

ANNUAL REPORT 2004-2005



University Library on King's College Circle, ca 1900

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APPENDIX A: UNIVERSITY RECORDS 2004-2005

APPENDIX B: PRIVATE RECORDS 2004-2005

APPENDIX C: GIFTS-IN-KIND FOR TAX YEAR 2004

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 University of Toronto Archives and Records Management Services saw unprecedented growth in its collections during the past year. Archival holdings increased by more than 270% (or nearly 900 feet) over last year. This increase was in part due to decisions on the part of administrators to transfer many years of records in a single shipment, as well as gifts of private records from the families of retired faculty. The challenge for Archives staff during the year was to arrange and describe this material in a timely manner to prevent additional backlog from accumulating. Archives staff successfully met this challenge, but at the expense of other outstanding projects such as web development, improved research tools and preservation.

This department has monitored external developments which have great potential to affect future operations. Within the University, we monitored the Provost's updating of *Stepping UP – Synthesis* released in November 2004 and were encouraged to read that the development of an institutional information management strategy for computer based systems had been identified. UTARMS response to the original *Stepping UP* report recommended a university wide information strategy for all formats and media of university records.

At the provincial level, UTARMS participated in discussions with the Government as new legislation was prepared to bring universities under *Freedom of information and protection of privacy act*. The Government's Budget Bill 197 containing amendments to the provincial act was introduced in the spring of 2005. When passed this legislation will have a significant impact on University records in general and the holdings of university archival records, in particular. Other legislation passed in January 2004 affected medical patient records held in six fonds of private records in the University Archives. *The Personal Health Information Protection Act* affects archival holdings of medical practitioners records held in the University Archives as well as special collections in other libraries such as the Thomas Fisher Rare Book Library. How well will meet researcher needs to access and use these records will be our challenge in the years to come.

2. ACQUISITIONS

2.1 Collection Growth¹

The past year saw an unprecedented growth in our holdings with the acquisitions of 273 metres (896 feet) of materials. The bulk of these materials (266 metres; 872 feet) were acquired from university offices and private individuals. An additional 7.02 metres (23 feet) of library materials in the form of serials and monographs were also received. Compared to last year's extent, the Archives saw a change of 270%. The majority of these records were in paper form, a medium that still predominates throughout the university.

Some of these new acquisitions were described in Harold Averill's article on "Recent acquisitions in the University of Toronto Archives" was published in the Fall, 2004 issue of "University of Toronto Libraries Newsletter". Distributed twice a year by the Library, an on-line copy of this article was also made available through the department's web site.



2.2 University Records (A Accessions)

The acquisition of university records from administrative and academic units was received in 25 accessions amounting to 150 metres (492 feet). This represents an increase of 267 % over last year's total of 56 metres. One accession in particular from the Faculty of Physical Education and Health (A2004-0020) resulted in nearly 50% of this extent (or 82 metres). It included records covering 80 years of history and represented a variety of activities and programmes including student records for Margaret Eaton School, Diploma in Physical Education and the School of Physical Education and Health, records of alumni office, sports committees, director's office files and others. This transfer was the first in 22 years to the University Archives. For a complete list see Appendix A.

2.3 Private Records (B Accessions)

Private records acquisitions also rose during this period with 116 metres (381 feet) being received in 46 accessions. This represents an increase of 283% over last year's total extent of 41 metres (135 feet). A number of large accessions were received from prominent retired faculty representing a number of disciplines: aerospace studies, marine biology, political science, mathematics, chemistry, history, and peace studies. For a complete list see Appendix B

2.4 Special Media Records (Table 1)

During this reporting period an additional 3,018 photographs were added to our holdings, along with 868 negatives and 96 slides. The majority of these new acquisitions were received with the George M. Wrong family papers (B2004-0010) which included 2265 photographs and 675 negatives as well as 3 rare tintypes. Other media received included a video of President Prichard's address at spring reunion June 3, 2000, two watercolour paintings by Daniel Wilson depicting Murray Bay and Cape Blanc, 1865, and four ink sketches by Owen Staples of views of Hart House and the Memorial Tower ca 1930.

As of April 30, 2005, the Archives' photograph collection (including photographs, negatives and slides) contained 184,231 images, as well as 974 works of art.

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

SPECIAL MEDIA (ITEMS)

ITEMS	2004									2005			YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PHOTOGRAPHS													
Photoprints	86	9	0	30	0	66	0	0	2617	0	200	10	3018
Negatives	135	0	0	24	0	0	0	24	675	0	0	0	858
Slides	96	0	0	0	0	0	0	0	0	0	0	0	96
DIGITAL IMAGES	0	0	0	0	0	0	0	0	0	0	0	0	0
SOUND RECORDINGS													
Reel to Reel	0	0	0	0	0	0	0	0	0	0	0	0	0
Cassettes	0	0	0	0	0	0	0	0	0	0	0	15	15
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
CDs	3	0	0	0	0	0	0	0	0	0	0	0	3
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	0	0	0	0	0
Video	1	0	0	0	0	0	0	0	0	0	0	0	1
CD/DVD	0	0	0	0	0	0	1	0	0	0	0	9	
WORKS OF ART	2	0	0	0	0	0	0	0	0	0	0	0	2
ELECTRONIC RECORDS		0	0	0	0	0	0	0	0	0	0	0	0
ARCHITECTURAL													
Plans & drawings	0	0	0	0	0	0	0	0	0	0	0	9	9
MAPS	0	0	0	0	0	0	0	0	0	0	0	9	9
ARTIFACTS	0	0	0	0	0	0	0	0	0	7	0	9	16

Table 1

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

During the year a total of 13 gifts were evaluated for the 2004 tax year. Total value \$210,495. A further 2 gifts were evaluated for the 2003 tax year: totalling \$15,000. Grand total value of \$225,495.

This exceeds our previous year's value of \$182,515. For a complete list see Appendix C.

Value of Gifts over the last five years:

Year	Value \$
2004	225,495
2003	182,515
2002	226,095
2001	105,300
2000	118,125
Total	857,530
Average	171,506

3. RECORDS MANAGEMENT

3.1 Training Sessions

Between May 2004 and April 2005, Loryl presented 12 seminars to 180 employees attending the Records Management series' three core courses. 23 University Staff members graduated from the Staff Development Certificate Program. Graduates of the program represent 12 administrative and 9 academic offices.

In addition, Loryl provided five special seminars to 100 staff including Business Officers Training Program (20 attendees), the School of Graduate Studies (2 classes - 40 attendees), Simcoe Hall (20 attendees), and Victoria University College (20 attendees).

3.2 Consultation, inquiries and other activities

During the past year, 130 inquiries were received relating to records management. In 21 instances, Loryl made site visits. Among the offices receiving this service were Capital Projects, the Centre for International Business, the Department of Chemistry (UTM), the Ethics Review Office, the Faculty of Forestry, the Faculty of Social Work, the Institute for Women and Gender Studies, Real Estate, Rehabilitation Sciences Sector, the School of Graduate Studies, and UTSC Financial Services.

Also, Loryl helped the School of Graduate Studies develop a file plan and the Vice-President and Provost's Office develop file plan and electronic records naming conventions. Work began on revising schedules for the Research Ethics Office. Further in 2004-2005, the Records Schedules Database procedures manual was updated to reflect new or changed practices. The UTARMS' personnel records acquisition policy was also revised and posted on the website.

3.3 Provincial and federal access and privacy legislation

During 2004-2005, the University of Toronto Task Force on Privacy did not meet as a group. However some members of this group, including the University Archivist, represented the University at several meetings of the Council of Ontario Universities Task Force on Privacy Issues. The Council of Ontario (COU) Task Force met on five occasions (September 9, November 17, November 23, 2004; March 4 and 29, 2005.) All of these meetings focused on the goal of the provincial government to bring universities under the provincial *Freedom of information and protection of privacy act (FIPPA)*. The COU identified seven areas of concern for universities. The University Archivist's role on this committee was to advise and recommend proposals relating to one of these concerns: University archives. (Other U. of T. representatives Steve Moate and Louis Charpentier made recommendations on other areas of concern to universities.) In November, government representatives from the Ministry of Training, Colleges and Universities and Management Board of Cabinet met in several separate meetings with university stakeholders. The meeting with Council of Ontario Universities representatives took place on November 23. Prior to that meeting the University Archivist prepared recommendations for amendments to *FIPPA* relating to Archives. They included:

Recommendation

FIPPA should not apply to privately-donated records deposited in the archives of a university. Also, records that were available in a university archives on an unrestricted basis prior to the legislation coming in force remain accessible and collection, use and disclosure of personal information for archival or historical purposes be specifically permitted. Personal information banks, however, would continue to be subject to restriction consistent with current university practices and policies. FIPPA should also be amended to specify time limits on the sensitivity of personal information to bring it into line with other jurisdictions (i.e., 100 years from the date of a document containing personal information or 30 years after the death of the individual to whom the information relates); this amendment, which would bring it into line with legislation in other provinces and with PHIPA which has a 120 and 50 year scheme, is consistent with the Government's desire for greater transparency and accountability.²

At the March 4, 2005 meeting with government representatives, the response of the Information and Privacy Commissioner's office (IPC) to the COU's recommendations was discussed. The IPC office had no objections to the special recommendations for university archives. However, in April, it was reported that Management Board had chosen not to make any amendments to *FIPPA* relating to Archives. Thus university archives will be subject to the same provisions as the Archives of Ontario: privately donated records will be excluded from the legislation, and the legislation will be retroactive. Thus records in the University of Toronto Archives that have been open to research (such as Senate and Board minutes) will now be restricted and subject to review. It is expected that amendments to the *FIPPA* which will include universities will be passed in spring 2005. A subsequent meeting of the COU Task Force is planned for the week of May 2 to discuss implementation strategies for universities.

² Richard J. Van Loon, Chair, COU to Hon. Gerry Phillips, Chair, Management Board of Cabinet, December 10, 2004, p. viii

4. ARRANGEMENT AND DESCRIPTION

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

4.1.1 University (A Accessions)

Of the 25 accessions received during this reporting period, 8 accessions were received with draft finding aids produced by the office of origin. Loryl MacDonald made minor revisions where necessary to comply with archival standards and produced the final finding aid document. As a result 24 pages of description were produced for 109 metres of university records. Offices represented included the Office of the Assistant Vice-president, Technology Transfer (A2004-0007), Faculty of Forestry (A2004-0017), Faculty of Physical Education and Health (A2004-0020), Department of Occupational Therapy (A2005-0005).

Faculty of Medicine project – backlog description

Lagring Ulanday began to inventory accessions of this faculty that had not been described to date. The accessions completed were: A1996-0004 (36 boxes; 14.4 metres), A1996-0011 (58 boxes; 23.20 metres), A1978-0029 (47 boxes; 7.5 metres). File lists were produced for each of these accessions resulting in a total of 82 pages of description covering 45.1 metres. This work will continue into 2005-2006.

4.1.2 B Accessions (Private Records)

As in previous years, the arrangement and description of private records focussed primarily on recent gifts requiring tax receipts for income tax purposes. Harold Averill and Marnee Gamble undertook most of this working over 6 months of this reporting period. Among the accessions arranged and described were the George M. Wrong family (B2004-0010, 3.85 metres), Bernard Etkin (B2004-0017, 4.21 metres), Charles N. Cochrane (B2003-0011; 5.6 metres), Claude Bissell (B2003-0017; 5.0 metres), and Clara Benson (B2004-0013; .25 metres). As a result a total of 78 pages of description were produced.

During April, 2005 Christina Trastelis, a recent graduate of the Faculty of Information Studies, was hired on a short term contract to arrange and describe the accessions comprising the Gilbert Jackson fonds: B2004-0019, B2004-0026, and B1980-0031. Funding for this three week contract was received as a gift from the donor of the papers. The finding aid consisting of 28 pages was completed by April 29 and will be available on-line by the end of May, 2005.

This department also received transfers of private records for University academic staff from the Rare Book Library. These consisted of James Eustace Shaw B2004-0020, J. S. Will B2004-0022, Jacob Markowitz B2004-0021, Fritz Heichelheim B2004-0018, Gilbert Jackson B2004-0019, Clarence R. Young (added to B1965-0020), William H. Clawson (added to B1987-0052), and B2004-0023 Frederick Millet Salter. All of these records had previously been

catalogued within the Manuscript Collections of the Rare Book Library. During the year, Garron Wells arranged and described the J. S. Will papers (B2004-0022), and the Fritz Heichelheim papers (B2004-0018). Garron Wells also deaccessioned (with the permission of Anne Dondertman, Head, Rare Book Library) the Frederick Millet Salter papers (B2004-0023). These records were sent to the University of Alberta Archives since Prof. Salter spent his entire academic career at the University of Alberta's Department of English. They will compliment existing collections in that Archives. The Jackson personal records B2004-0019 were included with the Gilbert Jackson project described above. In all, these finding aids have added a further 21 pages of description.

Only one fonds level finding aid was produced during this reporting period. Garron Wells produced the Ernest McCulloch fonds finding aid based on file level descriptions produced for four accessions received since 1991. This 94 page finding aid included a detailed biography and scope and content note. A copy was forwarded to Dr. McCulloch for comments before posting to our web site.

4.1.3 Finding aids conversion

Inventory of the Office of the President

The editing and revising of this new edition of the finding aid to this fonds was completed in the fall of 2004 and was published on-line through the department's web site. Lagring Ulanday produced revised box listings. This work consisted of editing Series descriptions (both new and revised), checking the accuracy of accessions listings and reformatting the final publication. The final product added 148 pages to our on-line finding aids.

Other finding aids- online

Other finding aids at the accession level added to our web site were the Martin Friedland personal records (B2002-0022, 99 pages) and the Samuel Hollander papers (B1998-0027, 17 pages)

Conversion of hard copy finding aids to electronic format

This project has now become entirely devoted to the conversion of hard copy finding aids to electronic form. One Assistant Library Technician (ALT) has been assigned to this task over the last year, continuing a project started in 2002. During fall and winter, Kelly Bishop converted 419 pages of finding aids covering 66 separate accessions. All of these finding aids described university records (A Accessions).

4.2 Special Media

4.2.1 Image Bank Database – Web version

We continued to expand our on-line Image Bank during this reporting period. Marnee Gamble loaded an additional 240 images documenting people, events, and buildings. It should be noted that all of these images were produced as a result of researcher copying requests and not with any new funds received by the Archives.

4.2.2 Graphic Images Database

Marnee Gamble added 42 records to this database describing accessions received from both university and private sources for 2003 and 2004.

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

The Robert Lansdale database was launched on-line in September, 2004. This project was initiated in June, 2000 when, with funding from the Hunergard Estate, approximately 20,000 negatives were scanned.³ This additional image resource consists of a selection of 2000 images digitized during 2002-2003. As the web page states “The Lansdale Database documents various events that took place on the University of Toronto campuses over a seven year period from about 1968 to 1975.” The images, scanned from 20,000 original 35mm negatives, represent approximately 8 % of the total images in this accession documenting faculty, staff and students, buildings and grounds, athletic, ceremonial and other events mainly at the St. George Campus. Researchers using this database can purchase copies through an on-line order form.

4.2.4 Other:

In other work, Marnee Gamble added 38 new titles to the Sound and Moving Images (SMI) titles database. This database is still primarily an administrative tool, but a public, on-line version is proposed for the future as resources permit.

4.3 Theses and Print Room materials

Barbara Edwards added data to the Library’s online catalogue for 116 theses contained in the Archives Theses Collection. Data for a total of 873 theses for the period 1890 to 1962 are now entered.

From the existing pamphlet collection in the Print Room, 10 records identified as having LC call numbers in U of T online catalogue were assigned UTARMS location by Barbara for this period. She also catalogued 109 pamphlets from the 378 not online, designating a UTARMS alpha-numeric call number, e.g. UTARMS 0001. This new

³ See *Biennial Report 2000-2002*, p. 14

numbering scheme will be given to all additional pamphlets acquired by the University Archives. Within UTARMS managed databases, 18 new records for Serials in the Print Room have been created. Student newspapers continue to be collected, processed and described with the assistance of Assistant Library Technician, Lauren Stillie.

PROCESSING AND DESCRIPTION

	2004				2005								YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
PROCESSING-CURRENT													
A-Accessions													
Completed [metres]	0.35	0.54	2.93	0.07	1.13	0.07	0.07	0	0.07	2	0.21	0.85	8.29
B-Accessions													
Completed [metres]	1.08	0.27	3.85	0	9.68	14.6	8.46	1.21	5.51	12.9	23.01	1.74	82.35
M-Accessions Books													
Completed [metres]	0	0	0	3	0	0	0	0	0	0	0	0	3
P-Accessions Serials													
Completed [metres]	13	22	12	11	28	15	17	20	23	149	26	16	352
Completed [metres]	0.49	0.36	0.3	0.07	0.16	0.14	0.05	0.16	0.16	2.42	1	1.75	7.06
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	1.92	1.17	7.08	0.28	11	14.9	8.58	1.37	5.74	17.32	24.22	4.34	97.84
PROCESSING-BACKLOG													
A-Accessions													
Completed [metres]	2.19	0	0	15.4	0	2.73	1.35	0	14.4	2	21.46	0	59.48
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	2.48	2.48
M-Accessions Books													
Completed [metres]	0	0	0	2	0	14	8	21	1	8	14	15	83
Completed [metres]	0	0	0	0.02	0	0.09	0.04	0.1	0.02	0.06	0.09	0.1	0.52
P-Accessions Serials													
Completed [metres]	0	0	0	3	3	11	17	1	0	6	45	1	87
Completed [metres]	0	0	0	1	0.04	0.08	0	0.01	0	0.06	0.21	0.03	1.43
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]	2.19	0	0	16.4	0.04	2.9	1.39	0.11	14.42	2.12	21.76	2.61	63.91
DESCRIPTION-CURRENT													
A-Accessions													
Completed [metres]	0.35	0.54	2.66	0.07	1.13	0.07	0.07	0	0.07	2	21.46	0.14	28.56
B-Accessions													
Completed [metres]	1.08	0.27	3.85	7.2	9.68	2.12	6.06	5.42	5.51	0	31.15	4.96	77.3

PROCESSING AND DESCRIPTION – cont'd

	2004 MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2005 JAN	FEB	MAR	APR	YTD
DESCRIPTION													
- CURRENT -													
continued													
M-Accessions Books	0	0	0	2	0	0	0	1	3	0	0	0	6
Completed [metres]	0	0	0	0.14	0	0	0	0.07	0.1	0	0	0	0.31
P-Accessions Serials	16	22	12	11	28	14	17	20	23	43	68	17	291
Completed [metres]	0.49	0.36	0.3	0.07	0.16	0.14	0.05	0.16	0.16	0.57	2.43	1.75	6.64
T-Accessions Theses													0
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids A & B	11	3	3	2	4	3	5	3	9	1	4	5	53
Total No. of Finding Aids P,M&T	13	22	12	11	28	15	12	21	26	63	51	25	299
TOTAL Completed [metres]	1.92	1.17	6.81	7.34	11	2.33	6.18	5.58	5.74	2.57	55.04	6.85	112.8
DESCRIPTION- BACKLOG													
A-Accessions													
Completed [metres]	2.19	0	0	15.4	0	2.73	1.35	0	14.4	0	0	0	36.02
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	2.48	2.48
M-Accessions Books	9	12	4	2	21	14	8	21	1	8	14	15	129
Completed [metres]	0.27	0.32	0.17	0.02	0.13	0.09	0.04	0.1	0.02	0.06	0.09	0.1	1.41
P-Accessions Serials	6	5	0	1	3	5	0	1	0	6	45	1	73
Completed [metres]	0.21	0.17	0	0.03	0.04	0.08	0	0.01	0	0.06	0.21	0.03	0.84
T-Accessions Theses	11	14	3	0	14	0	13	16	0	14	0	31	116
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids A & B	2	0	0	4	0	1	1	0	1	0	0	1	10
Total No. of Finding Aids P,M & T	29	31	7	3	38	19	21	38	1	28	19	47	281
TOTAL Completed [metres]	2.67	0.49	0	15.4	0.17	2.9	1.39	0.11	14.42	0.12	0.3	2.61	40.75

Table 2

5. REFERENCE SERVICES

5.1 Reference and Research Services (Table 3)

Researcher use of the reading room declined for a second consecutive year, while the number of inquiries increased slightly. The number of inquiries for information from archival sources either by phone, in-person, or mail was 2001. An additional 412 inquiries relating to records management services were received, an increase of 169% over 2003-2004. This resulted in a grand total of 2413 inquiries, up slightly from 2,320 in the previous year.

Five year review

Year	Accessions Use	New Readers	Daily Users
2000-2001	2200	302	893
2001-2002	1660	334	693
2002-2003	1946	343	636
2003-2004	1500	323	566
2004-2005	1256	310	410

This past year was the first full year in which digital copies were provided in place of traditional photographic reproductions. A total of 26 orders were place for 65 digital copies of existing digital images and a further 46 orders were placed for 119 original scans of photograph. The digital copies of existing digital images reflect a greater use of our Image Bank web site where photographs of university events, buildings, and people are stored on-line. The 119 original scans requested by users resulted in new TIF copies of original photographs which were subsequently made accessible as they were loaded to the Image Bank. The production of digital images from both sources increased by an average of 128% over figures from last year. In comparison with the last year in which hard copy photographs were provided (i.e. 2002-2003) when 172 copies were purchased, it is apparent that the change from hard copy to digital format has not diminished the demand for copies even though the charge of \$25 per image is approximately double that charged for a hard copy.

Paper photocopies of all materials continued as the most common copying format. This past year saw the production of nearly 10,000 pages, down from 12, 047 the previous year. We have noted, however, a greater demand by researchers to take copies of records (both textual and graphic) by using hand held digital camera or flatbed scanner. This has prompted us to review our procedures in light of ongoing discussion among other archival institutions relating to copyright and preservation issues. Marnee Gamble was charged with undertaking an informal survey of other archival institutions across Canada as well as within the University of Toronto community regarding the use of

this type of equipment by researchers. Preliminary findings indicate that scanners are generally banned in the reading rooms of Canadian archives, but some limited use of digital cameras is being allowed. The results of this study will help to formulate policy for the University Archives to ensure compliance with Copyright legislation and preservation of fragile materials.

In addition to the article on new acquisitions by the University Archives referred to in 2.1 above, a bibliography of selected published works and theses written by students and academics based on our holdings was compiled and made available on our web site in July. Harold Averill compiled and later updated this bibliography of more than 100 references to books, catalogues, pamphlets, periodical articles as well as PhD and MA theses produced between 1975 and 2003. This bibliography will be updated annually.

REFERENCE SERVICES

	2004				2005				YTD				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		JAN	FEB	MAR	APR
A-Acc:													
Use	61	85	40	30	42	55	48	26	61	50	48	34	580
B-Acc:													
Use	19	59	19	30	17	51	66	41	39	22	23	40	426
M-Acc:													
Use	2	0	3	0	0	13	7	1	2	3	5	4	40
P-Acc:													
Use	4	15	7	0	27	12	8	3	6	19	7	6	114
T-Acc:													
Use	2	34	4	0	4	3	13	3	10	6	14	3	96
TOTAL ACCESS.USE:	88	193	73	60	90	134	142	74	118	100	97	87	1,256
TOTAL (2003-2004)	131	116	125	85	156	142	170	93	95	123	137	127	1,500
% CHANGE	-33%	66%	-42%	-29%	-42%	-6%	-16%	-20%	24%	-19%	-29%	-31%	-16%
New Readers	25	35	22	11	23	30	43	19	27	32	23	20	310
Daily Users	32	54	26	19	26	46	47	25	37	39	28	31	410
Daily Users (2003-2004)	54	46	57	30	41	72	74	41	40	47	40	24	566
% CHANGE	-41%	17%	-54%	-37%	-37%	-36%	-36%	-39%	-8%	-17%	-30%	29%	-28%
ENQUIRIES:													
<u>Archives</u>													
Written	25	27	28	18	22	21	22	6	21	23	18	14	245
Phone	38	20	30	21	24	32	32	15	25	20	23	15	295
ILL	6	13	10	4	2	3	6	3	5	3	5	7	67
In Person	133	155	124	98	110	100	97	98	112	166	103	98	1,394
<u>Records Management</u>													
General	3	1	4	1	5	0	3	3	4	4	0	3	31
RM Manual/Web site	1	2	0	0	0	0	0	0	0	0	1	0	4
File Plan	0	0	1	1	0	1	1	1	1	3	3	3	15
Schedules	7	2	2	4	0	4	6	6	4	4	5	3	47
Training/Promotion	57	4	57	22	19	17	18	18	18	23	27	35	315
TOTAL ENQUIRIES:	270	224	256	169	182	178	185	150	190	246	185	178	2,413
STUDENT RECORDS													
Copies	0	0	0	0	0	0	0	0	0	0	0	0	0
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
TOTAL SR REQUESTS	0	0	0	0	0	0	0	0	0	0	0	0	0
DUPLICATION													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Video</u>													
Orders	0	0	0	0	0	0	0	1	0	0	0	0	1
Video	0	0	0	0	0	0	0	1	0	0	0	0	1
<u>Sound Recordings</u>													
Orders	0	0	0	0	0	0	0	1	0	0	0	0	1
Sound Recording	0	0	0	0	0	0	0	3	0	0	0	0	3

REFERENCE SERVICES (cont'd)

	2004						2005						
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<u>Digital copies</u>													
Orders	5	3	1	0	0	1	6	3	0	2	3	2	26
Images - Photos	10	21	4	0	0	1	11	7	0	4	5	2	65
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Original Scans</u>													
Orders	4	5	3	3	2	4	7	4	5	4	0	5	46
Images	8	16	7	9	3	5	13	27	10	12	0	9	119
<u>Photocopying</u>													
Orders	28	39	27	15	27	29	44	14	47	17	36	19	342
Pages	776	1505	980	575	342	290	1473	330	1547	242	597	360	9,017
Total \$	\$155.20	\$301.00	\$196.00	\$115.00	\$68.40	\$58.00	\$294.60	\$66.00	\$309.40	\$48.40	\$119.40	\$72.00	\$1,803.40
TOURS													
Groups	0	0	0	0	0	1	0	0	0	0	0	0	1
Persons	0	0	0	0	0	6	0	0	0	0	0	0	6
EXHIBITS													
	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 3

Figure 1

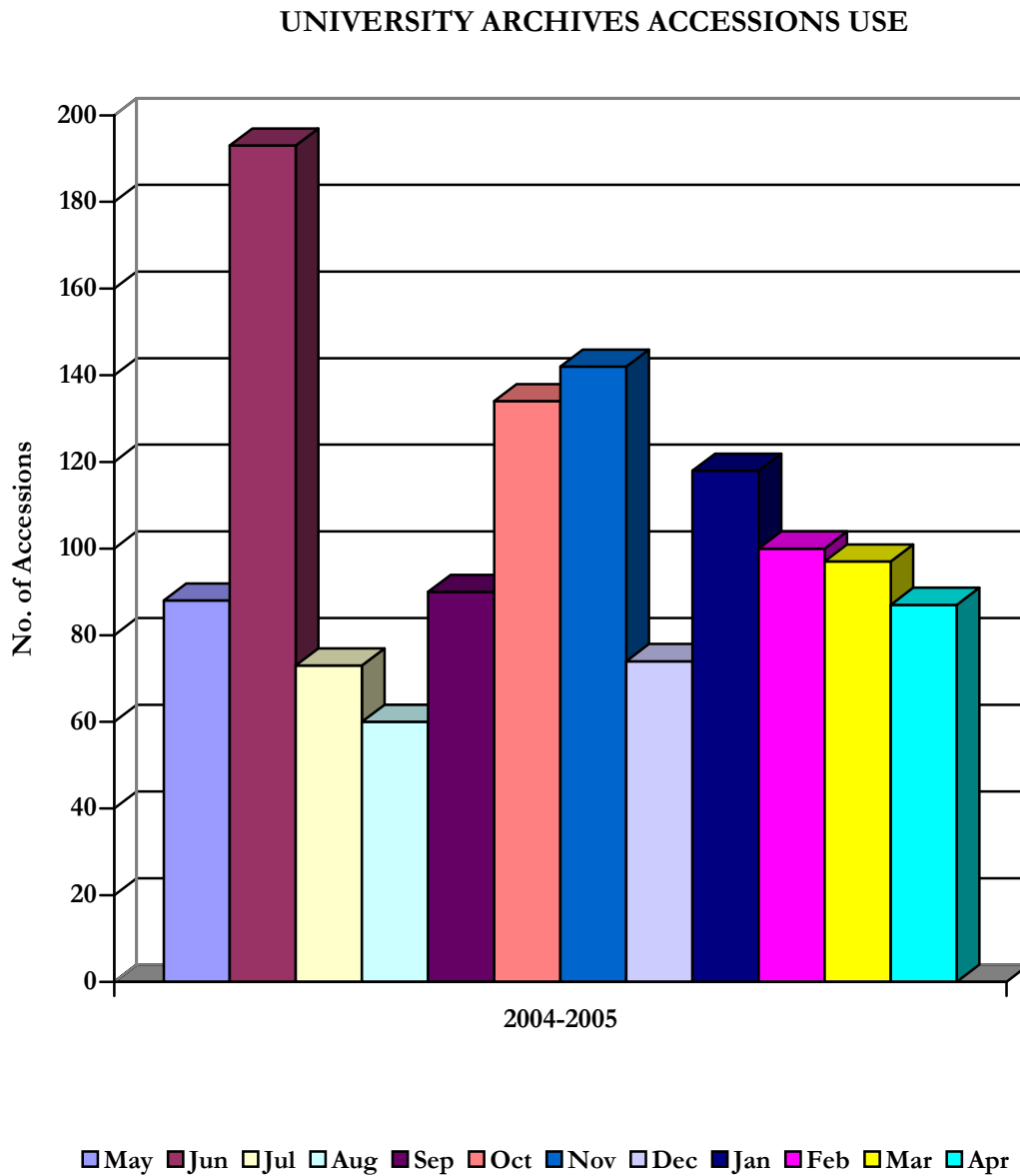


Figure 2

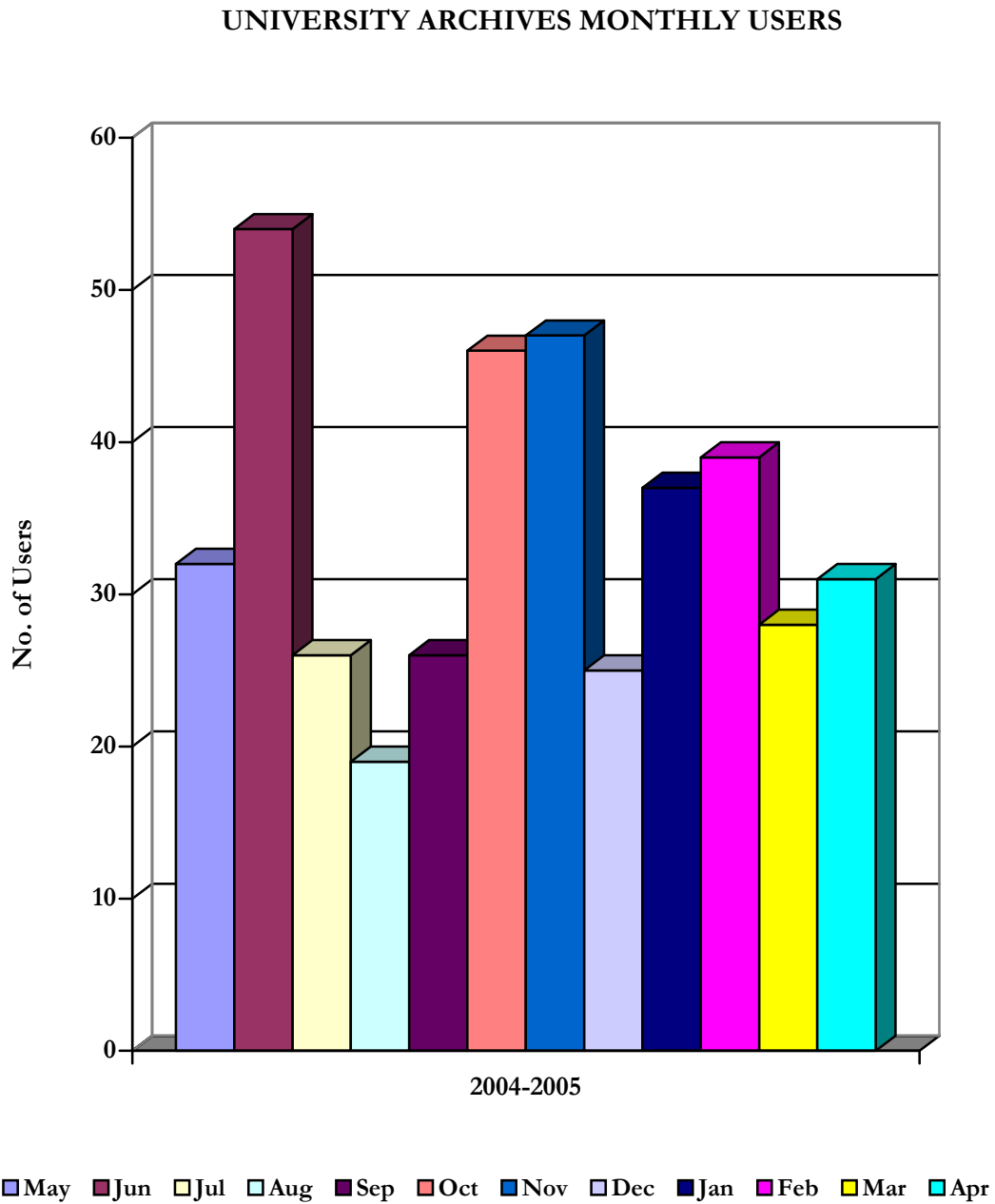
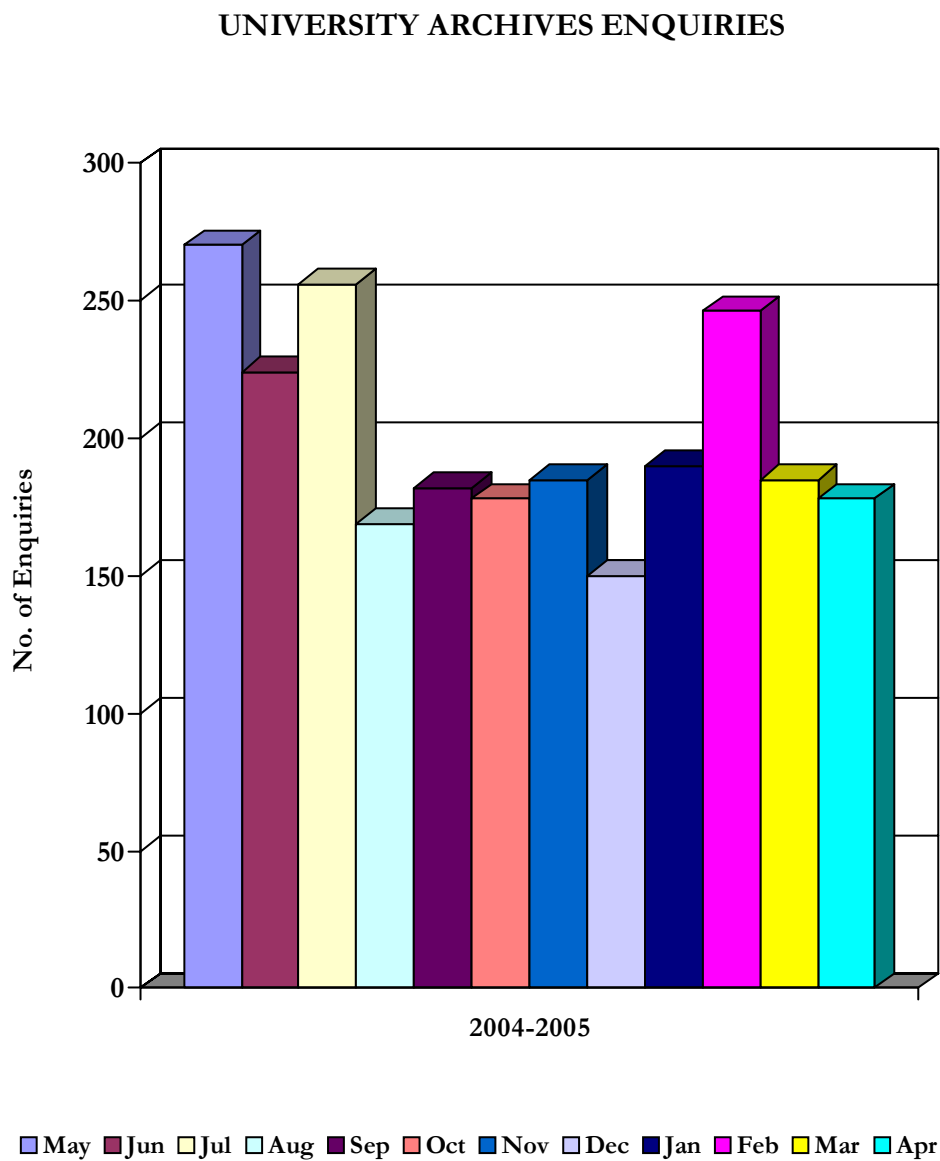


Figure 3



6. PRESERVATION

6.1 Storage Space

There were no new developments relating to storage space. The Archives continues to send university records accessions to a commercial off-site facility. During this reporting period, the Archives shipped an additional 484 cu. Ft. off-site. While the Library has gone forward with the development of storage facilities at Downsview, there are no plans for the Archives to participate in this facility at this time. As of April 30, 2005, the Archives has 1441 metres (4729 feet) of records off-site. Retrievals are becoming more frequent (37 boxes total in 2004-2005) with an average of 3 boxes being requested each month.

7. ADMINISTRATION

7.1 Stepping UP - Synthesis

In the previous reporting period, the University, including the Library, underwent a detailed planning exercise for the period 2004 to 2010. As University Archivist, I participated in this process as well as preparing the department's separate plan which was submitted to the Provost and to Library senior management. A copy of the plan may be found on the department's web site. The Executive Summary provides an overview of this plan:

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*

Unlike the Library, however the University Archives relies completely on the information management policies and practices of the University administration in order to meet these goals. To this end, UTARMS has, since 1990, been charged with developing and delivering services in support of best practices for record keeping in all formats and media. Technological challenges in the 21st century demand that the University's recorded information be managed as an essential asset, regardless of media or format. The establishment of a task force on information management to address these challenges is one of several recommendations to be considered. UTARMS will continue to deliver and expand its programme of training seminars and general awareness to ensure all faculty and staff are aware of best practices for information management.⁴

In December, 2004, the Vice-President and Provost, Vivek Goel, issued "Stepping UP – Synthesis" in which he identified the following 'enabling action' "...necessary to enable our mission".

4) *Develop an institutional information management strategy*

At present we have many data systems and resources. In many cases, we adopted new technologies, or indeed, developed systems where none were available. We now have the challenge of bringing together data from these diverse systems and turning it into information and knowledge that we can use to better support our students and faculty in terms of teaching and scholarship. Initiatives such as web portals will allow students to have better and more refined access to information about their courses, divisions, and university communities in which they wish to participate. Implementation of IT standards will require our information systems to come together in ways that have not easily been accomplished in the past. As a result, a strategic computing plan is being developed in an effort to better coordinate and maximize the utilization of our data systems and resources.⁵

The Provost's acknowledgement of such an action directly relates to Objective 4.1 of the University Archives' *Stepping Up 2004-2010* which states "We will encourage the development of a university-wide information management strategy".

⁴ University of Toronto Archives and Records Management Services. "Stepping UP 2004-2010..." August 2004, p. 3

⁵ Goel, Vivek. "Stepping UP –Synthesis" November 29, 2004, p. 6

7.2 Staffing

Staffing levels remained constant during 2004-2005. Marnee Gamble continued at 90%FTE. Our student assistants (Assistant Library Technicians) were Lauren Stillie, Paul Newman (Summer 2004) and Kelly Bishop.

Closing, August 2004

During the last two weeks of August, staff devoted time to the boxing, listing and shelving of A2003-0005. This accession of biographical cards received from Alumni and Development was originally received in cubic foot boxes and had been inaccessible. Staff moved theses from 5 bays of shelving on the 4th floor to the B1 storage area. Cards were removed from shipping boxes and filed in two series in appropriately sized boxes based on size of card. ALT Paul Newman prepared labels and compiled a box listing for the 461 boxes. These cards are now accessible on the 4th floor to staff conducting research on members of the University community from ca 1900 to 1975.

7.4 Professional and Other Activities

Loryl MacDonald, Records Archivist, presented a paper on the status of the U. of T. File Plan at the Association of Canadian Archivists Conference in Montreal in June 2004 and was the “Records Manager” at the U of T Career Centre “Speaking of careers...” in January 2005. She also served as President of the Toronto Area Archivists Group.

Garron Wells supervised Faculty of Information Studies student Shelly Respondek for course work in Arrangement and Description (FIS 1331 – Prof. Wendy Duff) during the fall 2004 term. Shelley prepared an arrangement and description plan for the Fritz Heichelheim fonds. In August, 2004, Garron attended the annual seminar of the International Council on Archives Section of University and Research Institution Archives (ICA/SUV) and the annual congress of the ICA in Vienna, Austria. She also participated as a member of the Steering Committee of this section of the ICA. At the ICA Congress she was a co-presenter at a session on “State legislation and University Archives: Legislation and compliance – The Quebec Schedules” with her colleague, Johanne Pelletier, McGill University Archives.

Marnee Gamble attended a workshop on “Copyright in Moving Image materials” at the Faculty of Information Studies in May, 2004. In September she attended the one day A-V Heritage Trust seminar at offices of the National Film Board in Toronto. In June, 2004, **Lagring Ulanday** attended the Canadian annual conference of the Association of Records Managers and Administrators in Vancouver. **Harold Averill** continued as a member of the Operations and National Portrait committees of the Canadian Gay and Lesbian Archives.

Compiled by Garron Wells
October 2005

APPENDIX A: University Records 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0006	Ontario Institute for Studies in Education	Textual	1980-1996	.20	Minutes of meetings of Committees of the Faculty Council, report on the future of OISE, files relating to merger of OISE/UT.	Restricted
A2004-0007	University of Toronto. Office of the Assistant Vice-President, Technology Transfer	Textual	[ca.1965] - 1989	5.85	Inventions files dated from ca. 1965 to 1989. Arranged alphabetically by primary investigator, invention files contain invention disclosure forms, rights assignments, and correspondence. Some files may also contain legal documents in the event of a dispute.	Restricted
A2004-0008	University of Toronto Health Service	Textual Graphic	1941-1992	1.4	The records predominantly consist of University Health Service Annual Reports, 1949 to 1992, and minutes of the Advisory Committee to the University Health Service, 1941 to 1971. Also included are numerous photographs of staff, predominantly from the 1970s, and a scrapbook of newspaper clippings pertaining to the University Health Services. There is also a "visits book", circa 1945, that lists daily appointments, patients, and diagnoses.	Restricted
A2004-0009	University of Toronto. School of Hygiene	Graphic	193- - 1975	0.59	Photographs documenting the School of Hygiene. Includes Diploma in Bacteriology, class portraits (1960-1975) Also includes autographed portraits of the following scientists Andrew Balfour, F.P. Gay, Thomas Madsen and J.J. van Loghem. Also included in this accession is a painting of Andrew Rhodes, Director of the School of Hygiene, 1956-1970	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0010	University of Toronto at Scarborough. Human Resource Services	Textual	1965-1998	1.20	Personnel files for tenured faculty at the University of Toronto Scarborough terminated 1998 and earlier. Arranged alphabetically by surname.	Restricted
A2004-0011	University of Toronto. Facilities and Services	Graphic	196-	1.0 m	Two renderings of the design for a fire escape for Simcoe Hall. Renovations were done to the building sometime in the 1960s. [Alexander Duthie, artist]	Open
A2004-0012	University of Toronto. Department of Public Affairs	Computer Files Moving images	2000-2004	0.07	One video documents President Prichard's address at Spring Reunion on June 3, 2000. A CD containing photographs and a web presentation document the dedication of the Roy Oglesby Room at 21 King's College Circle. Two CDs document the University of Toronto 175th Banners. They contain portraits (Tif files) as well as images of each banner (PDF files). There are 136 people, mainly famous or accomplished alumni and faculty.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0013	University of Toronto. Office of the Governing Council	Graphic	1990 Sept. 5	0.07	Photo album entitled "Early Meteorology in Canada Les debut de la meteorologie au Canada." This contains colour images of the ceremony celebrating the 150th anniversary of the Meteorological Service of Canada. On this occasion, the building on Bloor St. that housed the Meteorological Service was given a historic plaque by the Historic Sites and Monuments Board of Canada. Photographs show officials and speakers in the Hart House quadrangle where the ceremony took place. There is also a copy of the wording on the historic plaque.	Open
A2004-0014	University of Toronto. School of Practical Science	Graphic	1900, 1924	0.07	One photograph of the class of 1900 of the School of Practical Science, posed in a class room. Eleven photographs of campus buildings mainly circling King's College Circle taken in 1924.	Open
A2004-0015	University of Toronto. Faculty of Applied Science and Engineering	Graphic	1911-1912	0.54	Three photographs documenting students in the Faculty of Applied Science and Engineering in the year 1911-1912. Included is a graduating class composite for 1911, Engineering Society Executive composite for 1911-1912 and a group portrait of the University of Toronto 3rd Rugby Team 1911.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0016	University of Toronto. Hungarian Chair	Textual	1978-2004	.5	Records of George Bisztray, Chair of Hungarian, including annual reports to the Faculty of Arts and Science, 1978-2004, promotional programme pamphlets, personnel files, as well as correspondence concerning the Finno-Ugric Programme, the Szechenyi Society, and the Hungarian Chair.	Restricted
A2004-0017	University of Toronto. Faculty of Forestry	Textual	1909-1985	12	Student files for B.Sc.F. graduate of the Faculty of Forestry. See remarks note.	Restricted
A2004-0018	Hart House	Textual Graphic Publications	1998-2002	0.93	Exhibition files from the Justina Barnicke Gallery and the Arbor Room consist of correspondence, contract, artist statement, lists, catalogues, press release and photographs.	Open
A2004-0019	Hart House	Textual Graphic Publications	1980-2003	1.73	Programme files relating to administration, committees and clubs.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0020	University of Toronto. Faculty of Physical Education and Health	Textual	1920-2000	82	The records consist of Department of Athletics and Recreation (DAR) Council minutes (1979-1989), Men's Intramural Sports Committee minutes (1977-1989), intramural team entry forms (1982-1996), special events files (1984-1998), ticket sales (1985-1996), and Stadium and Arena Manager's files (ca.1950 - ca. 1970).	Restricted
A2004-0021	University of Toronto. Community Relations Office	Textual Graphic	1975 - [1999?]	1	Records predominantly consist of Campus Tour scrapbooks, 1975 - 1983. The scrapbooks are arranged according to year and contain correspondence, memoranda, programs, and reports concerning campus tours. Also, included are Campus Tour Information for Guides which provide a history of various University buildings and monuments. There are also reports, correspondence, media coverage, as well as photographs pertaining to U. of T. Day in 1987, 1991-1993, and 1995-1997. Also included are records pertaining to the United Way Staff/Faculty Campaigns and final reports 1987-1988. Finally, there are annual divisional planning documents, 1995-1996.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0022	University of Toronto. Faculty of Arts and Science	Textual Graphic	2004	1.13	Examinations in April/May [/001-/004], August [/004] and December [/005-/006]. Includes 2 photographs as part of exams.	Open
A2004-0023	University of Toronto. Department of Astronomy and Astrophysics	Textual	1970-1998	1.92	Correspondence, work diaries, nightly observing summaries, Time Application Committee files, and project files for the Las Campanas Observatory, the Canadian Telescope in Chile. Also included are two drawings of the Las Campanas buildings - one of the dome and the other of Casa Canadiense, the residence.	Restricted
A2004-0024	University of Toronto. Career Centre	Moving images	2001	0.07	Promotional video clip outlines services provided by the University of Toronto Career Centre. (6 min.)	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2004-0025	University of Toronto. Faculty of Forestry. Office of the Dean	Textual Graphic	1927 - [199-]	24.5	Files from the Office of the Dean of the Faculty of Forestry. They include correspondence with University officials as well as with organizations external to the University such as the Ontario Forestry Association, the Ontario Department of Lands and Forests, the Ontario Ministry of Natural Resources, CIDA, and the Forester's Club. There are also records pertaining to Faculty planning, curriculum development, and the controversy surrounding the end of the undergraduate program in 1996. Also included are minutes for various Faculty of Forestry committees such as the Council of the Faculty of Forestry (1927-1973), the Faculty Council (1985-1991), the Graduate Department Staff Committee (1971-1972), as well as the Undergraduate and Continuing Education Committee (1978-1984). There are also files regarding teaching, research, and various Faculty projects and initiatives. Records also include materials concerning the Faculty history and its 75th anniversary.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0001	University of Toronto. Faculty of Applied Science and Engineering	Textual	1900-1967	.07	Records relating to the Engineering Society, the Faculty of Applied Science and Engineering and the School of Practical Science. Includes copies of annual banquet programmes for 1900, 1913 and 1922; correspondence and reports of various deans such as C.R.Young, James Ham and John Galbraith (1909, 1945,1967).	Open
A2005-0002	University of Toronto. OISE / UT Northwestern Field Centre	Textual	1970-2000	1.4	Planning papers, internal reviews, activity reports, briefs, proposals, policies, and studies pertaining to the role, structure, and mandate of the OISE/ UT Field Centres, in general, and of the Northwestern Field Centre, in particular. Records also include faulty meetings minutes (1978-1999). There are also annual reports from all of the Field Centres - Midwestern, Trent Valley, Midnorthern, Central Ontario, Northeastern, Ottawa Valley, Western Ontario, Niagara, and Northwestern.	Restricted
A2005-0003	University of Toronto. Department of Public Affairs	Textual Artifacts	2002	2.0	Banners (5) produced by the University to commemorate the 175th Anniversary. Banners were displayed on street polls along high traffic areas of the Greater Toronto Area. Each banner contains image of an individual graduate: Margaret Atwood, Peter Gzowski, J. Robert Prichard, Vaira Vike-Freiberga and Deborah McGregor. Also includes accompanying brochure with biographies of alumni. Banners designed by James Ireland Design and the marketing company Advocacy in Toronto.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0004	University of Toronto. Office of the Chancellor	Textual	1986-2004 (predominant dates 1991-2004)	.48	Honorary graduate speeches, 1986-2004 (predominantly 1991-2004), and convocation citations, 1991-2004, filed chronologically. There are no graduate speeches for 1990. A list, compiled by the Office of the Chancellor, of honorary degree recipients and citations can be found in the first file.	Open
A2005-0005	University of Toronto. Department of Occupational Therapy	Textual	1928-1983	9.6	Student files for the Diploma programmes in Occupational and Physical Therapy, 1928 - 1973, and for the B.Sc. programme in Occupational Therapy, 1974-1983.	Restricted
A2005-0006	Royal Conservatory of Music	Textual	1964-1965	.07	Correspondence, and clippings of Prof. Richard Johnston, Director, Summer School of Royal Conservatory of Music relating to the Macmillan Lectures 1965 and the performances of Jean Vallerand, musical director of Radio-Canada.	Open
A2005-0007	University of Toronto. Undergraduate Services Advisor & Campus Libraries Co-ordinator	Textual	1991-1997	.14	Records of Liz Avison, Campus Libraries Co-ordinator in the University of Toronto Libraries. Includes records relating to the Working Group on Undergraduate Library Services (1996-1997) such as minutes, correspondence and final report; records of the Undergraduate Selection Transition Group (1994-1997) relating to the Sigmund Samuel Collection. Also one file on the Provost's Advisory Committee on the Student experience (1991-1993).	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0008	University of Toronto. Institute for Women's Studies and Gender Studies	Textual Moving images	1974-2002	2.88	The records document the Undergraduate Program in Women's Studies, the Graduate Collaborative Program in Women's Studies, and the Institute for Women's and Gender Studies. There are also some records from the Women Studies Student Union (W.S.S.U.) . Records include Curriculum Committee, Program Committee, Core Committee, and Executive Committee agenda and minutes. There are also reports as well as internal program review, special events, and project files. The records also consist of posters, videos, and audio tapes documenting various IWSGS events, conferences, lectures, and workshops.	Restricted

APPENDIX B: Private Records 2004-2005

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0001	Poynton, Frederic John	Textual Graphic Publications	1913-1933	0.30	Volume entitled "Research on Rheumatism" and related glass plate negatives document research done by Dr. F.J. Poynton of University College Hospital London. Correspondence, clippings and a citation document the gift of this material to the Faculty of Medicine. The research was undertaken by Poynton with Dr. Alexander Pain from 1897-1913.	Open
B2004-0002	Houston, William	Textual Graphic	1883-2000	0.13	Included in this accession are the personal bound letter books belonging to educator, journalist and graduate of the University of Toronto William Houston. The two bound volumes date from Dec. 31 1883 to June 13 1891 and from July 6 1891 to Nov. 8 1895. The correspondence covers the period that Houston was a member of the University of Toronto Senate and Legislative Librarian. Also included are notes on Houston family history compiled by Mrs. Eila Hopper-Ross, grand niece of William Houston (ca. 1980s - 2000). There are also 2 photographs - one each of William and John Houston - and one piece of correspondence from John Houston to "cousin" Theresa McAfee (1935).	Open
B2004-0003	University College (Toronto, Ont.)	Graphic	1925	0.07	Colour postcard printed in 1925 showing a view of University College.	Open
B2004-0004	University of Toronto. Athletic Association	Graphic	197-	0.07	Two photographs: University of Toronto, Varsity Hockey team 1970-1971 with all players identified; portrait of John Wright, captain of Varsity Hockey team. n.d. [Michael Burns, photographer]	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0005	Canada. Canadian Army. Canadian Officer's Training Corps. University of Toronto Contingent.	Graphic	1918	0.44	Military portrait of the University of Toronto Contingent, Reinforcement Draft, 1st Tank Battalion taken October 19 1918.	Open
B2004-0006	McMaster Hall	Graphic	1976 Oct. 17	0.07	One photograph showing the group of dignitaries present at the unveiling of the memorial plaque commemorating McMaster Hall which now houses the Royal Conservatory of Music.	Open
B2004-0007	Morrison, Robert George Kerr	Graphic Textual	1920-1923, 1973	0.13	Correspondence regarding the "Ritual of the Calling" along with six photographs document student R.G.K. Morrison, a graduate from the Faculty of Applied Science and Engineering in 1923. Included are: a group photo of the class of 21'3 in 1920, two composites of the Engineering Society Executive for 1921-23, two group photographs of residence of North House, Devonshire residence and a 1973 photograph of the 50th Anniversary Re-union of the class of 1923 at Hart House.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0008	Griffith, Byron Alexander	Textual	1928-1966	0.2	This accession is largely made up of notebooks and loose notes taken by Byron A. Griffith while a student of Math and Physics and a lecturer in Applied Mathematics. Griffith went on to get a Ph.D. in Mathematics in 1936 and taught Applied Mathematics at the University of Toronto for over two decades. More notably, he played an early role in establishing the University of Toronto Computation Centre. Also included is Griffith's Ph.D. Thesis (1936), some correspondence including a letter from Josef Katz and a memoir entitled : "My Early Days in Toronto" which discusses, among other things, the early days of computers at the University of Toronto. Parts of this was published in the IEEE Annals of History of Computing, (Vol 16, no. 2 p.55-64).	Open
B2004-0009	Anderson, James E.	Graphic Textual	1959-1963	1.0	Personal records of Dr. James E. Anderson, Associate professor of anatomy and anthropology at the University of Toronto. Consists of manuscript (original and bound carbon copy) of "The Osteology of the Orchid Site, Fort Erie, Ontario", file on Tuberculosis, correspondence, medical case files of young males (SC4 -SC60); and series of hand drawn diagrams of human anatomy.	Restricted
B2004-0010	Wrong Family	Textual Graphic	188- - 1991(pre-dominant 1893-1948)	3.85 m	This accession is largely made up of correspondence among seven members of the Wrong family including George McKinnon Wrong professor of history at the University of Toronto 1893-1927. The other members include his wife Sophia Hume Wrong (nee Blake) and five children : Margaret Christian Wrong, Edward Murray Wrong, Harold Verschoyle Wrong, Humphrey Hume Wrong, and Agnes Honoria Armstrong (nee Wrong). Among the family papers are also some family documents, clippings, diaries, memorabilia and numerous photographs.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0011	Beckel, William E.	Textual	1953-1998	.025	Manuscripts of speeches and articles prepared by Prof. William E. Beckel as student in Botany (1953) and later professor of Zoology and Dean of Science Scarborough College. Also includes speeches given as Dean of Scarborough College and also after leaving University of Toronto. Includes copy of CV updated to 1998.	Open
B2004-0012	Ontario College of Education	Graphic	1922-1923	0.07	Group portrait the Ontario College of Education, Seminar Group, 1922-23.	Open
B2004-0013	Benson, Clara Cynthia	Graphic	ca. 1880-1910	0.51 m	Two photograph albums compiled by Dr. Clara Benson as well as some loose snapshots documenting members of the Benson-Blake family, home in Port Hope, school life at the University of Toronto, trips abroad. Many of the photographs were taken by Dr. Benson personally and are annotated with identification.	Open
B2004-0014	University of Toronto	Artifacts	ca. 1919	0.55	Wooden captain's chair, used by graduate students in medicine and biology, including Frederick Banting, William J. K. Harkness and Frederick E. J. Fry. With plaques affixed.	Open
B2004-0015	Wilson, Daniel	Graphic	1865	.07	Watercolour paintings by Daniel Wilson: "Mounds, Murray Bay July 22, 1865" and "Cape Blanc July 25, 1865".	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2004-2005

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0016	Benson, Clara Cynthia	Textual	1894-1962	0.13	This accession includes 24 appointment book diaries belonging to Clara Benson dating from 1894-1962. There is also correspondence, reports, notes and plans relating to Benson's efforts to have a women's athletic building built from the 1920s to the 1940s. There is also other correspondence and notes relating to other aspects of physical education for women including a proposed affiliation with the Margaret Eaton School as well as a plan for an Ontario College of Physical Education for Women.	Open
B2004-0017	Etkin, Bernard	Textual Graphic	194 - 2000	9.2 m	Records document the career of Dr. Bernard Etkin, aeronautical engineer, professor at the University of Toronto Aerospace Studies and university administrator including Dean of Engineering 1973-1979. Includes the following series: Grant and Research Files, Course Lecture Notes, Popular Lecture Slides, Committees and Correspondence, University Administrative Files, Research Materials, Personal Research Files and Manuscripts.	Open
B2004-0018	Heichelheim, Fritz Moritz	Graphic Textual	1930-1968	3.0	Correspondence, lecture notes, book reviews, articles on Greek and Roman history, coins and papyri. Notes and typescripts of his books: "Geschichte Kleinasiens", "Geschichte Syrien und Palaestina", and letters M-V of Celtic Gods. Photographs used in his work Sylloge VI.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0019	Jackson, Gilbert E.	Textual	ca 1935-1956	3.0	Correspondence as advisor to Governors of Bank of England, typescripts of writings, speeches; records relating to his work o the National Labour Board, National Selective Service Advisory Board, submissions to Royal Commissions, personal correspondence, records of Gilbert Jackson and Associates, business consultants.	Open
B2004-0020	Shaw, James Eustace	Publications Textual	19--	3.0	Correspondence, notebooks, notes, research materials, and other records of James E. Shaw, professor of Italian in the Department of Italian and Spanish.	Open
B2004-0021	Markowitz, Jacob	Graphic Textual	1945-1969	.07	Photographs of Dr. Markowitz and associates; letters from E.J. Pratt and Sidney Smith; curriculum vitae; transcript of radio talk	Open
B2004-0022	Will, Joseph Stanley	Textual	ca 1921-1964	2.0	Typescript of Protestantism in France, Volume 1 (unpublished); research notes, notebooks and card files; library records regarding the Library of J.S. Will acquired in 1961.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0024	Coxeter, Harold Scott MacDonald	Artifacts Graphic Textual	ca. 195- - 2001	5.2 m.	Correspondence, manuscripts, notes, diaries, drawings, awards and memorabilia document the career of renowned mathematician Donald Coxeter. There is also many photographs and some family correspondence.	Open
B2004-0025	University of Toronto. Department of Athletics and Recreation	Graphic	1901	0.52	Varsity 1901 Intermediate Champions C.I.R.F.U (Canadian Intermediate Rugby Football Union)	Open
B2004-0026	Jackson, Gilbert Edward	Publications Textual	1935-1958	1.0	Personal papers of Gilbert E. Jackson relating to his career as economic advisor and head of the firm "Gilbert E. Jackson & Associates". Includes correspondence, reports, off prints of articles by Jackson and others, and "Notes of conversations in the Bank of England 1935/39".	Open
B2004-0027	Bonham, Lloyd Judson	Graphic	1920-1923	0.54	Photographs documenting L.J. Bonham, graduate of mining engineering - B.A.Sc. 1923. Included are: a group photograph of Toike Oikestra 1920-1921; two class photographs, one of which contains all the names inscribed on the back; and a graduating class composite for the Faculty of Applied Science and Engineering for 1923.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2004-0028	Blake, Gerald Edward	Textual	1902-1914	.07	Original diploma of Gerald Blake awarded for Bachelor of Arts degree, University of Toronto, 1914; photocopies of letters from Gerald Blake's father, Edward Francis Blake, to administrators at schools (St. Andrews College, and Ridley College) attended by Gerald Blake, 1902-1904. (Photocopies are from original letterbook of E.F. Blake to be given to the Archives of Ontario).	Open
B2004-0029	Amrhein, Carl G.	Textual Publications	1994-2000	.14	Personal records of Prof. Carl G. Amrhein, principal investigator on the Health Data Mapping: a community-university collaboration project funded by the NHRPD (National Health Research and Development Program) and the SETO (South east Toronto) project. Includes correspondence, grant applications, copies of reports.	Open
B2004-0030	Smith, Sidney Earle	Textual	1944-1956	.28	Correspondence and attachments from Gilbert E. Jackson, head of Gilbert E. Jackson & Associates to Sidney Earle Smith relating to the work of the Canadian Council for Economic Studies.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0001	Russell, Peter H.	Textual	ca 1950-2003	19.5	Personal records of Professor Peter H. Russell documenting his academic and administrative activities in the Department of Political Science at the University of Toronto from 1958-1996. Includes correspondence, manuscripts, research materials, teaching materials including lecture notes, reports and studies produced for Canadian and international governments relating to constitutional and judicial process.	Restricted
B2005-0002	Benson, Clara Cynthia	Textual Graphic	1904-1960 (pre-dominant dates 1904-1916)	0.07	Postcards containing short notes to family members sent by Clara Benson during her trips abroad 1904-1916. Later postcards were ones sent to her by family and friends.	Open
B2005-0003	Stanley, Thomas Edwin Adelbert	Graphic	ca. 1885-1892	0.52	Two composite photographs document University College graduate T.E.A. Stanley (B.A. 1892) It is probable that one item is the University College Literary and Scientific Society for 1891-1892. The second photograph is most definitely dated earlier and is a composite of men and women of varying ages. This is possibly a matriculation class.	Open
B2005-0005	Staples, Owen	Graphic	193-	0.07 m	Four ink sketches by Owen Staples showing various views of Hart House and Memorial Tower, ca. 1930s.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0006	Huntsman, Archibald Gowanlock	Textual Graphic Publications	1889-1978	7.20	Records of Professor Archibald Gowanlock Huntsman, documenting his life and career as a professor of Marine Biology at the University of Toronto. Includes diaries, correspondence, course notes, research notes, drafts of publications and addresses relating broadly to fishery management and more specifically to salmon migration in the waters of Atlantic Canada.	Open
B2005-0007	McCulloch, Ernest A.	Textual Graphic	1995-2004	0.30	Personal records, including correspondence, nominations for and honours bestowed, including election to the Royal Society of London, induction into the Canadian Medical Hall of Fame, and an honorary DSc from the University of Toronto; grant applications; reviews of papers and papers delivered at conferences and workshops; and drafts of published papers and his book, 'The Ontario Cancer Institute' (2003); photograph.	Open
B2005-0008	Hurd, John C.	Textual Publications	1983-1991	0.60	Records, including correspondence, memoranda, minutes, programmes and manuals, relating primarily to Dr. Hurd's involvement with the Centre for Computing in the Humanities at the University of Toronto (1986-1991), including "The Greek Tutor", his APKL package for computer-assisted instruction in Greek. Also included are files on the National Language Processing Committee (1983-1985), the U of T Day Research Fair (1987), and (1989) the Dynamic Text conference and Tools for Humanist Fair.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0009	Gardner, L. Terrell	Textual	1981-1989	0.80	Correspondence, minutes, memoranda, notes, flyers, newsletters, reports and press coverage of Professor Terrell Gardner's involvement with 'Science for Peace' and the Chair of Peace Studies in University College, University of Toronto, also with the University of Toronto Campaign for Nuclear Disarmament and the United Campuses to Prevent Nuclear War.	Open
B2005-0010	Kaplan, William Edward	Textual Graphic	1985-2004	4.4	Records, including correspondence, memoranda, research notes, interviews, court documents, drafts of the manuscript, readers' comments and press coverage relating to the research for and writing and publication of "A secret trial: Brian Mulroney, Stevie Cameron and the public trust" (McGill-Queen's University Press, 2004), along with the subsequent series of articles that appeared in the Globe and Mail.	Restricted
B2005-0011	Conacher, James Blennerhasset	Textual Graphic	194 - 1992	10.4	Records documenting the career of historian and University administrator James B. Conacher. Includes professional correspondence, University of Toronto and professional committee files, talks, articles, manuscript of books, memoirs and research notes.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0012	Armatage, Kay	Moving images Textual	1973-2000	2.4 m.	Records documenting the career of Kay Armatage, professor of Film Studies and Women Studies. Includes course material such as outlines, lecture notes, assignments and correspondence. Notebooks contain notes on films evaluated, especially for the Toronto International Film Festival, as well as notes on appointments, meetings and events attended. Also included are various original film elements to Prof. Armatage's documentary films : "Storytelling", "Speak Body", "Bed and Sofa" and "Pregnancy".	Restricted
B2005-0013	Bickersteth, John Burgon	Textual	1913-1983	.14	Personal records of former Warden of Hart House, J. B. Bickersteth. Includes personal correspondence with family, friends, politicians, colleagues at University of Toronto and other academic institutions, mainly following his retirement; speeches, arrangements for his 90th birthday celebration dinner at Hart House. Also includes correspondence and other papers relating to Hart House memorial on his death and matters relating to his estate.	Open
B2005-0014	Sissons, Henry J.	Textual	1940-1941	.07	Correspondence of Henry J. Sissons while Secretary of Hart House to J. Burgon Bickersteth, Warden of Hart House, and who was stationed overseas during WWII. Includes one letter from J.B. Bickersteth dated July 10, 1941.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0015	Guillet, James E.	Textual Graphic	ca 1950-2002	22.5	Personal records of Prof. James E. Guillet, documenting his academic and professional career as chemist with Eastman Kodak Company and professor of chemistry at the University of Toronto. Includes correspondence, manuscripts of published and unpublished literary works, laboratory notebooks of students, research reports, teaching notes, grant applications and patent files.	Open
B2005-0016	[University of Toronto]	Graphic	ca. 1903-1910	0.07	Two coloured postcard depicting buildings on the University of Toronto Campus including University College and University of Toronto School on College St..	Open
B2005-0017	University of Toronto. Mock Parliament	Graphic	1896	0.07	Group photograph of the 1896 Varsity Mock Parliament. Arthur Meighen can be seen in the back row.	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0018	Rapoport, Anatol	Textual Graphic Publications Moving images Sound recordings	1926-2003	11.2	Personal records documenting Anatol Rapoport's career as a mathematician and psychologist and as a pioneer in systems sciences, studies in conflict and co-operation, and peace research at the universities of Chicago, Michigan and Toronto. Consists of personal and professional correspondence (primarily from 1950), files relating to professional organizations, drafts (and some off prints) of articles, books, research reports, book and other reviews and addresses; card indices; video and cassette tapes; photographs. Languages include English, German, Russian and Chinese.	Open

APPENDIX C: Gifts-in-Kind for tax year 2004

Gifts-in-kind 2004

Amrhein, Carl G.

B2004-0029

1994-2000 Textual Publications .14

Personal records of Prof. Carl G. Amrhein, principal investigator on the Health Data Mapping: a community-university collaboration project funded by the NHRPD (National Health Research and Development Program) and the SETO (South east Toronto) project. Includes correspondence, grant applications, copies of reports.

Anderson, James Edward

B2003-0024

1937-1972 (predominant 1956-1972) Graphic Sound recordings Textual Publications 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.

Beckel, William E.

B2004-0011

1953-1998 Textual .025

Manuscripts of speeches and articles prepared by Prof. William E. Beckel as student in Botany (1953) and later professor of Zoology and Dean of Science Scarborough College. Also includes speeches given as Dean of Scarborough College and also after leaving University of Toronto. Includes copy of CV updated to 1998.

Benson, Clara Cynthia

B2004-0016

1894-1962 Textual 0.13

This accession includes 24 appointment book diaries belonging to Clara Benson dating from 1894-1962. There is also correspondence, reports, notes and plans relating to Benson's efforts to have a women's athletic building built from the 1920s to the 1940s. There is also other correspondence and notes relating to other aspects of physical education for women including a proposed affiliation with the Margaret Eaton School as well as a plan for an Ontario College of Physical Education for Women.

Benson, Clara Cynthia

B2004-0013

ca. 1880-1910 Graphic 0.51 m

Two photograph albums compiled by Dr. Clara Benson as well as some loose snapshots documenting

members of the Benson-Blake family, home in Port Hope, school life at the University of Toronto, trips abroad. Many of the photographs were taken by Dr. Benson personally and are annotated with identification.

Bissell, Claude T.

B2003-0017

1959-1990 Textual Graphic 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.

Blake, Gerald Edward

B2004-0028

1902-1914 Textual .07

Original diploma of Gerald Blake awarded for Bachelor of Arts degree, University of Toronto, 1914; photocopies of letters from Gerald Blake's father, Edward Francis Blake, to administrators at schools (St. Andrews College, and Ridley College) attended by Gerald Blake, 1902-1904. (Photocopies are from original letterbook of E.F. Blake to be given to the Archives of Ontario).

**Canada. Canadian Army. Canadian
Officer's Training Corps. University of
Toronto Contingent.**

B2004-0005

1918 Graphic 0.44

Military portrait of the University of Toronto Contingent, Reinforcement Draft, 1st Tank Battalion taken October 19 1918.

Etkin, Bernard

B2004-0017

194- - 2000 Textual Graphic 9.2 m

Records document the career of Dr. Bernard Etkin, aeronautical engineer, professor at the University of Toronto Aerospace Studies and university administrator including Dean of Engineering 1973-1979. Includes the following series: Grant and Research Files, Course Lecture Notes, Popular Lecture Slides, Committees and Correspondence, University Administrative Files, Research Materials, Personal Research Files and Manuscripts.

Houston, William

B2004-0002

1883-2000 Textual Graphic 0.13

Included in this accession are the personal bound letter books belonging to educator, journalist and graduate of the University of Toronto William Houston. The two bound volumes date from Dec. 31 1883 to June 13 1891 and from July 6 1891 to Nov. 8 1895. The correspondence covers the period that Houston was a member of the University of Toronto Senate and Legislative Librarian. Also included are notes on Houston family history compiled by Mrs. Eila Hopper-Ross, grand niece of William Houston (ca. 1980s - 2000). There are also 2 photographs - one each of William and John Houston - and one piece of correspondence from John Houston to "cousin" Theresa McAfee (1935).

Jackson, Gilbert Edward

B2004-0026

1935-1958 Publications Textual 1.0

Personal papers of Gilbert E. Jackson relating to his career as economic advisor and head of the firm "Gilbert E. Jackson & Associates". Includes correspondence, reports, off prints of articles by Jackson and others, and "Notes of conversations in the Bank of England 1935/39".

**University of Toronto. Department of
Athletics and Recreation**

B2004-0025

1901 Graphic 0.52

Varsity 1901 Intermediate Champions C.I.R.F.U (Canadian Intermediate Rugby Football Union)

Wrong Family

B2004-0010

188- - 1991(pre-dominant 1893-1948) Textual Graphic 3.85 m

This accession is largely made up of correspondence among seven members of the Wrong family including George McKinnon Wrong professor of history at the University of Toronto 1893-1927. The other members include his wife Sophia Hume Wrong (nee Blake) and five children : Margaret Christian Wrong, Edward Murray Wrong, Harold Verschoyle Wrong, Humphrey Hume Wrong, and Agnes Honoria Armstrong (nee Wrong). Among the family papers are also some family documents, clippings, diaries, memorabilia and numerous photographs.

APPENDIX D: Organisational Chart

