Kong. Some copies are annotated; User copy in the Print Room.	Restricted
A2004-0005	University of Toronto. Department of Zoology	Textual Graphic	1889-1991	4.5	Records consist of administrative correspondence, personnel files, biographical files, and student departmental brochures. Also included is information on the openings of the Biological Department in 1889, the Ramsay Wright Zoological Laboratories in 1965, and the Huntsman Library in 1978. There is also a portrait of Santiago Ramon y Cajal.	Restricted

APPENDIX B: Private Records 2003-2004

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2003-2004

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0006	University of Toronto Schools	Graphic	1919	0.5	One panoramic print of the University of Toronto Schools, Senior Class, 1918-1919.	Restricted
B2003-0007	McLaughlin, Roland Rusk	Graphic Textual	1954-1995; predominant 1954-1969	.50	Personal records of Roland Rusk McLaughlin, Dean of Faculty of Applied Science and Engineering and professor of chemical engineering. Includes correspondence relating to his appointment as Dean and retirement, reports, typescripts and published articles, speeches and file relating to tree dedication in 1995. Diaries of trips to India (1961) and to Nova Scotia; scrapbook of photos and clippings documenting his career as dean ca 1954-1960. Also photos of his trips to India and Buenos Aires and others ca 1966-1969.	Open
B2003-0008	Benson, Clara C.	Textual Graphic Moving images	1880-1964	3.5	Personal records of Dr. Clara C. Benson, professor of food chemistry at the University of Toronto (1904-1945). Records include personal and professional correspondence, files relating to the Women's Athletic Building at the University of Toronto, the YWCA, early education records, lecture and research notes, photographs, postcards and 16 mm reels of film.	Open
B2003-0009	Munro, John H. A.	Textual	1956-2003	15.0	Personal records of Prof. John H.A.Munro, retired professor of economics. Records document his academic work as a student at the University of British Columbia and Yale, as professor of economics at the U of T. Includes personal and professional correspondence, manuscripts, lecture notes and course materials, grant applications, research notes mainly as professor at the University of Toronto. Some records documenting his studies at UBC and Yale as undergraduate and graduate.	Restricted

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2003-2004

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0010	Hamilton, Chester Brown	Graphic	1903-1906	1.0	Mechanical engineering student drawings by Chester B. Hamilton, student in the Ontario School of Practical Science. Produced as requirement for Diploma in Mechanical Engineering. Also includes Practice Sheet dated April 1905, 3 lettering charts and "Bill of Materials for Marine Boiler, Jan. 1906. All drawings are pen and ink with some watercolour. Size: 56 cm X 38 cm.	Open
B2003-0011	Cochrane, Charles Norris	Textual Graphic Publications	ca. 1910-1945	5.6	Personal records of C.N. Cochrane document his writings and teachings in Classics at the University of Toronto from 1913 until his death in 1945. He was a renown classical scholar, having published two widely acclaimed books "Christianity and Classical Culture" and "Thucydides and the Science of History" which gave him world wide fame. Records include: subject arranged notes used either for lectures or research; manuscripts, typescripts and reviews of his publications; some correspondence; papers relating to his role as Dean of the men's residence; transcripts and reports documenting an advisory committee to the Minister of Justice whose role was to review protests brought to the committee by detainees during World War II (Cochrane served as a member from 1940 to ca. 1942). Also included are photographs and some annotated books.	Open
B2003-0012	le Riche, William Harding	Textual Graphic Publications Sound recordings	1929-2000	4.5	Personal records of Dr. William Harding le Riche including personal and professional correspondence, manuscripts, diaries, off prints, scrapbooks, clippings, photographs and sound recordings documenting Dr. le Riche's personal and professional life in South Africa and in Canada at the University of Toronto.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2003-2004

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0013	Norman, Morris	Textual	1866-1887	1.0	Course notes (1866-1867) taken by Joseph William Browning (MD 1867), a student of John Rolph in the Faculty of Medicine at Victoria College; certificates for (matriculation in medicine, 3 February 1884, and certificate of honour, first year medicine, 16 April 1885) and course notes (1886-1887) taken by Archibald Duncan Graham, a student (MD, CM 1887) at Trinity Medical College.	Open
B2003-0014	Davidson, Arthur Campbell	Textual	1934-1990	0.63	Diplomas (1945-1949) and certificates (1934-1990) documenting the career of and honours bestowed on Arthur Davidson, professor of civil engineering. One of the certificates is from Camp No. 8 of the Ritual of the Calling of an Engineer; others are from Engineering Institute of Canada and the University of Toronto. Also included is the certificate for Campbell's appointment to the active Militia of Canada in 1934.	Open
B2003-0015	Hamilton, Chester B.	Graphic	1906, 1938	0.07	Three photographs originally belonging to engineering graduate Chester B. Hamilton Jr. documenting engineering students at the University of Toronto. Hamilton received a Diploma in 1906, a B.A.Sc in 1908 and an M.E. in 1920. Included are group portraits of students in the mechanical and drafting rooms (1906) as well as a composite portrait of the Mechanical Club 1937-38 of which Hamilton was Honorary Chairman.	Open
B2003-0016	Canada. Department of Fisheries and Oceans	Microform	2002	0.07	Two VHS copies of "The Fisherman's Friend - A.G. Huntsman, 1883-1973". This production celebrates the life and accomplishments of marine biology Prof. A. G. Hunstman.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0017	Bissell, Claude T.	Textual Graphic	1959-1990	5.0	Personal papers of Prof. Claude T. Bissell documenting his academic and administrative activities as Professor of English as well as activities after his retirement as president. Includes manuscripts, student essays, lecture notes, correspondence, research materials including index cards.	Open
B2003-0018	University of Toronto. Athletic Association	Artifacts	1894	0.07	Championship Medal Varsity Athletic Association	Open
B2003-0019	Krieger, Cecillia	Textual	1930-1964	0.07	Correspondence relating to mathematics, lectures and trips that was received by Cecilia (Dunaj) Krieger, lecturer in Mathematics and Physics. Krieger was the first woman to receive her Doctorate in Mathematics from the University of Toronto in 1930. Much of the correspondence is in Polish and is from Wacław Sierpinski, the Polish mathematician whose work she translated for her doctorate.	Open
B2003-0020	Harcourt, George	Textual Graphic	1889-1991	0.50	Three items relating to George Harcourt who was a member of the second graduating class (1889) of the Bachelor of Science in Agriculture (BSA) programme, consisting of his diploma, a photograph of him in academic dress taken while head of the Department of Horticulture at the University of Alberta (1915-1936), and a copy of an article about him from "Alberta History" (summer 1991).	Open
B2003-0021	Gray, Alexander Clark	Textual	1930-1934	.28	Personal records of Alexander Clark Gray, student in metallurgy at the Faculty of Applied Science and Engineering, 1930-1934. Includes handwritten course notes for all four years, as well as third and fourth year laboratory reports in electrical engineering and hydraulics.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2003-0022	Macallum, Archibald Byron	Textual	1892-1909	0.07	Correspondence to A.B. Macallum who was professor of Physiology starting in 1901 and later professor of Biochemistry from 1908-1917. Some of the correspondence relates to his role in helping to organize the Meeting of the British Association for the Advancement of Science at the University of Toronto in 1897.	Open
B2003-0023	Blake, Gerald Edward	Artifacts Cartographic Graphic Publications Textual	1892-1921	1.73	Personal records of Gerald Edward Blake (UofT BA 1914) killed in action July 23, 1916. Includes correspondence to family and friends during his war service, diaries kept before and during war service; correspondence and other memorabilia following his death in 1916. Also some early education records including certificates from Ridley College and correspondence to his parents from the College and from University of Toronto (1903-1912). Photographs of Gerald Blake with family and friends from childhood to adult and as member of Kappa Alpha fraternity at U of T.	Open
B2003-0024	Anderson, James Edward	Graphic Sound recordings Textual Publications	1937-1972 (predominant 1956-1972)	1.0	Personal records of Dr. James E. Anderson, professor of anatomy and anthropology at the University of Toronto, McMaster University and State University of New York at Buffalo. Includes field notes, catalogues, correspondence, manuscripts, drawings, and photographs relating to archaeological sites in Canada and the United States. Also includes some records relating to other faculty of U of T. such as Dr. L. Oschinsky.	Open

APPENDIX C: Gifts-in-Kind for tax year 2003

Gifts-in-kind, 2003

Benson, Clara C.

B2003-0008

1880-1964 Textual Graphic Moving images 3.5 m.

Personal records of Dr. Clara C. Benson, professor of food chemistry at the University of Toronto (1904-1945). Records include personal and professional correspondence, files relating to the Women's Athletic Building at the University of Toronto, the YWCA, early education records, lecture and research notes, photographs, postcards and 16 mm reels of film.

Blake, Gerald Edward

B2003-0023

1892-1921 Artifacts Cartographic Graphic Publications Textual 1.73 m.

Personal records of Gerald Edward Blake (UofT BA 1914) killed in action July 23, 1916. Includes correspondence to family and friends during his war service, diaries kept before and during war service; correspondence and other memorabilia following his death in 1916. Also some early education records including certificates from Ridley College and correspondence to his parents from the College and from University of Toronto (1903-1912). Photographs of Gerald Blake with family and friends from childhood to adult and as member of Kappa Alpha fraternity at U of T.

Cochrane, Charles Norris

B2003-0011

ca. 1910-1945 Textual Graphic Publications 5.6 m

Personal records of C.N. Cochrane document his writings and teachings in Classics at the University of Toronto from 1913 until his death in 1945. He was a renown classical scholar, having published two widely acclaimed books "Christianity and Classical Culture" and "Thucydides and the Science of History" which gave him world wide fame. Records include: subject arranged notes used either for lectures or research; manuscripts, typescripts and reviews of his publications; some correspondence; papers relating to his role as Dean of the men's residence; transcripts and reports documenting an advisory committee to the Minister of Justice whose role was to review protests brought to the committee by detainees during World War II (Cochrane served as a member from 1940 to ca. 1942). Also included are photographs and some annotated books.

Gray, Alexander Clark

B2003-0021

1930-1934 Textual .28 m.

Personal records of Alexander Clark Gray, student in metallurgy at the Faculty of Applied Science and Engineering, 1930-1934. Includes handwritten course notes for all four years, as well as third and fourth year laboratory reports in electrical engineering and hydraulics.

Hamilton, Chester B.

B2003-0015

1906, 1938 Graphic 0.07 m.

Three photographs originally belonging to engineering graduate Chester B. Hamilton Jr. documenting engineering students at the University of Toronto. Hamilton received a Diploma in 1906, a B.A.Sc in 1908 and an M.E. in 1920. Included are group portraits of students in the mechanical and drafting rooms (1906) as well as a composite portrait of the Mechanical Club 1937-38 of which Hamilton was Honorary Chairman.

Hamilton, Chester Brown

B2003-0010

1903-1906 Graphic 1.0 m.

Mechanical engineering student drawings by Chester B. Hamilton, student in the Ontario School of Practical Science. Produced as requirement for Diploma in Mechanical Engineering. Also includes Practice Sheet dated April 1905, 3 lettering charts and "Bill of Materials for Marine Boiler, Jan. 1906. All drawings are pen and ink with some watercolour. Size: 56 cm X 38 cm.

le Riche, William Harding

B2003-0012

1929-2000 Textual Graphic Publications Sound recordings 4.5 m.

Personal records of Dr. William Harding le Riche including personal and professional correspondence, manuscripts, diaries, off prints, scrapbooks, clippings, photographs and sound recordings documenting Dr. le Riche's personal and professional life in South Africa and in Canada at the University of Toronto.

Luckyj, George S. N.

B2003-0004

1928-2001 Graphic Textual 1.0 m.

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, photo prints.

Mackenzie, Walter F.

B2003-0001

1946-1953 Graphic 0.13 m.

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.

McLaughlin, Roland Rusk

B2003-0007

1954-1995; predominant 1954-1969 Graphic Textual .50 m.

Personal records of Roland Rusk McLaughlin, Dean of Faculty of Applied Science and Engineering and professor of chemical engineering. Includes correspondence relating to his appointment as Dean and retirement, reports, typescripts and published articles, speeches and file relating to tree dedication in 1995. Diaries of trips to India (1961) and to Nova Scotia; scrapbook of photos and clippings documenting his career as dean ca 1954-1960. Also photos of his trips to India and Buenos Aires and others ca 1966-1969.

Munro, John H. A.

B2003-0009

1956-2003 Textual 15.0 m.

Personal records of Prof. John H.A.Munro, retired professor of economics. Records document his academic work as a student at the University of British Columbia and Yale, as professor of economics at the U of T. Includes personal and professional correspondence, manuscripts, lecture notes and course materials, grant applications, research notes mainly as professor at the University of Toronto. Some records documenting his studies at UBC and Yale as undergraduate and graduate.

Norman, Morris

B2003-0013

1866-1887 Textual 1.0 m

Course notes (1866-1867) taken by Joseph William Browning (MD 1867), a student of John Rolph in the Faculty of Medicine at Victoria College; certificates for (matriculation in medicine, 3 February 1884, and certificate of honour, first year medicine, 16 April 1885) and course notes (1886-1887) taken by Archibald Duncan Graham, a student (MD, CM 1887) at Trinity Medical College.

University of Toronto Student newspapers

1947-1949 Publication 1.0 m.

Issues of *Campus* for 1947 and 1948 (11 issues) and *Forum* for 1947 and 1949 (6 items).

University of Toronto

1927 Publication .07 m.

Book: *A history of the University of Toronto, 1827-1927* by W. Stewart Wallace (Toronto: University of Toronto Press, 1927).

APPENDIX D: Organisational Chart

