

## **ADVENTURES IN HISTORY**

### **Finding the Story of Records Management in Canada**

2010 ARMA CANADA  
CONFERENCE  
LONDON ONTARIO

#### **Project to write a Comprehensive History of Records Management in Canada**

- Focus on the Canadian contribution to the profession
- Involve all ARMA Chapters
- Set table of contents
- Engage writers to focus on history areas
- Set up and develop finding and research aids
- Research history of RM in a variety of governmental levels

## What is the project all about?

- “CANADIAN CONTENT” – Distinctive Canadian viewpoint, methodology, legal framework
- Project arose to commemorate 40<sup>th</sup> anniversary of ARMA in Canada
- “History Project” to explore the origin of records management and prepare from the RIM perspective
- Integrates individual work for research and teaching purposes

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## Who's involved?

**Uta Fox** – academic research – using Canadian history materials

**Margaret Russell** – municipal government research – based on her work in Ontario

**Sandie Bradley** – **ARMA** conference proceedings, briefing notes, submissions – interest for teaching RIM programs

**Sue Rock** – Information Management Journal – analysis of CAN CON

Bradley et al. May 13, 2009

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## AND YOU and YOUR CHAPTER




### **Project Timeline and Milestones**

- Current phase – collection and examination of content sources
- Future plan – set timetable to produce publication
- Goal – ARMA publications – history, Canadian textbook?


## Accomplishments to Date

- Development of table of contents
- Involvement ARMA Canada and all Chapters
- List of volunteers to focus on specific areas
- Creation of Index of Canadian publications
- Research history of RM at the Canadian Archives
- History of RM from 1867 – 1967 written by Uta Fox and published to ARMA Canada website



<b>Mountain Pacific</b> Vancouver Island Vancouver Calgary	<b>Western</b> Edmonton Saskatchewan Winnipeg	<b>Central</b> National Capital-Ottawa Southwestern Ontario Montreal Toronto	<b>Atlantic</b> Halifax Terra Nova-St. John's Prince Edward Island Atlantic-St. John
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ARMA Canada Region  
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Views from the top and returning to harbour - Vancouver Island

<b>News and Events</b>	<b>ARMA Canada Region</b>	<b>Region Conference</b>	<b>Resources</b>
<p><b>March 31, 2010</b>                  Look for our ROI and Benefits document to assist you in documenting why you should attend the London 2010 Conference...  <a href="#">read more</a></p> <p><b>March 31, 2010</b>                  Good news...Westjet is offering conference attendees a 10% discount.....  <a href="#">read more</a></p> <p><b>March 30, 2010</b>                  We have sponsors and</p>	 <p>ARMA Canada Region</p> <p>ARMA Canada Region represents 14 chapters from sea to sea...from Vancouver Island to Newfoundland and Labrador (the Rock).</p> <p style="background-color: #cccccc; padding: 2px;">About ARMA Canada</p>	 <p>2010 ARMA Canada Conference                  London, Ontario</p> <p style="text-align: center;"><b>Soaring Higher in                  London May 30 - June</b></p>	<p>ARMA Canada has a wealth of education and other resources available for you to check out.</p> <p style="background-color: #cccccc; padding: 2px;">ICRM</p> <p><a href="#">Congatulations to our new CRMs</a></p> <p>Did you know that the Toronto Chapter has an on-line CRM study group. Here is how to join up....  <a href="#">On-line CRM Study group</a></p> <p style="background-color: #cccccc; padding: 2px;">Generally Accepted Recordkeeping Principles</p> <p><a href="#">GARP Principles</a></p>

<http://www.armacanada.org/>



ARMA Canada Region

ARMA Canada Region represents 14 chapters from sea to sea...from Vancouver Island to Newfoundland and Labrador (the Rock).

- About ARMA Canada
- Contact ARMA Canada
- Canadian Chapters
- Strategic Plan
- Grants Table
- Privacy Policy
- Region Awards
- Region Update
- Region Guidelines
- ARMA International
- History of RIM in Canada

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### The History of Records Management in Canada, 1867 - 1967

By Uta Fox, M.A.

This paper surveys the development of records management in Canada. It focuses primarily on the federal government as well as a number of provinces. In implementing records management into the Canadian government a unique approach was developed. Ian Wilson, Librarian and Archivist of Canada<sup>1</sup>, commented that government (federal, provincial, and municipal) archives "... preserve not just the official administrative records but also acquire private materials in all documentary media bearing on history ... and combine the traditional role of a record office with that of an active cultural agency..." (p.16). In other words, Canadian governments have adopted an integrated archival records management approach to the management of government archives and records.

According to Mark Langemo, records management originated in the US Federal government during the late 1940s, evolving from the U.S. archival profession. The US National Archives was established in 1934 to handle the past accumulation of federal documentation and the increasing volumes of records generated by the US federal government. In response to this growth President Harry S. Truman established the Commission on

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## **The History of Records Management in Canada Table of Contents**

- I The Origins of Records Management in Canada
- II The Development of Records Management in the Public Sector
  - The Federal Government
  - The Provincial Governments
- III The Development of Records Management in the Private Sector
  - The Hudson's Bay Company
  - Canadian Pacific Railway (CPR)
  - Eaton's and other Canadian companies

## **The History of Records Management in Canada Table of Contents**

- IV. The development of records management organizations
  - a. ARMA chapters, pre Canadian region formation
  - b. ARMA chapters, by chapter and region
  - c. Notable individuals
  - d. Related disciplines and organizations – Canadian Micrographics Society, ACA, Canadian Library Association, etc.
  - e. ARMA IAC – Industry Action Committees – Canada Municipalities

**The History of Records Management in  
Canada  
Table of Contents**

- V Professional Development and Education
  - a. General trends and patterns
  - b. Conferences
  - c. Institutional programming – Community Colleges, Universities
  - e. Institute of Certified Records Managers
  - f. Common sharing – HRDC, Project ALARM
  - g. Convergence

**The History of Records Management in  
Canada  
Table of Contents**

- VI Career Development
- VII The evolution of key records management issues
  - a. Records retention and destruction
  - b. Evidence and the form of record
- VIII Future of Records & Information

## First Federal Records Schedule, Post Office, 1890

Post Office Department, Canada.  
1890

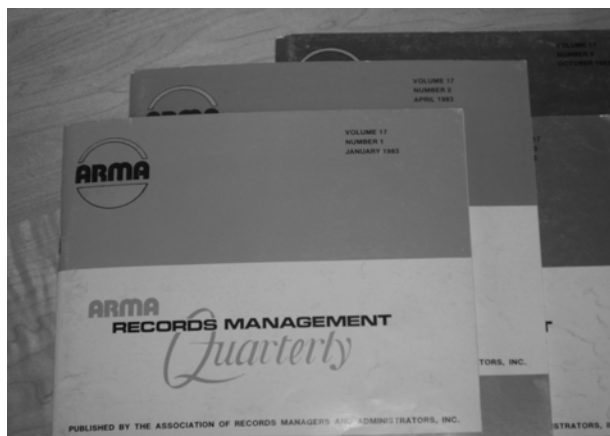
Books and documents which it is proposed to destroy when of the age specified below.

Description	Age
Annual Post Office Ledger	10
Annual Accounts with Foreign Countries and Colonies	20
Annual Ledger Summaries	5
Estimate Ledger	6
Quarterly Cash Accounts	5
Monthly Abstract of Receipts received and sent	3
Quarterly Abstracts of Postage collected in and	2
Accounts of Postage collected in	3
Statement of Postage in Office received from Great Britain	5
Abstracts of accounts collected in Great Britain and	3

Privy Council Minutes, July 5-9, 1890, RG 2, Series 1, Vol 454

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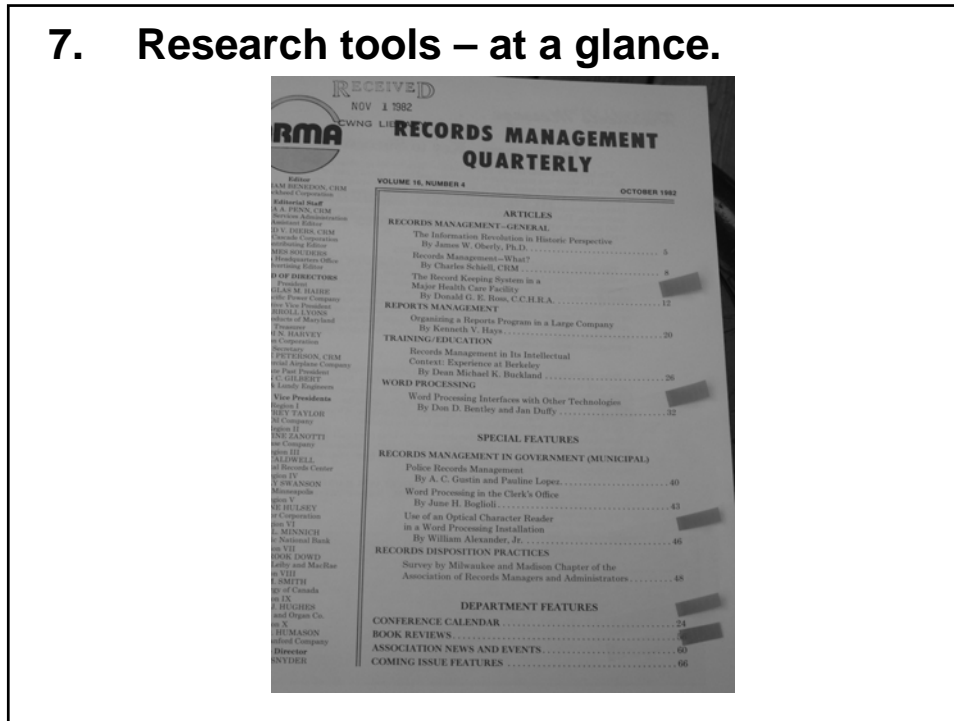
## 7. Research tools – example – Journals.



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## 7. Research tools – at a glance.



## Research tools – sample analysis.

ARMA Journal Reference	Author(s) / Reference Tip	Journal Date	Tip / Follow-up
Hiring an Information and Records Management Consultant	William J. Gray, CRM	Oct-80	Montreal Chapter; lots of awards
Records Management at Athabasca University and the University of Alberta	Kirk N. Lambrecht	Oct-80	Edmonton Chapter
Freedom of Information and Privacy (Part 1)	Dr. Jake V. TH. Knoppers	Oct-80	Office of the Dominion Archivist, Public Archives of Canada
ARMA Toronto Chapter Annual Conference January 26-27, 1981	Records Management - A Practical Approach	Oct-80	Keynote Speaker Judi Harvey, Region VIII Vice President
ARMA - Chapter of the Year Medium Size	Calgary Chapter Region VIII	Oct-80	61% growth to 112; 50% attendance; selected as 1984 International Conference Site

## The History of Records Management in Canada Key Issues

- a. **Records retention and destruction**
  - Government of Canada initiatives with “paper burden”;
  - Senate Subcommittee on Records Retention SCORR
  - ARMA Canada “Blue Books”
- b. **Evidence and the form of record**
  - Micrographics standard “Microfilm as Documentary Evidence”, updated to “Microfilm and Electronic Imaging as Documentary Evidence”
  - Uniform Law Conference and work on digital records
  - CGSB Standard “Electronic Records as Documentary Evidence”
- c. **Access and Privacy Legislation**
  - The Canadian philosophy, and relationships to the OECD “Fair Information Practices”
  - The Federal jurisdiction
  - Provincial and local government jurisdictions
  - Private sector privacy management