

ACCESS TO HOLDINGS GRANTS

Grant Application Form, 2015-2016

SECTION A: INSTITUTIONAL INFORMATION

A1. Name of Archives: Wheatfield Regional Archives

*Address: PO Box 17 City/Town: Wheatfield, AB Postal Code: T5K 0X9

Contact Person: Jane Ralston, Archivist

Telephone: 780-424-2697 Fax: 780-425-1679

E-mail: jane.ralston@wheatfield.com

Electoral District: Wheatfield – St. George

Cheque should be made payable to: Wheatfield and District Historical Society

A2. Did your institution receive an Access to Holdings grant in the previous round of funding?

Yes No

A3. Did a representative of your institution participate in ASA activities in the past year, such as serve on the Board or a committee, attend the Institutional Forum, write a newsletter article, or attend workshops?

Yes No

A3a. If yes, please note what activity/activities. Please provide a list of *all* activities you/your institution participated in.

Attended the ASA AGM, wrote an article for the ASA Newsletter, attended the Institutional Forum, attended the Electronic Records workshop, served on the AOR Committee.

*Please provide the address at which you would like us to send correspondence and/or the cheque regarding this grant application.

SECTION B: PROJECT INFORMATION – Description of Records

Name of Project: Wheatfield Chamber of Commerce fonds – Arrangement and Description

B1. Provide a brief description of the records involved in this project. Include provenance information, outside dates, physical extent (before appraisal for selection and anticipated after selection, if selection is applicable), and types of records.

The Wheatfield Chamber of Commerce was formed in 1905 as the Wheatfield Board of Trade. Its goals are to represent the economic and business interests of the community of Wheatfield. It plays a major role in Wheatfield Days, the local rodeo, and efforts to lobby provincially and nationally for better railway service and farming issues.

The records were donated to the Wheatfield Regional Archives in 2005. They consist of minutes, correspondence, newsletters, membership ledgers, financial records, photographs, and project files pertaining to its activities in the community. The outside dates of the materials are 1905-2000, although most of the materials dates from the 1950s onwards. The extent of the records prior to selection is 8 metres of textual records plus 100 photographs which are arranged in an album. After selection, the anticipated extent is 6.5 metres of textual records plus 100 photographs.

B2. On what date were the records acquired by your institution? July 15, 2005

B3. Do you have a signed deed of gift for the records? Yes No

B4. Have copyright and rights issues been addressed? Explain.

The records creator signed over copyright during the donation.

B5. Are there any access restrictions on these records? Yes No

B6. If yes, explain restrictions. Include how long the records are restricted and the percentage of the records that are restricted:

SECTION C: PROJECT INFORMATION – Impact of Project

C1. Which levels of community does this project impact? Select all that apply.

- Local Significance
- Provincial Significance
- National Significance

C1a. Please explain how your records apply to the cases above. Additionally, you may indicate any significant impact that the project has on your archival institution, its researchers and the archival community.

The project is important to the Wheatfield Regional Archives as the records represent an early community organization whose records have survived relatively intact. These records also represent one of the few fonds within the holdings that has significant business or economics information about the community. The records are at some risk of deterioration as a result of poor storage in the past; rehousing and arranging the records would assist preservation. Processing these records will make them more accessible to researchers in the community as well as to the organization itself, which has already used the archives to support an economic analysis of the community over time.

C2. Explain how this project meets the provincial initiative(s) for 2015 - 2016. The provincial priority for this year includes projects that involve arrangement and description and/or projects that include conservation, including digitization, if it meets a conservation need.

The project meets the provincial initiative for 2015-2016 as it involves arrangement and description as outlined in section 7.1 of the criteria.

SECTION D: PROJECT INFORMATION – Project Description

D1: Project Description:

Include a clear and adequate outline of the project, expected results, level of arrangement and description, and what standards will be used to complete the project. Use an additional sheet if necessary.

A contract archivist will undertake background research into the history of the Chamber of Commerce, using the records as well as written community histories. The records, which are in files but require significant sorting and weeding, will be appraised for selection, which is anticipated to remove 2.5 m of textual records. The contract archivist will rehouse and flatten the records in acid-free materials, removing any metalware from the records. The contract archivist will arrange the files to re-establish relationships between records and the series/file hierarchies, which has been obscured over time. RAD descriptions will be produced at the fonds and series level, with file lists containing title, date range and location to provide retrieval access. To complete the project, the contract archivist will produce a final hardcopy finding aid incorporating the RAD descriptions for the reference room, post an electronic version on the Archives website in electronic form, and submit the fonds-level description to the AOR database.

D2. Please select what archival work will be part of the proposed project. Select all that apply.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Research | <input checked="" type="checkbox"/> Description | Migration (media: _____)* |
| <input checked="" type="checkbox"/> Appraisal | Re-Description | Finding aid production |
| Re-Appraisal | Digitization (media: _____)* | <input checked="" type="checkbox"/> Preservation |
| <input checked="" type="checkbox"/> Arrangement | Conservation | |
| Re-Arrangement | Exhibit creation | Application of metadata to digital object(s) |

* Please list the media type before migration and digitization. For example, if you are digitizing glass plate negatives into tiff mastercopies, only include glass plate negatives as your media type.

D3. If the project includes records appraisal for selection, please indicate the physical extent before and after selection:

Selection is not part of this project

Selection of Textual Records: 8 m Extent pre-appraisal 6.5m Extent post-appraisal

Selection of Photographs: _____ Extent pre-appraisal _____ Extent post-appraisal

Selection of A/V material: _____ Extent pre-appraisal _____ Extent post-appraisal

Selection of Born Digital Records: _____ Extent pre-appraisal _____ Extent post-appraisal

D4. If description is part of the project, select the levels that will be described.

- | | |
|--|--|
| Description is not part of this project | <input checked="" type="checkbox"/> File |
| <input checked="" type="checkbox"/> Fonds | Item |
| <input checked="" type="checkbox"/> Series | |

D5. Is there currently a finding aid and/or description for these records? If yes, explain.

- Yes No

D6. Will the description be available on the Alberta On Record database?

- Yes No N/A

D7. Outline any standards used, including any descriptive, metadata, digitization, format standards, etc. Please explain any institutional procedures that govern the standards you apply to this project.

Wheatfield Regional Archives uses RAD as outlined in the arrangement and description section of our operational procedures. No additional standards are required for this project.

D8. If any aspect of this project is to be outsourced, is a quote attached to this application?

Yes No N/A

D9. Describe the anticipated length of time required to complete this project. Include your estimated length of time for processing based on the current state of the records. If your project deviates from the CCA time guidelines, please explain why.

Based on a survey of the material for the project, a mid-range amount of work is required. Based on the CCA guidelines for archival projects, the breakdown of the time allotted to each task is:

Background Research	3 days
Initial Sort and Select (8 m @ 1 m/day)	8 days
Arrangement/ Organization (6.5 m @ 1 m/day)	6.5 days
Physical Processing (6.5 m @ 1 m/day)	6.5 days
Description (6.5 m @ 1 m/day)	6.5 days
Finding Aid Production	5 days

SECTION E: PROJECT INFORMATION - Staff

E1. List project staff and/or volunteers involved, who will carry out the project (position and skills), and how their time will be allotted. Use additional sheet if necessary.

The project will be undertaken by a contract archivist, Sam Worthing, a graduate of the ASA Archives Institute who has previously completed contract work at the Archives. [Or: an experienced archivist with the necessary basic qualifications will be sought to complete this contract, and a posting will be distributed if the grant is received] He will be supervised as required by Jane Ralston. The contract archivist will be responsible for background research, appraisal, arrangement, physical processing, description and finding aid production.

E2. What are the qualifications of the proposed staff/volunteers/contractors who will be involved in the proposed project?

Jane Ralston has an MAS and 10 years' experience working in archives. The contract archivist who will work on this project has taken the ASA's Archives Institute and will be under Ms. Ralston's supervision.

E3. What is the rate of pay for project staff/contractor(s)?

The rate of pay for the contract archivist is \$18/hr, based on 7 hours/day.

E5. I have attached a job description of the person/people completing the project:

Yes No N/A

SECTION F: PROJECT INFORMATION - Funding and Time Required

Funding Categories	Amount of records*	Days of Work**	In-kind days (if applicable)	In-kind funds (if applicable)	Funds Required***
Training/Orientation		1 day			\$126
Research		3 days			\$378
Textual Records - Appraisal****	8 m	8 days			\$1008
Textual Records - Physical Processing	6.5m	6.5 days			\$819
Textual Records - Arrangement	6.5m	6.5 days			\$819
Textual Records - Description	6.5m	6.5 days			\$819
Photographs - Appraisal****					
Photographs - Physical Processing					
Photographs - Arrangement					
Photographs- Description					
Audiovisual					
Born digital					
Finding aid production		5 days			\$630
Digitization					
Conservation					
Other*****					
TOTAL:		36.5 days			\$4599

*Provide the amount in metres or centimetres for textual records, number of photos for photographic records, hours or minutes for audiovisual materials, and KB for born digital records.

** Please use the Canadian Council of Archives' Time Guidelines for Arrangement and Description Projects to determine the days of work required. Please note that the CCA guidelines are based on a 7 hour work day.

*** Total funds requested shall not exceed \$7,500

****If you are using the Other category, you *MUST* specify what activity it encompasses

Preferred start date: May 1, 2015 Duration of Project (in weeks): 8 weeks

My institution, the Wheatfield Regional Archives, agrees to comply with the terms governing the provision of funds for this program. I certify that I have the authority to administer funds received and that I am the head of the archival institution applying under this program.

Name and Title

Signature

Date

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For use by Archives Society of Alberta only

The Grants Committee of the Archives Society of Alberta approves the following:

Amount of grant: _____ **Start Date:** _____

Institutional Member-at-Large: _____ **Date:** _____