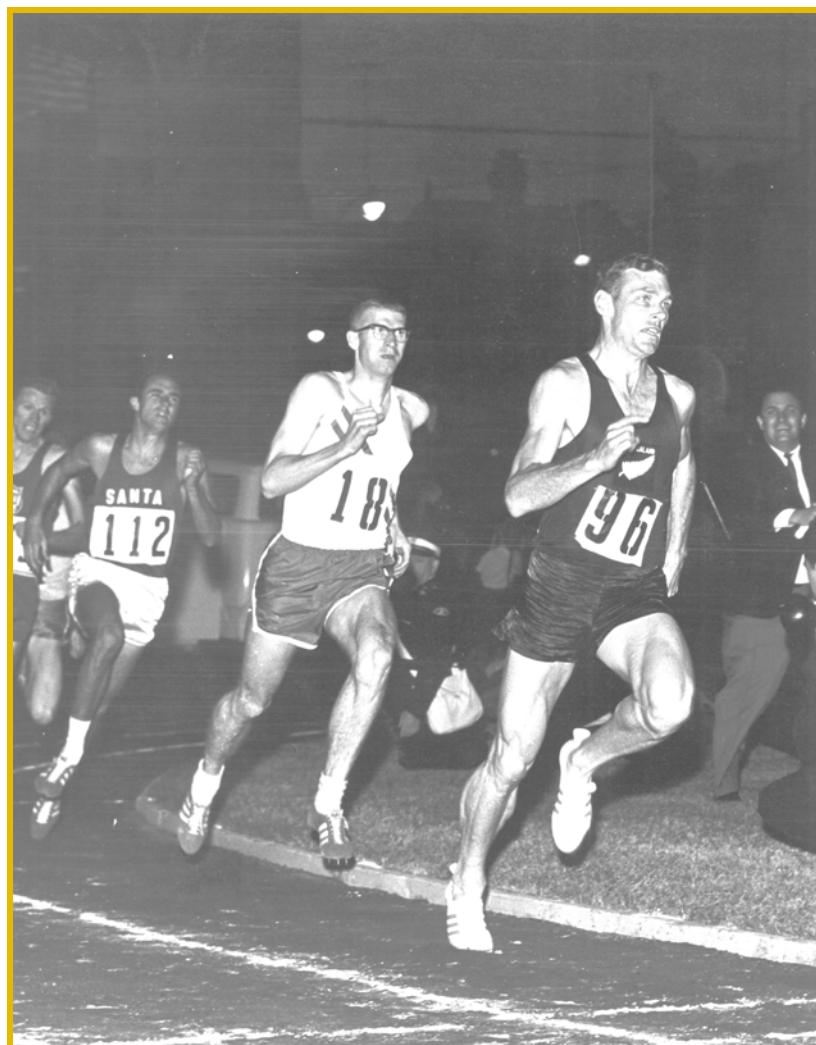




UNIVERSITY of TORONTO

ARCHIVES AND RECORDS MANAGEMENT SERVICES

# ANNUAL REPORT 2005-2006



"Famous Snell vs Crothers race in the 880 yrd at Toronto International Track Meet, Varsity Stadium, June 10 1965"  
([B2005-0028](#)/001 (107))

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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

This annual report describes the University Archives' progress in the second year of our five year plan. Advances have been made in many, but not all, areas of this plan. Details of our plan entitled *Stepping Up 2004-2010 at the University of Toronto Archives and Records Management Services: Strategies for Information Management in the 21st century* may be found on our web site at [www.library.utoronto.ca/utarms/UTARMS\\_plan\\_2010.pdf](http://www.library.utoronto.ca/utarms/UTARMS_plan_2010.pdf).

In the area of collection growth (Objective 1), we returned to more normal levels and as a consequence, a more manageable volume of work in the area of accessioning, appraisal, arrangement and description for staff archivists. We continued to add to our on-line databases (Objective 2) including the Image Bank and Accessions. Some on-line finding aids in PDF were added as well, but these concerned mainly B Accessions (private records). Finding aids for University records accessions are expected to be impacted by FIPPA, and so work on electronic conversion of hard copy products remained the focus. Casual student employees are proving critical to progress in this area. A major exception to this was the completion of finding aids for accessions of Faculty of Medicine records received over the past 20 years by Lagring Ulanday. Barbara Edwards continued to add new entries relating to pamphlets, theses and monographs to the University of Toronto Libraries online catalogue, resulting in a steady withdrawal of the manual card catalogue use in the reading room.

Our activities in the area of records management (Objective 3 and 4) continue to offer university employees important training, consultation and site visits. A five year review of these activities shows consistent use by university staff from all three campuses. Loryl MacDonald and Garron Wells will continue to monitor these services in 2006-2007 as a result of the impact of FIPPA. However, the programme still lacks any direction from the University's senior management, and is also hampered by the lack of any University-wide information management strategy. Staff progress in light of training and development (Objective 6) has continued as applicable.

Progress relating to research and storage facilities (Objective 5) has been non-existent during this reporting period and the department continues to store the University's permanent value records in a commercial storage facility and serve researchers in an outdated reading room.

This past year was marked by an increasing awareness of our pending obligations relating to the impact of access and privacy legislation on universities in Ontario. As a result the department has been forced to review its objectives for the period up to 2010 in light of the retroactive application of this legislation to university archival records. The last quarter of this reporting period was devoted to the development of a departmental strategy for the implementation of this legislation. With implementation scheduled for June 10 2006, emphasis on the management of university records accessions to ensure compliance is expected to affect all six Objectives, namely:

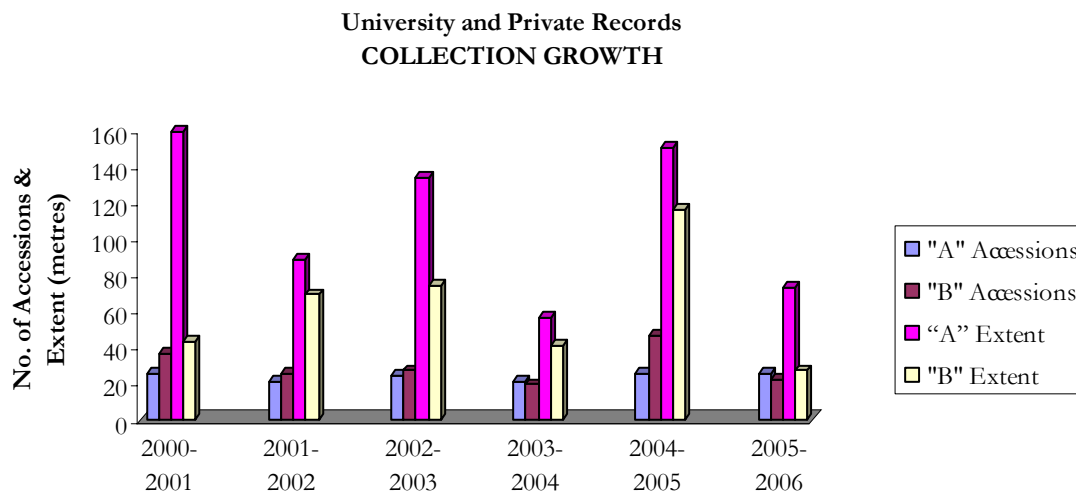
1. Outstanding collections –foundations of strength
2. Access to scholarly resources
3. Information literacy: helping the University community build skills to use information resources effectively.
4. University recorded information as an academic and administrative asset.
5. Archives space: a place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

## 2. ACQUISITIONS

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

In contrast to 2004-2005, this past year’s collection growth returned to average accumulation rates of 122 metres (400 feet). A total of 92 metres (302 feet) of archival records were received from university and private sources with an additional .87 metres of published serials and monographs. This volume increased our total holdings volume to 8,691 metres (28,514 feet), an increase of 1 %. This increase is modest when compared with last year’s unprecedented volume. However, as seen in the chart below this year’s growth is well with in average volumes.

In reporting to the University of Toronto Libraries this year, we reviewed closely our statistics relating to some of our special media, in particular, photographs and slides. Marnee Gamble undertook a close review which resulted in a significant adjustment upward of the number of items reported: photographs were adjusted by 13,238 items and slides were adjusted upward by 21,000 items. If time permits next year we will review other special media volumes to ensure we are reporting accurately. Specific details on the growth of special media holdings will be found in section 2.4 below



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

## **2.2 University Records (A Accessions)**

During the year 25 accessions of university records amounting to 73 metres (240 feet) were received. This reflects a decline of 51% over last year's unprecedented volume. Significant transfers were received from Ethics Review Office (11 metres), the Office of the Vice Provost, Budget & Planning (7.2 m.), the Faculty of Physical Education & Health (11 m) and the Faculty of Social Work (17.28 m.) See Appendix A for complete listing.

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

The Archives received 22 accessions (29 metres; 95 feet) of gifts-in-kind from private donors. As with university records acquisitions, this volume represents a 75% drop from last year's high of 116 metres (381 feet).

Donations of private records continue to be received mainly from retired or retiring faculty of the university. Accruals to existing fonds in the Archives included the James Prentice fonds, the James Lemon fonds, and William Harding le Riche fonds. New fonds received included cancer researcher, Dr. James Till, economist Scott M. Eddie and mathematician, Edward J Barbeau. For full listing see Appendix B.

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

As mentioned in Section 2.1, a review of the extent of photographs and slides holdings was undertaken and adjustments made. During the year the Archives increased its holdings of photographs with the addition of 5,342 original prints, resulting in a grand total of nearly 200,000 images. Our extent of slides also grew by 553 items, resulting in a total of 27,504 items. Among the significant acquisitions from university offices were 18 binders containing slides, negatives, contact prints as well as three boxes of loose photographs (3.0 m) from the Faculty of Physical Health and Education (A2005-0019). This acquisition documents intramural and intercollegiate sports from 1978-1992 and is the first significant acquisition of photos from the Faculty since 1979. As well, Erindale College transferred 19 graduation portraits covering the years 1970 to 1992 (A2005-0023). These are the only graduation portraits ever acquired from Erindale. In terms of acquisition from private donors, three are worth mentioning. Rudi Christl donated his slides of campus buildings and scenes taken for "University of Toronto: A Souvenir" published in 1984 (B2006-0009). Dr. Bruce Kidd, Dean of the Faculty of Physical Education and Health, facilitated the acquisition of two collections related to track and field at the University of Toronto. The first was from alumnus Mihkel Turk who donated photographs and negatives that he took of track and field events in the 1960s (B2005-0028). The Edgar Vaar fonds consists of 33 rolls of 16 mm film (approx. 4000 ft) showing track meets in the 1960s. These important fonds document not only Varsity track but an important era in Canadian track and field. We are grateful to Dr. Bruce Kidd for purchasing the Vaar film for the Archives and facilitating both the acquisition and description of the Turk fonds.



## SPECIAL MEDIA (ITEMS)

ITEMS	2005								2006				YTD
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>PHOTOGRAPHS</b>													
Photoprints	1802	50	3	0	2	19	132	0	196	2	78	3	2287
Negatives	775	0	0	0	0	0	0	0	2280	0	0	0	3,055
Slides	308	0	0	0	0	0	93	0	16	0	0	136	553
<b>DIGITAL IMAGES</b>	0	120	0	0	0	0	0	0	0	0	86	86	292
<b>SOUND RECORDINGS</b>													
Reel to Reel	0	0	0	0	0	0	0	0	0	0	0	2	2
Cassettes	0	0	0	0	0	0	0	0	0	0	11	0	11
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	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>MICROFORM</b>													
16mm reels	0	0	0	0	0	0	0	0	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
<b>MOVING IMAGE</b>													
Film	1	0	20	0	0	0	0	0	0	0	0	1	22
Video				0	0	0	0	0	0	0	2	9	11
CD/DVD	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>WORKS OF ART</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ELECTRONIC RECORDS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARCHITECTURAL</b>													
Plans & drawings	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>MAPS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARTIFACTS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 1

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

In 2005 tax year, the University Archives received 21 donations of private papers valued at \$305,185. As mentioned in section 2.3, the majority of these gifts are from current or former faculty. We are grateful to all of our donors of gifts-in-kind that ensure the preservation of the University's complete documentary heritage. The figures below indicate a consistent rise in the monetary value of new acquisitions over three of the past 5 years. For a complete list of gifts see Appendix C.

### Value of Gifts over the last five years<sup>2</sup>

<b>Year</b>	<b>Value \$</b>
2005	305,185
2004	225,495
2003	197,515
2002	226,095
2001	105,300
<b>Total</b>	1,087,090
<b>Average</b>	217,418

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<sup>2</sup> Values have been adjusted to reflect evaluations undertaken after the last reporting period

### 3. RECORDS MANAGEMENT

#### 3.1 Training Sessions

Between May 2005 and April 2006, Loryl presented 11 seminars to 165 employees attending the Records Management series three core courses. This includes three core courses offered to the administrative staff at the University of Toronto at Scarborough. In total, 18 University staff members graduated from the Staff Development Certificate Program. Graduates of the program represent 9 administrative and 5 academic offices.

In addition, Loryl provided four special seminars to 66 staff including the Business Officers Training Program (30 attendees), the OISE Dean's Office (15 attendees), the Provost's Advisory Committee at Trinity College (16 people), as well as the Department of Occupational Science and Occupational Therapy (5 people). In all, a total of 231 staff received training on various records management topics.

In addition to the above presentations, Loryl MacDonald made a presentation entitled "Records Management Bytes: issues and strategies in managing your desktop electronic records" to the 2006 TechKnow File conference held on the St. George Campus. Garron Wells spoke briefly on new international standards relating to records management at the same session.

#### 3.2 Consultation, inquiries and other activities

During the past year, 133 inquiries were received relating to records management. Loryl made 28 site visits. Among the offices receiving this service were Campus Police, the Centre for Urban Health Initiatives, the Department of Botany, the Department of Economics, the Department of Geography, the Department of German, the Faculty of Information Studies' Inforum, the Faculty of Information Studies' Registrar, Post Graduate Medical Education, the President's Office, and Student Housing Services.

Also, Loryl helped the OISE Dean's Office develop a file plan and hire a FIS student to implement it. Schedules were completed for the Ethics Review Office, the Animal Ethics Review Office, and the OISE/UT School-University Partnerships Office. Work also began on revising schedules for the Division of University Advancement and for the Post Graduate Medical Education Office.

#### 5 Year Overview

<b>Year</b>	<b>Training</b>	<b>Inquiries</b>	<b>Site visits</b>
2000-2002	211	461	9
2002-2003	77	255	13
2003-2004	138	166	19
2004-2005	280	130	21
2005-2006	231	133	28
<b>Total</b>	<b>937</b>	<b>1145</b>	<b>90</b>

### **3.3 Provincial access and privacy legislation**

#### **3.3.1 Freedom of information and protection of privacy act**

In December, 2005 the Ontario government passed amendments to *Freedom of Information and protection of privacy act* which made all universities in Ontario subject to its provisions. Universities were given 6 months to prepare before enactment of the legislation on June 10, 2006. As reported in last year, Garron Wells participated in Council of Ontario Task Force on Privacy Issues which worked with government officials as the amendments were prepared.

#### **3.3.2 University of Toronto FIPPA Working Group**

In December, 2005 the membership of this group was broadened to include representatives from across all 3 campuses. Garron Wells was asked to represent the University Archives. This group met monthly from December 2005 to May 2006. Garron Wells also prepared a strategy for the Archives at the request of the chair, Cathy Riggall, Vice-president, Business Affairs (see Section 7.1 below).

While serving on this committee, Garron also met with Graham Kemp, Manager AMS to develop a strategy for retention and disposition of electronic records as requested in the plan prepared by the Steering Committee. In addition Garron Wells and Loryl MacDonald helped to develop an online database directory of Personal Information Banks using DBTextWorks software and the technical expertise of Marc Lalonde in the Library's Information Technology department.

## **4. ARRANGEMENT AND DESCRIPTION**

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

#### **4.1.1 University (A Accessions)**

Descriptive work on university records accessions remains limited to box and file lists usually provided by the office of origin according to established procedures published on the UTARMS web site. While offices are provided with our template for the compiling of these lists, not all offices have complied. As a result some work is still required for reformatting of these essential finding aids by the Records Archivist. The importance of consistency in preparing these file lists is expected to become essential with the implementation of provincial access and privacy legislation in June 2006. It is hoped that the development of fonds level descriptions for on-line access through our web site will improve researcher access to these accessions in the next year.

#### *Faculty of Medicine project*

Lagring Ulanday continued work on this backlog project which involved compiling inventories for the following accessions: A1979-0007, A1979-0063, A1980-0013, A1981-0051, A1985-0026. As a result 84 pages of description were produced for 25.55 metres of records. Lagring's work for the year virtually completes basic description at the file level for this fonds. Fonds and series level descriptions for this important faculty will be developed in 2006-2007.

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

During the past year three staff – Harold Averill, Marnee Gamble and (to a lesser degree) Garron Wells arranged and described 21 gifts received in 2004 and 2005 for income tax purposes. Among these were accruals to existing fonds of: A.G. Huntsman (biology), James T. Lemon (geography), Kenneth McNeil (physics); Dr Ernest McCulloch (medicine), William Kaplan (law), and James Prentice (physics). New fonds arranged and described included the personal papers of Kay Armatage (woman' studies/ film), James Conacher (history), Donald Coxeter (mathematics), James Guillet (chemistry), Arnold Rapaport (mathematics/ peace studies), Peter Russell (political science) and Scott Eddie (economics). Finding aids to existing fonds resulted in the updating of 141 pages of description for approximately 20 metres. New finding aids provided an additional 213 pages of description covering approximately 76 metres of records. Arrangement and description of special media are described in Section 4.2 below.

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

The conversion of hard copy finding aids to electronic format focussed on university records accessions (A Accessions) this past year. ALTs Kelly Bishop and Meredith White converted nearly 800 pages of finding aids originally produced in the mid 1970s and early 1980s. The emphasis on A Accessions reflected the expected impact of FIPPA legislation on the administration of our holdings. As yet, however, none of these finding aids have been put on-line pending changes to access protocols.

Finding aids for 10 private records accessions representing 6 fonds were updated and /or created for on-line access. Fonds included were Clara Benson, Robin Harris, Charles Norris Cochrane, R.R. McLaughlin, Walter F. Mackenzie and Fritz Heichelheim for a total of 66 pages.

## **4.2 Special Media**

### **4.2.1 Image Bank Database – Web version**

The Image Bank continues to grow with an additional 72 images added as a result of reprographic orders placed by researchers throughout most of 2005. As well 35 Lansdale images were described on the Image Bank each of which provides a link to further images on the Lansdale Database. A special thanks to Marc Lalonde for assisting Marnee Gamble in linking the descriptions and images in both databases.

### **4.2.2 Graphic Images Database**

Marnee Gamble added 33 new descriptions to the Graphics Database. Also, as a result of a recount of graphic holdings, approx. 100 records were modified to reflect the more accurate item count. In some cases, the scope and content of the records were also revised to better reflect the content of each accession.

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

No further series of photos were added to the Lansdale Database. See 4.2.1 regarding progress in linking this database to the more versatile Image Bank.

### **4.2.4 Sound and Moving Images Database**

During the August 2005 closing, Marnee Gamble appraised and described 25 titles from the University of Toronto Media Centre (A1996-0008) productions for which no work had been done since 2001. The 25 titles represent a total of 36 video tapes described at the item level. As well, 5 new titles representing 2 video and 13 cassettes were added to the Sound and Moving Image Title database. These items originate from multimedia fonds acquired in the 2005-2006 year, including the Anatol Rapaport (B2005-0018) fonds and the Scott Eddie (B2005-0002) fonds.

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

Barbara Edwards, Reference Specialist, created records and entered data for 272 M.A. theses in the University of Toronto Library's online catalogue (UTCAT). This means that data for a total of 1145 University of Toronto M.A. theses from 1890 to 1964, held in the University Archives, are now online. Barbara continues the overall maintenance of the Archives Print Room collection. For this reporting period, records for 48 monographs in the pamphlet collection were created in SIRSI workflows. For other books acquired by UTARMS, LC call numbers/volumes were added for 86 items in SIRSI. As a result, an additional 134 monographs located in UTARMS are now available in UTCAT. For Serials in the Print Room, Barbara also processed current and backlog periodicals (P-Accessions): 234 items of which 124 were described in the Serials Database - one of the Archives in-house databases.

Kelly Bishop, Assistant Library Technician, assisted in the input of backlogged thesis entries in UTCAT by entering data for 449 records. The accession numbers entered ranged from T79-0001.(01) to T82-2002.(03) and are the records for doctorate theses for the years 1897 (D.Paed.), 1911 (DVSc), 1954 (Ed.D), 1958 (D.S.W.), 1966 (D.Cl.Sc), 1973 (D.Jur.), 1982 (Ed.D). Kelly also assisted with arranging and describing a total of 85 serials held in the Archive Print Room. These records were updated by Kelly in the Archives Serials Database.

Lauren Bride-Stillie, Assistant Library Technician, collected, arranged and entered data on the University of Toronto Newspapers which are recorded in the Serials Database. For this period, Lauren entered data, filed, boxed and shelved 140 issues of these newspapers. Major newspapers collected include the University of Toronto *Bulletin* published by the Department of Public Affairs and Student Newspapers such as, *The Varsity* by Varsity Publications; *Toike Oike* by the University of Toronto Engineering Society; *The Innis Herald* – Innis College Student Society; *The Gargoyle* – University College Literary and Athletic Society; and *The Newspaper* (formerly *The Independent Weekly*) – Planet Publication, Inc.

## PROCESSING AND DESCRIPTION

	2005					2006							
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD
<b>PROCESSING-CURRENT</b>													
A-Accessions													
Completed [metres]	1.05	1.58	0.14	0	0.87	0.60	0	0	0	0.37	0.07	0	4.68
B-Accessions													
Completed [metres]	6.3	2.12	4.8	0	13.5	26.7	38.4	13.85	3.9	7.78	10.06	0.96	128.4
M-Accessions Books													
Completed [metres]	0	0	0	0	0	1	0	1	1	0	0	0	3
P-Accessions Serials													
Completed [metres]	0.03	0.03	0.02	0.04	0.1	0.16	0.1	0.11	0.03	0.03	0.03	0.02	0.70
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	7.38	3.73	4.96	0.04	14.5	27.5	38.5	14.01	3.98	8.18	10.16	0.98	133.9
<b>PROCESSING-BACKLOG</b>													
A-Accessions													
Completed [metres]	0	6.11	0	0	0.93	0	0	6.76	0	0.98	12.25	6.8	33.83
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books													
Completed [metres]	0.14	0.05	0.07	0	0.1	0.07	0	0	0	0	0.04	0	0.47
P-Accessions Serials													
Completed [metres]	0.07	0.13	0	0	0	0.16	0	0	0	0	0.14	0	0.5
T-Accessions Theses													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Completed [metres]	0.21	6.29	0.07	0	1.03	0.23	0	6.76	0	0.98	12.43	6.8	34.8



## PROCESSING AND DESCRIPTION (continued)

DESCRIPTION-	2005				2006				2006				YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>CURRENT</b>													
A-Accessions													
Completed [metres]	1.12	1.58	0.07	0	0.87	0.6	0	0	0	0.3	0.07	0	4.61
B-Accessions													
Completed [metres]	6.3	2.12	1.73	0	2.78	6.53	27.4	11.98	3.5	4.78	8.69	0.96	76.78
M-Accessions Books	0	0	0	0	0	1	0	1	1	0	6	0	9
Completed [metres]	0	0	0	0	0	0.07	0	0.05	0.5	0	0.1	0	0.72
P-Accessions Serials	3	4	3	4	26	2	32	12	14	14	19	95	228
Completed [metres]	0.03	0.03	0.02	0.04	0.1	0.02	0.1	0.11	0.03	0.03	0.03	0.42	0.96
T-Accessions Theses	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	9	4	2	0	4	4	5	2	1	3	3	5	42
Total No. of Finding Aids	3	0	2	4	14	12	10	14	15	14	25	95	208
TOTAL Completed [metres]	7.45	3.73	1.82	0.04	3.75	7.15	27.5	12.09	3.53	5.11	8.79	1.38	83.07
<b>BACKLOG</b>													
A-Accessions													
Completed [metres]	0	6.11	0	0	0.93	0	0	6.76	0	0	12.18	6.8	32.78
B-Accessions													
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
M-Accessions Books	38	16	24	0	30	5	0	0	0	0	4	7	124
Completed [metres]	0.14	0.05	0.07	0	0.1	0.1	0	0	0	0	0.46	0.1	1.02
P-Accessions Serials	7	6	0	0	0	2	2	0	0	0	4	9	30
Completed [metres]	0.035	0.05	0	0	0	0.02	0.04	0	0	0	0.42	0.28	0.845
T-Accessions Theses	14	24	21	0	23	27	47	51	7	178	250	79	721
Completed [metres]	0	0	0	0	0	0	0	0	0	0	0	0	0
Total No. of Finding Aids A & B	0	1	0	0	1	0	1	1	0	0	1	1	6
Total No. of Finding Aids P,M & T	58	46	45	0	62	34	49	51	7	178	258	95	883
TOTAL Completed [metres]	0.175	6.21	0	0	1.03	0.12	0.04	6.76	0	0	13.06	7.18	34.65

Table 2

## 5. REFERENCE SERVICES

### 5.1 Reference and Research Services (Table 3 and Figures 1-3)

The University Archives, like other resources in the University of Toronto Libraries, provides reference and research services to members of the University community, but also is open to the general public. This latter group represents approximately 50% of our users and includes amateur researchers, genealogists and scholars from other educational and research institutions. Reference services include the staffing of the reading room for 7 ½ hours per day, five days a week, as well as telephone, mail and e-mail service. In the past year 98% of written requests were received by email.

There was a 69% increase in accessions use in the reading room, and a 32% rise in daily users over 2004-2005. These increases reflect work on the major history projects of the Faculty of Forestry and OISE/UT, continuing interest by scholars in the personal papers of Harold Innis and the Department of Political Economy, historian Donald Creighton, the Massey family, and Harry Cassidy, as well as research relating to the history of athletics at the University, the history of the forestry industry in Northern Ontario, and student assignments on the architecture of campus buildings.

There was only a slight decline in the volume of phone and written enquiries over 2004-2005 levels. With the exception of photocopy orders and sound recordings, all other duplication services (digital, original scans, video) showed little change. Photocopying volumes were almost double that of 2004-2005 levels with more than 18,000 pages produced.

#### Five year review

Year	Accessions Use	New Readers	Daily Users
2001-2002	1660	334	693
2002-2003	1946	343	636
2003-2004	1500	323	566
2004-2005	1256	310	410
2005-2006	2117	294	541

## 5.2 Archive-It

In March, the University Archives entered into a pilot project to provide ongoing access to and preservation of selected web sites of the University of Toronto. The long-term preservation of electronic records, including web sites, was identified as a major objective in the department's 5-year plan (to 2010). Archive-It is an on-line repository for web sites developed by US-based Internet Archive, a subscription service. Archive-It allows institutions to build, manage and search their own web archive through a user friendly web application, without requiring any technical expertise. "The [Internet] Archive has been storing and providing access to archived web pages since 1996. Internet Archive has the largest public web archive, comprising 50 billion pages, and over 50 million websites. In late 1999, the organization started to grow to include more well-rounded collections. Now the Internet Archive includes texts, audio, moving images, and software as well as archived web pages in our collections."<sup>3</sup> The software allows the University Archives to select and store selected web sites. Initially eight web sites representing major student organizations such as the Graduate Students Union and the Students' Administrative Council as well as administrative areas sites such as Governing Council and Department of Public Affairs were selected. This has been increased to twelve. Harvesting is accomplished using base URLs and all sites linked to the base site are archived. Rather than being accessible only by URL, all of these collections are full-text searchable and all are available to interested researchers. A direct link to this web based archives of University of Toronto sites was formalized through the Resources and Research section of the University of Toronto Libraries web site.

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<sup>3</sup> Home page of Archive-It [www.archive-it.org](http://www.archive-it.org)

## REFERENCE SERVICES

	2005								2006				YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
A-Acc: Use	79	117	126	70	132	139	189	24	69	96	106	50	1197
B-Acc: Use	96	90	46	13	23	39	27	35	41	45	91	84	630
M-Acc: Use	0	0	11	4	3	5	14	33	3	0	25	0	98
P-Acc: Use	18	12	14	17	13	4	6	0	16	21	25	11	157
T-Acc: Use	1	1	0	0	1	6	5	4	0	3	4	10	35
<b>TOTAL ACCESS USE:</b>	194	220	197	104	172	193	241	96	129	165	251	155	2,117
<b>TOTAL (2004-2005)</b>	88	193	73	60	90	134	142	74	118	100	97	87	1,256
<b>% CHANGE</b>	120%	14%	170%	73%	91%	44%	70%	30%	9%	65%	159%	78%	69%
<b>New Readers</b>	33	20	23	11	30	34	32	15	19	25	24	28	294
<b>Daily Users</b>	47	61	49	33	35	27	49	26	41	46	77	50	541
<b>Daily Users (2004-2005)</b>	32	54	26	19	26	46	47	25	37	39	28	31	410
<b>% CHANGE</b>	47%	13%	88%	74%	35%	-41%	4%	4%	11%	18%	175%	61%	32%
<b>ENQUIRIES:</b>													
<u>Archives</u>													
Written	25	19	27	31	26	23	32	9	26	25	26	20	289
Phone	34	23	22	20	17	28	26	15	17	19	18	25	264
ILL	4	4	2	2	0	11	1	3	10	3	4	1	45
<b>In Person</b>	168	100	119	100	152	200	170	56	124	76	82	121	1,468
<u>Records Management</u>													
General	0	4	5	5	4	4	6	1	1	0	2	2	34
RM Manual/ Web site	0	0	0	0	0	0	0	0	0	0	0	2	2
File Plan	3	0	3	3	4	2	2	0	0	0	0	3	20
Schedules	9	5	7	7	0	2	2	2	12	3	6	3	58
<b>Training/Promotion</b>	64	30	1	1	20	21	18	5	2	25	35	29	251
<b>TOTAL ENQUIRIES:</b>	307	185	186	169	223	291	257	91	192	151	173	206	2,431
<b>STUDENT RECORDS</b>													
Copies	0	0	0	0	0	0	0	0	0	0	1	1	2
Loans	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlocated	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SR REQUESTS:</b>	0	0	0	0	0	0	0	0	0	0	1	1	2
<b>DUPLICATION</b>													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Video</u>													
Orders	0	1	1	0	0	0	0	0	0	0	0	0	2
Video	0	2	1	0	0	0	0	0	0	0	0	0	3
<u>Sound Recordings</u>													
Orders	0	0	1	0	0	1	0	0	0	0	0	0	2
Sound Recording	0	0	2	0	0	46	0	0	0	0	0	0	48

## REFERENCE SERVICES (continued)

	2005								2006				YTD
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
<b>DUPLICATION</b>													
- (continued)													
<u>Digital copies</u>													
Orders	0	1	0	1	1	2	3	6	2	2	0	0	18
Images - Photos	0	1	0	2	1	2	3	8	5	2	0	0	24
Images - Textual	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Original Scans</u>													
Orders	3	5	4	5	3	7	5	5	3	4	0	0	44
Images	7	9	11	46	4	4	14	8	5	8	0	0	116
<u>Photocopying</u>													
Orders	24	56	54	32	23	37	71	34	25	54	61	27	498
Pages	466	1448	1889	428	511	1260	3118	2610	489	2729	1599	1864	18,411
Total \$	\$93.20	\$289.60	\$377.80	\$85.60	\$102.20	\$252.00	\$623.60	\$522.00	\$97.80	\$545.80	\$319.80	\$372.80	\$3,682.20
<b>TOURS</b>													
Groups	0	0	0	0	0	1	1	0	0	0	0	1	3
Persons	1	1	0	0	0	12	1	0	0	0	0	18	33
<b>EXHIBITS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 3

Figure 1

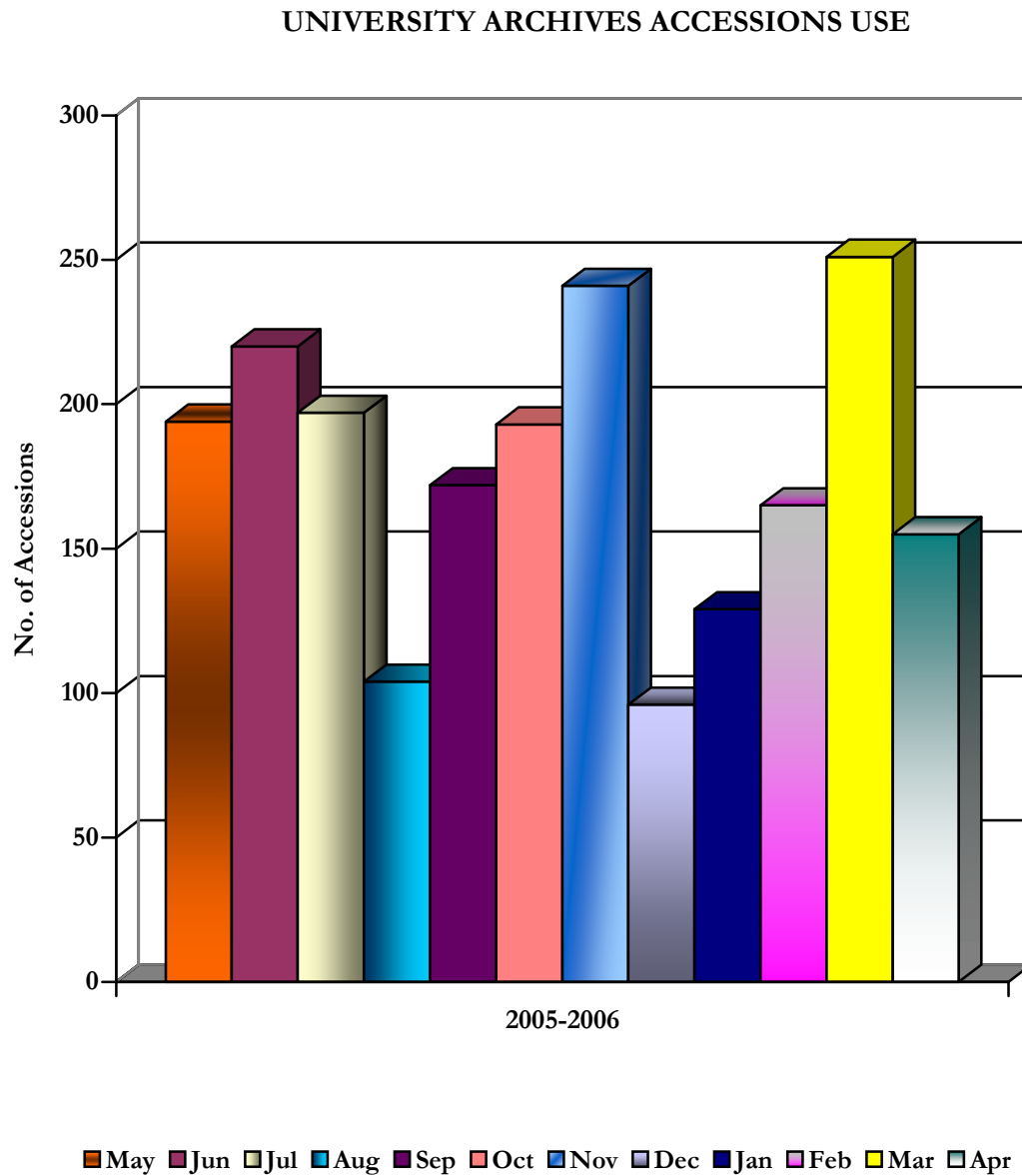


Figure 2

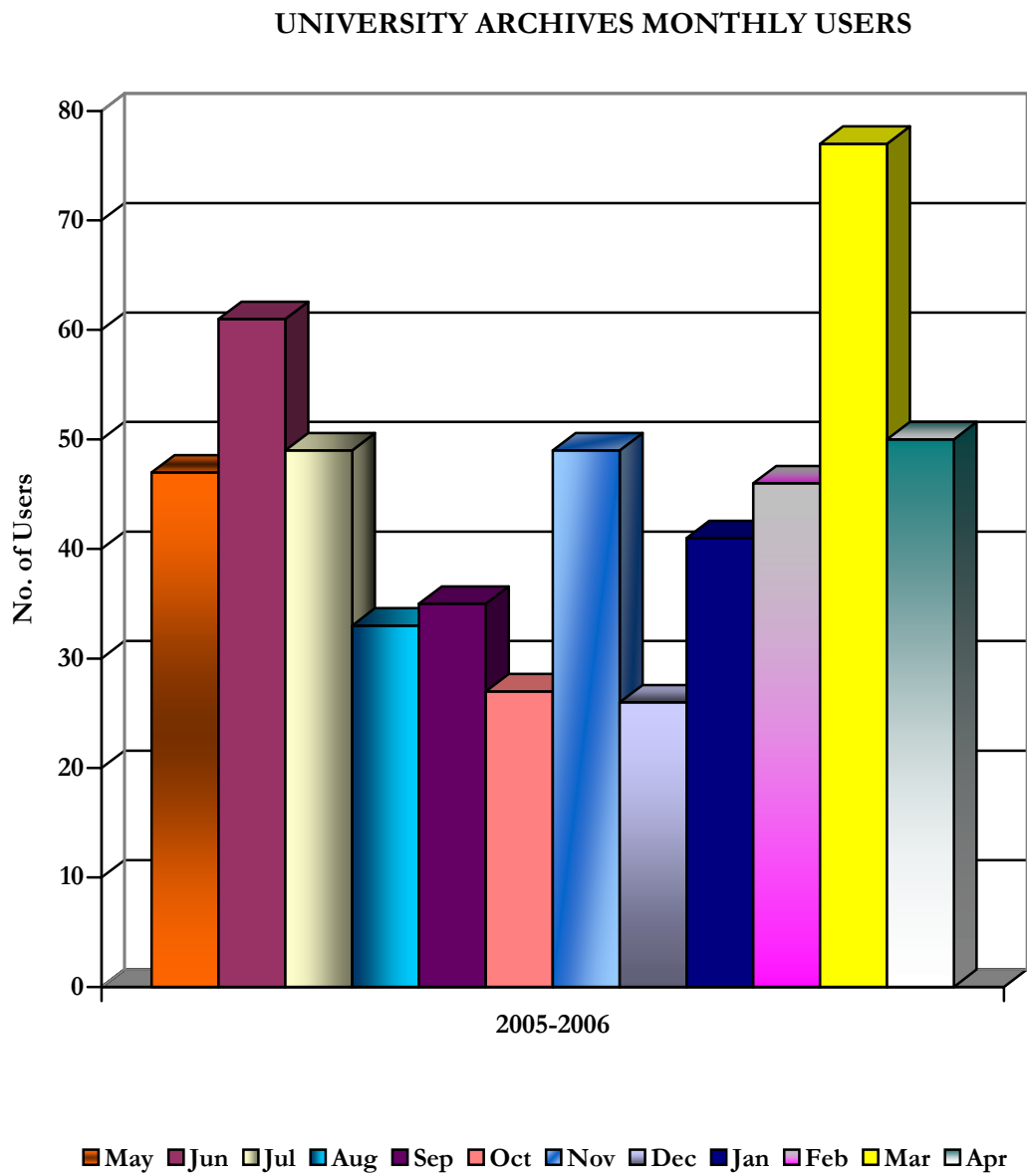
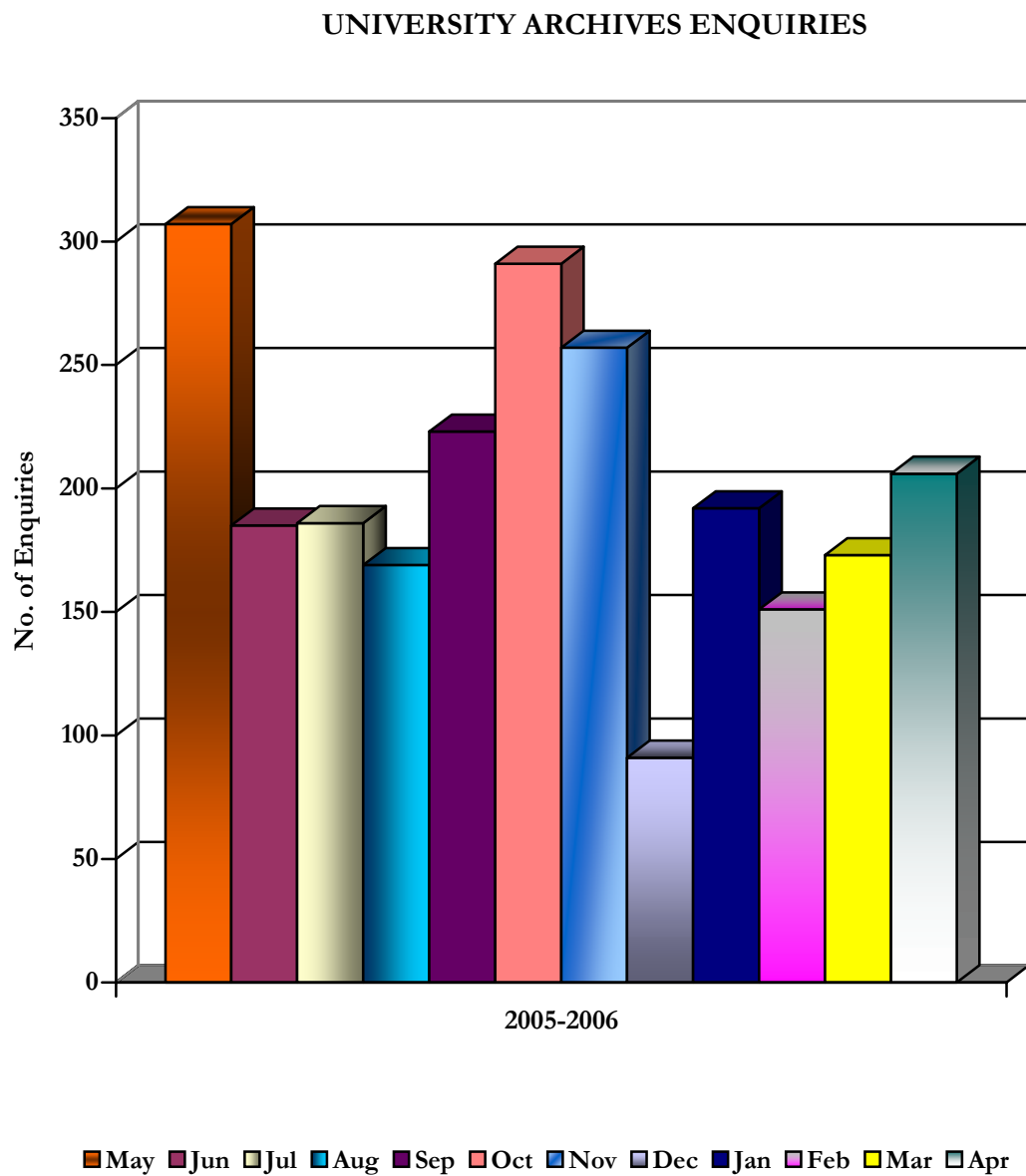


Figure 3





## **6. FACILITIES**

### **6.1 Storage**

We continued to transfer new acquisitions of university records accessions directly to commercial off-site storage. Our off-site holdings increased by 98 metres (321 cu.ft.) to 1539 metres. We now have approximately 18% of our holdings stored off-site. Some discussions have taken place with the University of Toronto Libraries' Finance & Administration department regarding proposals to move Archives' off site materials to facilities at Downsview, but no final decisions or arrangements have been made.

### **6.2 Public space**

Some discussion with the Library's Development Office relating to fund raising did take place during the year, but unfortunately no progress can be reported. The Reading Room space remains unchanged and consultations still take place in the same room used for research, resulting in additional noise. There is still no appropriate reading room space for sound and moving image records and researchers are still obliged to schedule time with the special media archivist in her office area to view materials.

## 7. ADMINISTRATION

### 7.1 Compliance with *Freedom of Information and Protection of Privacy Act (FIPPA)*

The amendments to this legislation were passed in December 2005 and are scheduled to come into force on June 10, 2006. In conjunction with the work of the U. of T FIPPA Working Group the Archives prepared a report describing the implications and possible strategies for compliance with this legislation by June 2006. At the end of January 2006, the report *Implementation and compliance with "Freedom of Information and Protection of Privacy Act (2005)"* was submitted to Cathy Rigall, VP Business Affairs with copies to Carol Moore, Chief Librarian and Richard Landon, Director, Thomas Fisher Rare Book Library. In that report (see Appendix D for full text), a number of strategies were proposed and the implications discussed. The strategies are as follows

#### 2.1 Identifying university records not subject to the legislation

- Review all university archival accessions and related collections

#### 2.2 Identifying records subject to FIPPA

- Identify General Records that may contain personal information which will be subject to mandatory restriction
- Identify Personal Information Banks
- Review existing finding aids and edit for personal identifiers
- Change Access field in relevant databases
- Compile new findings aids for accessions without file level description

#### 2.3 Training

All full time staff must be given general training on the legislation in general, the University's application of it and the changes in policies and procedures within the University Archives. The University Archivist and the Records Archivist (records management) will require more intensive training on managing access requests.

#### 2.4 Policies and procedures

Current policies and procedures on access to restricted university records accessions will be revised and new ones produced as required. Research request forms and associated procedures will also be developed and published on the department's web site.

#### 2.5 General administration

Office records subject to FIPPA must also be identified. These include both paper files and related databases concerning registration of researchers and donors (PIB's), and general records which may contain personal information. The UTA File plan lists most of these records series along with retention periods.

In addition to the above strategies for preparing records for compliance, the Archives also discussed access administration through the implementation of the Informal Access Review process as outlined in the COU *Implementation Manual* and the formal access process through *FIPPA*.

Archives staff reviewed drafts of this report as it was developed by Garron Wells. Following some discussion with members of Steering Committee U. of T. FIPPA Working Group, the Archives planned to proceed with the implementation of most of the strategies in 2006-2007.

## 7.2 Staffing

No changes in permanent full time staffing took place during this reporting period. Two ALT's (students) Kelly Bishop and Lauren Stillie shared a casual part-time position during the academic year. During the summer of 2005 our student staff was Lauren Stillie and Meredith White.

## 7.3 Closing, August 2005

As has been the practice for more than 10 years, the Archives was closed to researchers for two weeks from August 22 to September 3. During 2005, staff worked on various projects ranging from records management to office cleanups. Each full time staff member submitted projects. Garron and Lagring weeded and re-organized the reference literature shelves in the Workroom. Garron also met with Ian Forsyth of Simon Fraser University Archives regarding the implementation of FIPPA and discussed certain strategies with Loryl MacDonald. Barbara Edwards undertook the re-appraisal of monographs and prepared deaccessioning documentation, and as time permitted, she completed most of the SIRSI cataloguing of the pamphlets collection. Loryl drafted a file plan for academic units. Harold cleaned up the Seminar room processing area and appraised and /or accessioned some small groups of private papers. Student ALTs, Lauren Stillie and Meredith White checked the order of finding aids copies in the reading room, as well as finishing up a backlog of photocopy orders before the start of the new academic year. Marnee worked on a proposal to mount SMI database for on-line access.

## 7.4 Professional and Other Activities

**Loryl MacDonald** presented a paper on copyright in a digital environment at the Association of Canadian Archivists (ACA) Annual Conference in Saskatoon in June 2005. At that time, she also joined the ACA Board as the Director Without Portfolio. In August 2005, Loryl presented a paper on the Canadian archival system at the Society of American Archivists Annual Meeting in New Orleans. Further, she taught two Archives Association of Ontario post-appointment courses - Reference Services in September 2005 and Law and Original Order: Legal Aspects of Archives in November 2005. She is also participated in the ACA Mentorship Programme as a mentor to Carolyn Harris, a U. of T. FIS student. As Archivist of the ARMA Toronto Chapter, **Lagring Ulanday** supervised a volunteer student who spent time in the Metro Archives listing contents of 6 cubic foot boxes. In the process, the student tagged duplicate records and renamed some files with consultation with the Chapter Archivist. Lagring Ulanday also attended conferences either sponsored or hosted jointly by ARMA with other Associations, such as E-Content Institute, Information Highway, and INFONEX. **Marnee Gamble** attended the annual meeting of the Audio Visual Heritage Trust held as part of the

Toronto International Film Festival in September 2005. It was held at the National Film Board and she reported on recent acquisitions and her attempt to further describe the Media Centre collection. **Harold Averill** added several pages to the “Bibliography of works using sources from the University of Toronto Archives” published on the UTARMS website, and assisted several researchers by reviewing their manuscripts for accuracy. In addition to university activities mentioned in previous sections, **Garron Wells** also served on the U. of T. Collections Policy Committee established to produce a policy document relating to the management of mainly scientific collections produced as a result of research and teaching. She continued to serve as a member of the Steering Committee of the International Council on Archives / Section on University and Research Institution Archives (ICA/SUV). In this capacity, she attended the annual seminar of this group held at Michigan State University in Lansing, Michigan in September 2005. In June 2005, Garron participated on a panel relating to the work of the ICA/SUV at the annual conference of the Association of Canadian Archivists in Saskatoon. Garron also supervised a student in the Faculty of Information Studies’ Arrangement and Description course (FIS 1331) who examined the C.B. Macpherson fonds and prepared fonds and series level descriptions.

Compiled by Garron Wells  
October 2006

## **APPENDIX A: University Records 2005-2006**

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0009	University of Toronto. Office of Convocation	Textual	2004	0.07	Official Convocation Roll consists of Diplomas Upgraded to Honours, In Absentia Graduates (01), Spring (02-03) and Fall Convocations (04). User copy in the print room.	Restricted
A2005-0010	University of Toronto. Faculty of Physical Education and Health	Graphic	199-	0.07	Photographs and slides documenting the University of Toronto Varsity Rowing at various regattas in the late 1990s.	Open
A2005-0011	University of Toronto. Department of Astronomy and Astrophysics	Graphic Textual	193-	0.07	Scanned copies of photographs document the department of Astronomy and in particular the David Dunlap Observatory and Las Campanas telescope in Chile. Includes early views of the David Dunlap Observatory and grounds, memorabilia such as clippings regarding its opening, as well as photographs of telescopes and related instruments. There are also photographs of the University of Toronto Telescope in Chile and early photographs of DDO staff. (Files are jpg format, colour and black and white with a resolution of 200 ppi, print size approx. 3"x4"). Also included in this accession are three electronic copies of the Index to the David Dunlap Doings, the departmental newsletter.	Open
A2005-0012	University of Toronto. Department of Information	Graphic Textual	1960-1963	0.51	Typescript draft of article written by Ian Montagnes (ca. 1963) on past Varsity Editors for an unidentified university publication. Article includes short biography on each subject. Also includes related correspondence and contemporary photographs and contact prints taken of The Varsity alumni, many by Jack Marshall. Accession also includes 1 file on the Southam Newspaper Fellowship and a photograph of the Southam Fellows that appears in the Dec. 1963 issue of the "Varsity Graduate".	Open

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0013	University of Toronto Archives and Records Management Services	Textual	1983-2003	1.0	Operational files relating to Subject classification: Evaluations (1270) and Records Management (1555, 1556 and 1570)	Restricted
A2005-0014	University of Toronto. Faculty of Physical Education and Health	Textual	1943-1971	2.5	Student transcript cards, arranged alphabetically, for the Bachelor of Physical and Health Education programme, 1943-1971.	Restricted
A2005-0015	University of Toronto. Vice-Provost, Budget and Planning	Textual	1985-1996	7.2	The records were created and compiled by Dan Lang in his capacity as Vice-Provost, Planning and Budget, and consist of correspondence pertaining to the University's administration, colleges, centres, faculties, and institutes.	Restricted
A2005-0016	University of Toronto. Ethics Review Office	Textual	1966-2000	11	Records consists of protocol decisions documenting the approval of research projects involving the use of human subjects. The protocols were approved by ad hoc ethics review committees. This ad hoc system was eventually replaced by several standing Research Ethics Boards in 1998. Protocol decisions may include minutes of meetings, correspondence, committee and board membership, comments on protocols, annual lists of decisions, and notification of approval / disapproval.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0017	University of Toronto at Scarborough. Scarborough College Council	Textual	1964-2000	7.2	Minutes and agenda of Scarborough College Council (1964-2000) and its committees, the Academic Affairs Committee (1974-2000), the General Policy and Nominating Committee (1967-1971), the General Policy Committee (1971-1998), and the Planning and Budget Committee (1998-2000). Also included is correspondence of Scarborough College (1962-1981 and 1995-1999) and of the Academic Affairs Committee (1973-2000).	Open
A2005-0018	University of Toronto. Faculty of Physical Education and Health	Textual	1977-2002	11	The records consists of School of Physical Education and Health Education Council minutes (1976-1998), School of Physical Education and Health Education Executive Committee minutes (1972-1975 and 1987), Department Council Minutes (1981-1983), School of Physical Education and Health Education Section and Program Management minutes (1983-1985), Department of Athletics and Recreation Planning and Resource Committee minutes (1988-1992), Department of Athletics and Recreation (DAR) Council minutes (1989-1998) and Faculty Council minutes (1998-2004). Also included are sports files for archery, badminton, baseball, basketball, cross country, curling, fencing, figure skating, field hockey, golf, gymnastics, ice hockey, indoor hockey, lacrosse, rowing, rugby, skiing, squash, soccer, swimming, tennis, track and field, water polo, wrestling, and volleyball, (1977-2001). There are also DAR Policies and Procedures (1983), mid-term and final exams (1993-1995), a Margaret Eaton School scrapbook (1925-1938), as well as Faculty planning documents.	Restricted



Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0019	University of Toronto. Faculty of Physical Education and Health	Graphic Moving images	1921-1986	3.00	Eighteen binders of slides, photographs, contact sheets document men's and women's intramural and intercollegiate sports from 1979-1986. Approx. 50 team portraits document the Varsity Hockey and Football teams through the 1950s and early 1960s. Also included in this accession are a few portraits of early Varsity teams from the 1920s, 1930s and 1940s. Also included in this accession are three films that were used as teaching tools in the Faculty as well as a copy the NFB film Runner, a documentary on Canadian runner Bruce Kidd.	Open
A2005-0020	University of Toronto. Faculty of Arts and Science	Textual	2003	0.87	Examinations in 2003 April/May [boxes 1 & 2] and in August [boxes 2 & 3]	Open
A2005-0021	University of Toronto. Institute of Computer Science	Textual	1952-1956	.14	FERUT Library revised supplements relating to Library routines on computation; Chapters from the Programmer's handbook (1953-1955); "Introduction to programming on the Manchester Electronic Digital Computer made by Ferranti Ltd, Moston, Manchester" by D.G. Prinz (n.d.)	Open
A2005-0022	University of Toronto. Department of Zoology	Textual	1972-2004	.25	Personnel files of Department of Zoology faculty members, E.J. Crossman, C.K. Govind, J.E.I. Lai-Fook, and W.E. Swinton. Files also contain secondary biographical information such as obituaries, curriculum vitas, and notices.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2005-0023	University of Toronto. Erindale College	Graphic	1970-1992	0.54	Includes Erindale College Graduating Class composites including the 1st graduating class in 1970. There are composites for the following years: 1970-1978, 1980, 1982, 1985-1987, 1992.	Open
A2005-0024	Hart House. Programme Office	Textual Graphic Sound recordings Publications	1919-2001	.60	Files of the Programme Advisor, Linda Offman, including minutes, reports, correspondence, survey and activities of subcommittees reporting to the Graduate Committee, the House Committee and the Library Committee of Hart House. Some minutes of the Board of Stewards meetings may also be found; contain photos of 3 authors in the Reading and Writuals Series; and a CD with multimedia section of music, poetry and short fiction written and composed by students.	Open
A2006-0001	University of Toronto. Student Housing Service	Textual	[196-] - [199-]	1.45	Minutes and agenda from the Presidential Advisory Committee on Student Housing, housing policies and memoranda, reports, statistics, planning documents, brochures, and correspondence with university administrators, the Students Administrative Council, as well as tenant and neighbourhood associations.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2006-0002	University of Toronto. Ethics Review Office. Animal Ethics Review	Textual	1992-2005	.13	Minutes and agenda of the Faculty Advisory Committee on Animal Services (1992-1999), the University of Toronto at Mississauga Local Animal Care Committee (2000-2005), and the University of Toronto at Scarborough Local Animal Care Committee (1995-2004). The records include lists of committee membership, reports, comments on protocols, as well as minutes of discussions concerning the development, review, and enforcement of ethics review policies and guidelines.	Restricted
A2006-0003	University College	Graphic	ca. 1908	0.07	Coloured postcard of a drawing showing University College at night. Correspondence on the back is dated 1908.	Open
A2006-0004	University of Toronto. Department of Mathematics	Textual	1965 - [199-]	0.96	Personnel files arranged alphabetically.	Restricted
A2006-0005	University of Toronto. Office of Gift Planning	Textual	1957-2005 (predominant 1980-2000)	6.24	Estate and trust files containing financial statements, correspondence, and court documents for donations to the University of Toronto in support of various activities.	Restricted
A2006-0006	University of Toronto. Faculty of Social Work	Textual	1933-1969	17.28	B.S.W. student files and diploma programme student files arranged alphabetically.	Restricted
A2006-0007	University of Toronto. Department of Fine Art	Graphic Textual	1981-2004; predominant 1990-2004	.30	Correspondence between Prof. Joseph Shaw and students, former students and colleagues involved in the Kommos Excavations project.	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
A2006-0008	University of Toronto	Graphic	196-?	0.07	Group photograph, possibly of a meeting of University presidents taken most likely at Queen's University Kingston in the 1960s. Seen in the group are President Claude Bissell (1st row on left), Victoria University President A.B.B. Moore (back row, 3rd from right) and Father Kelly of St. Michael's College (2nd row from back, third from left). [Wallace R. Berry, photographer]	Open
A2006-0009	University of Toronto. Office of Convocation	Textual	2005	0.07	Official Convocation Roll Book 2005 consists of Diplomas Upgraded to Honours, In Absentia Graduates, Spring and Fall Convocations. User copy available.	Restricted

## **APPENDIX B: Private Records 2005-2006**

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0019	Simpson, Alice Estabrook	Graphic	1904-1908	0.54	Photographs belonging to University of Toronto graduate Alice Estabrook (B.A. 1904, B.Ed. 1909). Included are: graduating composites for the Graduating Class in Arts, 1904 and the Faculty of Education, 1909 as well as a photo of the Faculty of Education Literary Society Executive and the Y.W.C.A. Executive 1908-09.	Open
B2005-0020	Welsh, Harry Lambert	Textual	1930-1987	0.14	Records relating to the activities of the Class of 1930 (Maths and Physics), assembled by Harry Welsh, sometime class president. Includes notices, minutes of meetings, correspondence and membership lists.	Open
B2005-0021	Nicol, William John	Graphic	1911-1920	0.54	Two photographs belonging to Engineering Graduate, William John Nicol (B.A.Sc. 1920) including: Phi Sigma Tau Fraternity, Alpha Chapter, 1919-1920 and Faculty of Applied Science Graduating Class 1920.	Open
B2005-0022	Fry, Arthur	Textual	1906-1915	.07	Personal papers of Arthur Fry and his cousin, Harold. Includes U of T Student Handbooks, 1906-1910 maintained by Arthur Fry (BA 1910) as an undergraduate student in University College, diary for 1914-1915 written while in his early working career and 3 pocket notebooks with addresses, notes and expenses for 1907, 1909 and 1911. Includes one diary for Harold Fry kept during 1906-1907 describing his first job at age 16.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2005-2006

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0023	Prentice, James Douglas	Textual Graphic	196- - 199-	6	Includes teaching lectures, papers, talks, professional correspondence, grant files, research project files documenting Prof. Prentice's research and teaching in physics. Also includes documentation on Department of Physics, Science for Peace, Women in Physics Committee and the Institute of Particle Physics.	Restricted
B2005-0024	University of Toronto. Alpha Delta Phi Fraternity	Graphic	1941-1946	0.52	Group portraits of the Alpha Delta Phi Fraternity, 1941-42 and 1945-46	Open
B2005-0025	Vaar, Edgar	Moving images	196-	0.2	Reels of 16 mm film, approx. 3000 ft in total, documenting Canadian and University of Toronto track teams competing at meets. Vaar took the film as a freelance cameraman. Much of the footage was sold to the CBC for news items.	Open
B2005-0026	Lemon, James Thomas	Textual	1974-2004; predominant 1995-2004	0.33	Professional of Dr. James Lemon, documenting his academic career as a historical geographer. There is one box of general professional correspondence found in Series 2 while files in the second box contains correspondence relating to various series including: Publishing Activities (Series 4); Reviews (Series 5), Teaching Files (Series 8), References (Series 9) and Professional Associations and Community Groups (Series 11).	Restricted

Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2005-0027	Eddie, Scott M.	Textual	1962-2003	6.0	Personal records of Professor Scott M. Eddie documenting his career as member of the faculty of the Department of Economics primarily from 1971-2003. Includes correspondence, diaries, manuscripts of published and unpublished papers, articles, books; course and lecture materials for teaching at primarily the University of Toronto, but also in the United States (Williams College, Middlebury College, Vermont), University of Vienna, Tech. University, Berlin; research materials, grant application files; administrative records relating to personnel and other activities at the University of Toronto.	Open
B2005-0028	Turk, Mihkel	Graphic Publications	1962-1965	0.4	Accession includes negatives and photographs taken by Mihkel Turk while a student photographer for the "Varsity" and years following. Turk photographed mainly the University of Toronto Varsity Track Team and the affiliated East York Track Club at competitions throughout North America. There are also images of intramurals and more general University of Toronto events. Photographs of track events is supplemented by issues of various track and field newsletters of the same time period.	Open
B2005-0029	Hart House	Graphic	194-	0.07	Postcard showing Hart House and Soldiers tower, view from south east.	Open

Accession	Provenance	Physical	Date(s)	Extent	Scope and Content	Access
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University of Toronto Archives and Records Management Services, ANNUAL REPORT 2005-2006

Number		Form	(Metres)			
Accession	Provenance	Physical	Date(s)	Extent	Scope and Content	Access
B2005-0030	Ray, Wayne	Graphic Architectural	1980-1985	0.07	Coloured slides document the grounds and landscaping at 93 Highland. They were taken while Ray was a groundskeeper in the Physical Plant department. In addition there is one landscape drawing of the rock garden done by Ray. Also included are photographs showing the U of T Bookstore move to the Koefler Centre in 1985 as well as various images of physical plant staff members at work.	Open
B2005-0031	Till, James E.	Textual Graphic	[195-] - 2004	5.2	Correspondence, teaching materials, research and administrative files, manuscripts, reports, addresses (including slides), scripts for TV programs, awards, and photographs documenting Dr. Till's career as a professor of medical biophysics at the University of Toronto and as a cancer specialist; includes files on the Centre for Bioethics, Canadian Cancer Society, the Ontario Cancer Institute, and the Princess Margaret Hospital.	Restricted
B2006-0001	Wrong, George M.	Publications	1839	.07	Bound volume of "Report on the affairs of British North America from the Earl of Durham, Her Majesty's High Commissioner". House of Commons, 1839. With appendices A and B. Annotated and signed by "George M. Wrong 1897".	Open

Number		Form		(Metres)		
B2006-0002	Robinson, Isobel	Sound recordings Textual	2003-2004	0.07	Oral history interview with Isobel Robinson, a professor of occupational therapy from 1943 - 1981. Includes two cassette tapes and accompanying transcript. Interview was conducted by Dr. Judith Friedland of the Dept. of Occupational Therapy on two separate occasions, October 31 2003 and January 26 2004	Open
B2006-0003	Barbeau, Edward J.	Sound recordings Textual	1956-2004	4.0	Personal records of Professor Edward J. Barbeau created during his career as professor of mathematics at the University of Toronto. Includes records relating to teaching including materials for U of T graduate and undergraduate courses and high school classes; research, manuscripts, correspondence with students re math problems as well as "Aftermath" column, transcripts of CBC Ideas broadcasts, etc.	Open
B2006-0004	le Riche, William Harding	Textual Graphic	194-2005	1.72	Personal records of Dr. W. Harding le Riche including family and professional correspondence, diplomas, clippings, articles and off prints, document his personal and professional life as an epidemiologist and past administrator of the School of Hygiene.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2005-2006

Accession Number	Provenance	Physical Form	Date(s)	Extent	Scope and Content (Metres)	Access
B2006-0005	Forster, Donald Frederick	Graphic	196-	0.07	Two photographs document the career of Donald Forster, former U. of T. professor of Political Economy, Vice President, and President-elect at time of his death, 1983. Includes a photograph of Dr. Forster with President Bissell as well as a group shot showing Forster with Prime Minister Lester B. Pearson, Mrs Pearson, Prof. Jeanneret, Hon. Jack Pickersgill and Mrs Pickergill.	Open
B2006-0006	University of Toronto. Engineering Alumni Association	Moving images Graphic	1899, 197- - 1997	0.07	This accession contains one small copy print of the Engineering Society Executive from 1898-99. There are also video tape recordings of the Engineering Alumni and Awards Ceremonies for the years 1989, 1993, 1995-1997. There is also one tape of engineering student production, Skule Nite, for the year 1996. There is also 1 film clip (34 secs) promoting the Engineering Open House, dated in the late 1970s.	Open
B2006-0007	[University of Toronto centenary wall hanging]	Artefacts	1927	0.01	Imitation leather wall hanging, 25 cm x 35 cm, embossed with an unofficial version of the coat of arms of the University of Toronto, likely privately produced and possibly to capitalize on the public interest in the centenary (1927) of the University of Toronto. Has a ribbon motif at the top, coloured (by hand?) in blue and white, the University colours.	Open
B2006-0008	Woodhouse, Arthur Sutherland Piggott	Textual Publications	1885 - [196-]	0.52	Notebooks compiled by A.S.P. Woodhouse for teaching and writing purposes and a selection of heavily annotated books by and about 19th century writers.	Open

University of Toronto Archives and Records Management Services, ANNUAL REPORT 2005-2006

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Accession Number	Provenance	Physical Form	Date(s)	Extent (Metres)	Scope and Content	Access
B2006-0009	Christl, Rudi	Graphic	ca. 1983	0.07	One hundred and thirty-four slides depict the University of Toronto campus in the early 1980s. These images were taken by photographer Rudi Christl for use in "University of Toronto: A Souvenir" published by Oxford press in 1984.	Open

## **APPENDIX C: Gifts-in-Kind for tax year 2005**

**Gifts-in-Kind 2005**

**Armatage, Kay**

**B2005-0012**

1973-2000 Moving images Textual 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".

**Benson, Clara Cynthia**

**B2005-0002**

1904-1960 (pre-dominant dates 1904-1916) Textual Graphic 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.

**Conacher, James Blennerhasset**

**B2005-0011**

194- - 1992 Textual Graphic 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.

**Eddie, Scott M.**

**B2005-0027**

1962-2003 Textual 6.0

Personal records of Professor Scott M. Eddie documenting his career as member of the faculty of the Department of Economics primarily from 1971-2003. Includes correspondence, diaries, manuscripts of published and unpublished papers, articles, books; course and lecture materials for teaching at primarily the University of Toronto, but also in the United States (Williams College, Middlebury College, Vermont), University of Vienna, Tech. University, Berlin; research materials, grant application files; administrative records relating to personnel and other activities at the University of Toronto.

**Fry, Arthur**

**B2005-0022**

1906-1915 Textual .07

Personal papers of Arthur Fry and his cousin, Harold. Includes U of T Student Handbooks, 1906-1910 maintained by Arthur Fry (BA 1910) as an undergraduate student in University College, diary for 1914-1915 written while in his early working career and 3 pocket notebooks with addresses, notes and expenses for 1907, 1909 and 1911. Includes one diary for Harold Fry kept during 1906-1907 describing his first job at age 16.

**Guillet, James E.**

**B2005-0015**

ca 1950-2002 Textual Graphic 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.

**Huntsman, Archibald Gowanlock**

**B2005-0006**

1889-1978 Textual Graphic Publications 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.

**Hurd, John C.**

**B2005-0008**

1983-1991 Textual Publications 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.

**Kaplan, William Edward**

**B2005-0010**

1985-2004 Textual Graphic 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.

**Lemon, James Thomas**

**B2005-0026**

1974-2004; predominant 1995-2004 Textual 0.33

Professional of Dr. James Lemon, documenting his academic career as a historical geographer. There is one box of general professional correspondence found in Series 2 while files in the second box contains correspondence relating to various series including: Publishing Activities (Series 4); Reviews (Series 5), Teaching Files (Series 8), References (Series 9) and Professional Associations and Community Groups (Series 11).

**McCulloch, Ernest A.**

**B2005-0007**

1995-2004 Textual Graphic 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.



**McNeill, Kenneth G.**

**B2005-0004**

ca. 1960-2002 Textual Graphic 1.33

Includes correspondence, notes, minutes of meetings, contracts, agenda, draft and annotated reports documenting physicist Kenneth McNeill's various consulting contracts including his appointments with Emergency Planning Ontario. There are also some teaching lectures and drafts of academic articles. Finally there are two boxes described as Newfoundland Mines Archives that were given to Professor McNeill for a study on radon in Newfoundland miners.

**Prentice, James Douglas**

**B2005-0023**

196- - 199- Textual Graphic 6

Includes teaching lectures, papers, talks, professional correspondence, grant files, research project files documenting Prof. Prentice's research and teaching in physics. Also includes documentation on Department of Physics, Science for Peace, Women in Physics Committee and the Institute of Particle Physics.

**Rapoport, Anatol**

**B2005-0018**

1926-2003 Textual Graphic Publications Moving images Sound recordings 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 offprints) 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.

**Ray, Wayne**

**B2005-0030**

1980-1985 Graphic Architectural 0.07 m

Coloured slides document the grounds and landscaping at 93 Highland. They were taken while Ray was a groundskeeper in the Physical Plant department. In addition there is one landscape drawing of the rock garden done by Ray. Also included are photographs showing the U of T Bookstore move to the Koefler Centre in 1985 as well as various images of physical plant staff members at work.

**Russell, Peter H.**

**B2005-0001**

ca 1950-2003 Textual 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.

**Stanley, Thomas Edwin Adelbert**

**B2005-0003**

ca. 1885-1892 Graphic 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.

**Staples, Owen**

**B2005-0005**

193- Graphic 0.07 m

Four ink sketches by Owen Staples showing various views of Hart House and Memorial Tower, ca. 1930s.

**Turk, Mihkel**

**B2005-0028**

1962-1965 Graphic Publications 0.4 m

Accession includes negatives and photographs taken by Mihkel Turk while a student photographer for the "Varsity" and years following. Turk photographed mainly the University of Toronto Varsity Track Team and the affiliated East York Track Club at competitions throughout North America. There are also images of intramurals and more general University of Toronto events. Photographs of track events is supplemented by issues of various track and field newsletters of the same time period.

**University of Toronto. Alpha Delta Phi  
Fraternity**

**B2005-0024**

1941-1946 Graphic 0.52

Group portraits of the Alpha Delta Phi Fraternity, 1941-42 and 1945-46

**University of Toronto**

Publications; 4 items: *Acta Victoriana* April 1934 and June 1935; Hart House theatre programme *UC Follies "Everything's Okay"* 1942; *Stadium Magazine* Nov 3, 1934

**APPENDIX D:**  
**Implementation and Compliance with *Freedom of  
Information and Protection of Privacy Act (2005)***

University of Toronto Archives  
And  
Record Management Services

**Implementation and Compliance with *Freedom of  
Information and Protection of Privacy Act (2005)***

Garron Wells, University Archivist  
January 30, 2006

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## 1. Background and Scope

### 1.1 Nature and extent of university archival records

The UTARMS was established in 1965 and since 1990 has been responsible for the development and implementation of a records management programme in addition to its primary function of preservation of the University's documentary heritage. The department reports administratively to the Director of the Thomas Fisher Rare Book Library in the University of Toronto Library.

With the passing of amendments to *Freedom of information and protections of privacy act* (FIPPA), university records held by the University Archives will be subject to this legislation by June, 2006. Currently the University Archives holds approx. 5,765 metres (18,914 feet) of predominantly original paper-based records from the early 19<sup>th</sup> century to the late 1990s. However many other non-paper formats are represented such as graphic (including prints, negatives, slides, works of art), architectural, cartographic, artifacts, sound and moving images, and audio recordings. Electronic records have not been received from University offices. Since FIPPA is retroactive, all of the records transferred from university offices are potentially subject to review to ensure compliance with the legislation.<sup>4</sup> University records are stored in two locations: on-site (Fisher/Robarts) and off-site (Iron Mountain).

University records held by the Archives have always been subject to some period of restriction. Prior to the implementation of University policies, the department followed similar provisions to other governmental archives. The *Policy on access to student academic records* (1989-1998) and *Policy on access to information and protection of privacy* (1995) resulted in more formal approaches to access to university records. Since the latter policy was not retroactive (i.e. applied only to university records acquired or generated after Sept. 1, 1995), the department developed a compatible access policy which was approved by the Presidential Advisory Committee on Archives and Records Management (PACARM). In summary these provisions were as follows:

All information more than 75 years old is open to researchers

General records more than 15 years old are open to researchers (even if the records contain personal information). Exception: if the records concern deliberative processes closure period is extended 5 years (i.e. to 20 years).

Personal information banks are closed for 75 years. Access is permitted if the individual to whom the information relates has been dead for more than 30 years.

(For complete information please see Appendix 2)

### 1.2 Researcher use of university records in the University Archives

The reading room of the University Archives is open to the public weekdays for 7.5 hours per day (i.e. from 9 am to 4:30pm). During 2004-2005, 410 research visits occurred. Nearly half of all accessions examined by researchers in the reading room during the year were 'A' Accessions (the classification for university records)<sup>5</sup>. Thus the average use per day (based on annual operation of

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<sup>4</sup> This volume of records represents approximately 68% of the total holdings of the Archives; the remaining 32% consists of private records of individuals and organizations exempt from FIPPA.

<sup>5</sup> 'A' accessions use was 580 boxes in 2004-2005; total of all accessions use (i.e. all materials in the Archives) was 1256 boxes. See Annual Report 2004-2005, p. 17.

245 days per year) would be approximately 2 boxes per day of university records.<sup>6</sup> Most of the records released to researchers are open under existing university policies. Some research agreements were issued during the year allowing access to personal information banks documenting students. These research agreements were issued under the authority of the University Archivist as the designated FOI officer for the department. All researchers were required to comply with established access provisions as described on our web site .

## **2. Recommended strategy for compliance**

(See Appendix 1 – Time line chart)

### **2.1 Identifying university records not subject to the legislation**

- Review all university archival accessions and related collections

Under FIPPA there are some time limits on the sensitivity of information. University records accessions (“A” Accessions) must be reviewed to determine if any of the following apply.

- General information: 20 years for closed meetings records, cabinet records (essentially records of ‘deliberative’ processes). This time limit only applies if there is no personal information.
- Personal information: 30 years after the death of the individual to whom the information relates. It is unlikely that the University Archives can determine what records will be affected by this criteria. It will only be determined on a case by case basis as requests for access are received.
- Public personal information or information that has been published. This affects our collections of publications of the University as well as most special media records. Photographs of people commissioned or produced for university publications, architectural drawings, artifacts etc. should be considered open. These types of records represent approximately 10% of the 5,765 metres.

- Prepare briefing notes for staff
- Reclassify any non- U of T accessions as private records (“B” Accessions). These may include records of subsidiaries and non University corporate bodies such as student organizations

### **2.2 Identifying records subject to FIPPA**

- Identify General Records that may contain personal information which will be subject to mandatory restriction
- Identify Personal Information Banks
- Review existing finding aids and edit for personal identifiers
- Change Access field in relevant databases
- Compile new findings aids for accessions without file level description

The greatest challenge facing the University Archives is the ability to continue to deliver timely access to the University’s historical records. For years Archives staff have been working to improve the level of description (“cataloguing”) of the holdings but much of these resources have been devoted to arranging and describing private records gifts in order to generate the appropriate tax receipt.

<sup>7</sup>With the implementation of records management initiatives in the early 1990’s, offices were requested to produce box and/or file lists of their records before transferring them to the Archives. With few exceptions such requests have been fulfilled by administrators, and most university records

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<sup>6</sup> One ‘box’ can be anywhere from 7 cm to 35 cm in extent on average.

<sup>7</sup> For example, during this current fiscal year, 3 archivists (or 50% of our full time complement) have devoted 50% of their time to arranging and describing private records gifts for the 2005 tax year. In contrast, university records acquisitions received the attention of 1/2FTE archivist.



accessions received since the mid 1990s were accompanied by such lists. But for many accessions received between 1965 and 1995 there are either no lists or inaccurate and incomplete lists. Also, many of the lists that do exist are not in electronic form, although a programme has been underway over the past five years to remedy this situation.<sup>8</sup>

**Recommended strategy:**

- that a 100 year limitation on closure be applied. This would allow all university records up to the end of 1905 to be open to research regardless of the personal information contained in the records. This informal practice is currently being used by the Archives of Ontario. This would allow all 19<sup>th</sup> century records to be open without restriction.
- that general records, including those containing personal information, that were open prior to the passage of FIPPA remain open to researchers

In preliminary discussions with the Ontario Government, the COU Task force on Privacy Issues submitted recommendations regarding the administration of university archives under FIPPA. These were submitted to the Information and Privacy Commissioner for comment. These recommendations included the 100 year time limit on sensitivity of all information and the exclusion of records containing personal information which had been open to research before the amendments to FIPPA were passed. Appendix 3 provides the IPC response. Given the fact that there was no objection to these suggestions, adoption of these is recommended with the accompanying justification.

The records of many offices containing general records with personal information are currently open to research (and many have been for more than 30 years). These include such offices as:

- Senate and Board (records include minutes, correspondence etc. dating from 1827 to 1971)
- Office of the President records (1907 to 1985)
- Office of the Registrar (and antecedents) (1844 to 1972) (exception student records which currently have a 75 year closure) to name just a few.
- Department of Graduate Records – biographical files series containing both clippings from published sources and original alumni information cards. (1900-1960s)

Much of the personal information in **Board** records concerns employment of individuals which is excluded from FIPPA. There are, however, references in **Senate** minutes (and in the original indexes) to identifiable students. The frequency of these references is unfortunately impossible to tally. However, given the fact that these records have been open to research for 30 years **without complaint**, and have been heavily used in publications by scholars, access should be continued given that the degree of harm to anyone still living is extremely low.

**Office of the President records** contain no personal information banks and little if any information relating to identifiable students. The majority of personal information relates to employment matters (mainly faculty) which is excluded from FIPPA.<sup>9</sup> It is therefore recommend that all records for the Office of the President be administered under the current access procedures and continue to be subject to a 20 year closure.

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<sup>8</sup> Since 2002 casual student assistants have been re-keying or scanning hard copy finding aids for university records. To date approximately 3000 pages of finding aids have be converted to electronic form.

<sup>9</sup> Subject, of course, to any University policy which may be applicable now or in the future.

If the above recommendations are approved, then the impact on the operations of the University Archives as an historical resource will be lessened and disruptions in the flow of information to our clientele will be minimized when the legislation comes into effect in June, 2006.

### **2.3 Training**

All full time staff must be given general training on the legislation in general, the University's application of it and the changes in policies and procedures within the University Archives. The University Archivist and the Records Archivist (records management) will require more intensive training on managing access requests.

### **2.4 Policies and procedures**

Current policies and procedures on access to restricted university records accessions will be revised and new ones produced as required. Research request forms and associated procedures will also be developed and published on the department's web site.

### **2.5 General administration**

Office records subject to FIPPA must also be identified. These include both paper files and related databases concerning registration of researchers and donors (PIB's), and general records which may contain personal information. The UTA File plan lists most of these records series along with retention periods.

## **3. Resource implications**

As indicated above there are a considerable volume of records subject to FIPPA. If none of the above recommendations can be implemented, then the time required to comply with either of the access methods described in Part 2 will be increased accordingly. Some factors affecting review are:

- precision with which a researcher can identify the relevant accession or accessions
- level of description for each accession. In 1999, it was estimated that it would take one FTE approximately 2 years to produce file level descriptions for the backlog of university records. With the implementation of FIPPA, each file must be reviewed since file titles do not always indicate the precise content of the file or the level of sensitivity

In order to prepare these records for use under FIPPA the Archives must have as many file lists prepared as possible. Given the current staffing resources of the Archives there are a number of alternative approaches that could be taken:

- Close the University Archives from May to August 2006 and assign inventory work to all existing full time staff (6 FTE). Target major accessions with no file lists.

#### *Advantages/Disadvantages:*

-Complaints from Research community denied access to the resources of the Archives  
-Shorter turn around time for reviewing access requests to restricted university records at the start of new academic year in Fall 2006 resulting in fewer complaints from research community  
-no additional staffing costs to University

- Keep Reading Room open, allowing only access and use of private records accessions. Hire 3 contract staff from May to August 2006 to assist 3 existing FTE to complete inventorying of targeted major accessions with no file lists.

*Advantages/Disadvantages*

-research community continues to have access to some of the holdings of the University Archives  
-other reference inquiries received by phone or email could be responded to, albeit with some delay  
-private donations of gifts-in-kind could be continued to be received and processed for income tax receipts.

-additional staffing costs to University (approx. \$30,000)

- Maintain the status quo; deal with each access request to university archival records as they are received.

*Advantages/Disadvantages*

-research community would continue to have access to reading room and all materials not subject to FIPPA

-researchers requesting access to university archival records would suffer delays in accessing records since finding aids would have to be compiled as needed.

-at least 2 FTE would be involved 100% of their time in processing such requests perhaps on a daily basis.

-no additional staffing costs

-delays in processing private donations of gifts-in-kind for income tax receipts, resulting in possible complaints from donors

#### **4. Administering access to university records accessions**

There would be 2 methods by which researchers could access university records subject to FIPPA:

##### **4.1 Informal access review of archival records**

This approach would allow for an informal review of archival records as a means of expediting access while still protecting personal and confidential information. From the University Archives' perspective this means that the workload associated with processing a formal access request is avoided and more archival records are made available for research use by means of routine release as records containing no excepted information are identified during review. The researcher benefits by avoiding the paperwork associated with a formal research agreement, access to files containing records in which restricted information is incidental to the researcher's information needs is expedited, and no fees are charged for access request services. However, researchers who choose the informal access process would agree to forgo certain rights granted under FIPPA such as the right to appeal a denial of access to information or to set a time limit on when information would be released (timing would be based on volume of material to be reviewed and availability of staff). The University Archivist would have the discretion to release information on a case-by-case basis.

Time frames for such reviews (Based on Simon Fraser University Archives procedures):

½ hour per file per staff member to a maximum of 5 hours per week (or 6 to 10 files).

Staffing: One staff member (Records Archivist for records management in consultation with the University Archivist).

##### **4.2 FIPPA formal access procedures**

This approach would be developed in consultation with the University's FOI co-ordinator. Research Agreements forms and procedures will be required. Based on the frequency with which researchers access university records (see section 1.2 above), the FOI co-ordinator may receive a higher number of formal requests from the Archives than most other departments.

## 5. Reporting structure

Administratively, the University Archives reports to the Director of the Thomas Fisher Rare Book Library (who in turn reports to the Chief Librarian). With the implementation of the Presidential Regulations on the Management of Archives and Records in 1990 (revised 1992), the University Archivist has reported to a senior administrative officer outside the Library on matters relating to the management of university archives and the development of records management programme. Up to the fall of 1999, this person was the Chair of the Presidential Advisory Committee on Archives and Records Management. With the retirement of the Chair (the former Secretary of Governing Council) in October 1999, the University Archivist has administered research requests for access to restricted general records in consultation with relevant senior administrators of the University as required (including the Secretary of Governing Council). Access to personal information banks, such as student records, has been administered by the University Archivist as the designated FOI officer.

### **Recommendation:**

- that the University Archivist report directly to the FOI Co-ordinator regarding the administration of formal FIPPA requests
- that the University Archivist continue to have direct responsibility for administering informal requests to university records in compliance with University policies and FIPPA

**Appendix 1**

**FIPPA STRATEGY – UNIVERSITY ARCHIVES**

**2006**

**Activity**

**Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec**

1. Identify A accessions  
NOT subject to FIPPA  
- review accessions database



-briefing note to staff



-reclassify non- U of T accessions as  
Private records (B Accessions)



2. Identify A Accessions subject  
to FIPPA

-“General” records accessions



-“PIB” records accessions



-review existing finding aids & edit  
for personal identifiers



-change Access field in database



-compile new finding aids for non-described  
accessions



FIPPA STRATEGY – UNIVERSITY ARCHIVES

2006

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3. Training						█						
- all UTA staff (general overview)						█						
-GW and LM specific to reviewing access requests						█						
4. Policies and procedures												
-prepare policies specific to UTA operations						█	█					
-prepare relevant forms and procedures for informal access requests from researchers						█	█					
-mount on-line on web site							█	█				
5. General administration												
-identify office records and databases subject to FIPPA:general and PIBs						█	█					
-revise policies and procedures							█	█				

## Appendix 2

### Access & Use

[ [Access to information](#) | [Time Exemptions](#) | [Access to Restricted University Records](#) | [Requests for access for ongoing administrative purposes](#) | [Requests for access by members](#) | [Annual reporting to the PACARM](#) | [Permission to publish](#) | [Citations](#) | [Reprographic Services](#)]

#### **Access to information and protection of personal privacy in University Records held by the University Archives**

*"Access to corporate records of the University shall be open unless otherwise restricted for a time period established by the office of origin in consultation with the University Archivist or specified in a retention schedule and consistent with applicable legislation and with the appropriate regulatory and administrative policies of the University".*

[Presidential Regulations for the Management of Archives and Records](#) This policy applies to all University records in the custody and control of the University Archives that were created on or before September 1, 1995 and which are not covered by any other University policy or procedures. It ensures that records containing information exempt from access are not released without proper review and consent.

#### **Time Exemptions**

The following time exemptions are meant as guidelines to improve the efficiency of access to categories of records that are closed. It should be noted that all previous references in University Archives' policies to time periods "from latest date of file activity" no longer apply. Time exemptions apply to the date of the record.

All information more than 75 years old is open to researchers.

General Records of the University of Toronto in the custody and control of the University Archives which are fifteen (15) years old or less are closed. Requests for access to these records must be submitted by researchers as described in [Access to restricted University records in the University Archives](#).

General Records of the University of Toronto in the custody and control of the University Archives which are more than fifteen (15) years old are open to researchers with the following exception:

General Records 20 years old or less which contain [deliberative processes](#) are closed.

[Personal Information Banks](#) 75 years old or less are closed.

Access is permitted to the personal information of individuals who have been dead for more than 30 years. Proof of death must be provided by the reader before personal information can be disclosed.

In order to obtain access to the records cited above researchers must submit a written request to the University Archivist as described in [Access to restricted University records](#).

#### **Access to Restricted University Records in the University Archives.**

Restricted university records in the custody and control of the University Archives are to be made available to authorized University employees who require them to fulfil their responsibilities. Access to restricted records for all other purposes by members of the University community and the general public shall require formal review and approval.

**Requests for access for ongoing administrative purposes by University Employees**

University employees requiring access to restricted university records in order to fulfil the responsibilities of their position must submit personal identification and written authorization from the appropriate office.

**Requests for access by members of the University community and the general public**

All members of the university community and the general public may petition for access by writing to the [University Archivist](#) citing:

1. purpose of research
2. identification of specific records/information required citing UTA accessions nos. and box nos. if available.
3. commitment to comply with confidentiality and protection of personal privacy considerations
4. examples of previous use of such information and/or letter of reference from supervisor of research project.

The University Archivist is designated the FOI Officer for the University Archives and will review related records based on [Time Exemptions](#) or other applicable University policy.

**Appendix 3**

Pages 1 and 5 only of letter, Ken Anderson, Assistant Commissioner (Privacy) to Russ Whitehead, Access and Privacy Office, Management Board Secretariat, dated February 22, 2005.



## **APPENDIX E: Organisational Chart**

