As usual the 2017-2018 year was a busy one for the Archives Society of Alberta (ASA). The wide variety of programs and services that the ASA provides to members continues to have strong impact on the Alberta archival community. Our professional development opportunities, workshops, advisory services, and special projects ensure an engaged community of archival professionals that work to ensure the continued preservation of the documentary heritage of Alberta.

As I come to the end of my second term as President I am reminded of the enormous undertakings of this association since I was first elected in 2014. We successfully completed two large grant projects (The Flood Advisory & Documentary Heritage Communities of Program), we organized several workshops, held an extremely successful conference, gained new institutional and individual members, launched a journal, saw an increase in committee participation and hosted a variety of events in conjunction with Archives Week aimed at raising the profile of archives and archivists.

**Activities of the Board**

With the completion of the Flood Advisory Programme and DHCP (Documentary Heritage Communities Program) grant at the end of last fiscal year, and the return of Rene Georgopalis after a year of leave, the board spent 2017-2018 getting back-to-normal. As a result, our activities have been primarily inward focused as we have tried to ensure there are no gaps in policies and procedures.

**Archives Week**

Archives Week ran from September 29 - October 6, 2017. This past year’s theme was Alberta and the Great War and commemorated the end of WWI. As usual our annual calendar was distributed and archives from around the province hosted activities including Musée Héritage Museum (St. Albert), Sylvan Lake and District Archives, and Loyal Edmonton Regiment Military Museum (Edmonton). We thank all archives that organized events.

**ACA Conference Registration Support**

The ASA Board decided to promote the 2018 Association of Canadian Archivists Conference as a unique opportunity for Alberta archivists to connect with professionals from across the country. As a result we did not schedule a spring workshop or run our bi-annual conference, for 2018-2019. This was to ensure that as many Alberta archivists as possible would have the opportunity to attend our national conference. We set aside a special grant to assist members with registration fees and have actively promoted the conference on social media. ASA will be well represented at the conference as many of our members have volunteered for the Host Committee,
PRESIDENT’S COLUMN (CONT.)

are presenting papers, and will be attending.

Communications Strategy

In February, the board participated in a facilitated Communications Strategy session. The objectives of this session were to determine the purpose of communications for the society, determine our goals and targeted audience for communication and prioritize communication efforts to meet these goals. The results of this session have not yet fully been enacted but I am hopeful that they will inform the development of a future communication strategy and provide much needed guidance for the ASA staff and ASA Communications committee as we carry out our mission to raise to create a cohesive and engaged community by providing our members with the opportunities for professional assistance, continuing education, awareness initiatives, online presence and other services that the provincial archival community requires to assist the people of Alberta, Canada, and the world in experiencing our province’s unique archival heritage.

I would like to extend my gratitude to Sara King (VP), Angie Friesen (Secretary), Karen Buckley (Treasurer), Melissa McCarthy (Institutional Member-at-Large) and Elizabeth Walker (Individual Member-at-Large) for their hard work and dedication. I would also like to express my gratitude to Rene Georgopalis and the staff of the ASA who have supported the activities of the board and our members this past year.
The Executive Director/Archives Advisor oversees the daily administration of the Archives Society of Alberta and offers advisory services to archives around the province regarding best practices. The advisor also assists institutions that are interested in developing a new archival program.

For the 2017-2018 year, the Executive Director transitioned back to work after a one year leave. For four months of the year, the Executive Director was working part-time and for two months of the year, took an extended leave. Her leave was taken during the time in which the bulk of ASA site visits occur. Since October 2017, the Director has been working full-time and ASA is at its full capacity once again. The transition time is reflected in this year’s statistics. The following is a summary of the activities accomplished in 2017-2018.

ADVISORY SERVICES

For advisory services for 2017–2018, we advised both member institutions and non-member organizations.

The ED/Advisor conducted site visits to both members and non-members. Site visits to non-member sites included Edmonton Police Services Archives and Lakeland College Archives. Visits to our members included University of Alberta Archives, JAHSENA, Red Deer and District Archives, Loyal Edmonton Regiment Museum, Musée Héritage Museum and others.

The detailed advising statistics can be found below.

ADDITIONAL INITIATIVES

Many other services in addition to advising were conducted in 2017-2018, which include:

- Administering and teaching the 6-day Archives Institute in June 2017
- Administering workshops - Copyright (May 2017) in Edmonton and Information Access and Protection of Privacy for Archives (September 2017) in Calgary
- Attending and organizing meetings of the ASA’s Board of Directors, including the Annual General Meeting, and meetings of ASA’s various committees
- Contributing to the ASA Newsletter as well as communicating to members through our website, e-mailouts, list-serv, blog and social media (Facebook and Twitter) regarding ASA initiatives as well as happenings both at ASA and in the general archival community
- Administering and implementing Archives Week including the calendar and its mail-out
- Cleaning the office and depositing ASA archival records as a clean-up from the Flood Advisory Programme and DHCP projects. Updating ASA’s retention schedule during the office and records cleaning.
- Other tasks including hiring an Administrative Assistant, acquiring new committee members, updating the HR policies and procedures, making minor updates to the design of the ASA website, applying for a YCW grant, transitioning our bank, researching teleconferencing platforms, arranging a facilitator for the board’s Communication Facilitation meeting, ensuring that bills are paid, budgeting and other administrative duties

For 2018-2019, we will continue to provide advising services and professional development opportunities such as our workshops, and Archives Institute. For the upcoming year, we intend on creating a communications plan, compiling information on the needs of our members as well as begin a project on building capacity for archives in Indigenous communities. Thank you to the ASA Board mem-

vol. 37• no. 4 Summer 2018

www.archivesalberta.org
bers, committee members, and staff who help make ASA’s initiatives possible and who help me so much with my work. An especially big thanks to Shamin Malmas, who is outgoing ASA President at the time of this report. We accomplished a lot together.

ADVISORY SERVICES STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FISCAL YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Inquiries</td>
<td>252</td>
<td>149</td>
</tr>
<tr>
<td>Member/Non-member</td>
<td>84/168</td>
<td>46/103</td>
</tr>
<tr>
<td>E-mail/Other methods</td>
<td>176/76</td>
<td>102/47</td>
</tr>
<tr>
<td><strong>SUBJECTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraisal and acquisition</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Archival Processing</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Description</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Preservation</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>Member Institutions</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Contribution/Grant applications</td>
<td>26</td>
<td>17</td>
</tr>
<tr>
<td>Membership</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>Technical Advice and Assistance</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Digitization</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Development of Policies/Procedures</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Other: Re-directed search questions</td>
<td>112</td>
<td>55</td>
</tr>
<tr>
<td>Other: Professional Development</td>
<td>21</td>
<td>31</td>
</tr>
<tr>
<td>Other: Contractors</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Other: Promotional Activities</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Total Site Visits</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>Member/Non-member</td>
<td>12/2</td>
<td>5/2</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One hour or less</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Between 1 and 2 hours</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Between 2 hours and half a day</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Full day</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
As the Database Administrator, I was responsible for maintenance of Alberta on Record (AOR), communication with the developers, user support and training. I reviewed and published archival descriptions submitted by ASA institutional members, updated authority records, and assisted with description upload.

In October 2017, the database was upgraded to version 2.4. AtoM 2.4 release is the first major release since July 2016, and includes several new features (such as large-scale CSV import and export via the user interface), major redesigns of existing features (such as the clipboard implementation), support for more tasks to be performed asynchronously to avoid browser timeouts during long-running operations, and many bug fixes.

We can now also assist our users with various tasks via Command Line Interface (CLI), such as bulk export/import of descriptions, bulk export of authority records, bulk upload of digital objects, and others.

ASA members continued revising archival descriptions and authority records of their institutions in AOR, many new descriptions were added to the database. Users have an option of using the CSV batch upload feature, which is now available both via online interface and via CLI. There are currently: 174,539 archival descriptions (15,073 of them are top-level descriptions), 23,462 authority record descriptions, and 153,472 digital objects in the database.

We have been working with the developers on a custom Google Analytics feature for Alberta on Record, which will allow generating reports and collecting usage statistics for individual institutions separately. The development has been completed, and the testing is underway. As soon as the configurations are tested, they will be documented, and deployed to AOR.

I would like to thank Rene Georgopolis, Meribeth Plenert, Soyoung Yun, Jia Jia Yong, and the AOR Committee members: Vino Vipulanantharajah, Elizabeth Walker, Cristian Udma, and Jillian Staniec for their continued support. I look forward to another year of working with Alberta on Record, and serving the ASA members.
I started as the Administrative Assistant in November 2017, providing general administrative support to the Executive Director/Archives Advisor. My tasks included communications, membership, event planning and general office support. Duties included:

**Communications**

- Answering phone or email inquiries from members and from the public, and sending mail-outs to members, such as the membership directory, calendars, etc.
- Designing layout and publishing the ASA quarterly newsletters (Fall 2017, Winter 2018)
- Managing survey monkey after events and workshops

**Membership**

- Maintaining membership information in ASA membership database. The membership year runs from April 1 to March 31.

**Event planning**

- Arranging catering, confirming the registrations and checking the tools to assist the Executive Director/Archives Advisor for the workshops.
- Planning catering for Communications Planning Facilitation and Board meetings

**Member statistics 2017-2018**

<table>
<thead>
<tr>
<th></th>
<th>2016 - 2017</th>
<th>2017 - 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual:</td>
<td>90</td>
<td>81</td>
</tr>
<tr>
<td>Associate Institutional:</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Institutional:</td>
<td>40</td>
<td>45</td>
</tr>
<tr>
<td>Honorary:</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>151</td>
<td>147</td>
</tr>
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</table>

FROM LEFT TO RIGHT:
Rene Georgopalis,
Shamin Malmas,
Susan Kooyman
and Michael Gourlie

SUSAN KOOYMAN GETS NEW HONORARY MEMBERSHIP AT 2018 AGM
Alberta on Record (AOR) Committee Report
Vino Vipulanantharajah, Chair

Thank you to all of our ASA members who have added more descriptions to the AOR database over last year. In the previous year from 2016 – 2017, we noticed that there was a bit of a holding pattern where members were more concentrated on revisions of existing descriptions. This past year, we actually saw a sizeable number of new descriptions entered into the database.

Over the last year, our committee helped answer questions from our members on descriptions directly related to their institution. There was also some general cleanup work on descriptions and authority records. We also reviewed and updated the terms of reference for our committee, which is now available online [http://archivesalberta.org/doc/AOR_TOR_2017_web_version.pdf](http://archivesalberta.org/doc/AOR_TOR_2017_web_version.pdf).

This year we saw more usage by members with increased number of descriptions in all areas, including about 3,000 more total archival descriptions in the database.

Breakdown of Alberta on Record database:
- Total archival descriptions 174,462
- Fonds level descriptions 13,744
- Collection level descriptions 1,305
- Scanned textual records 101,149
- Images 52,265

Statistics for traffic on the AOR website were gathered from April 2017 to March 2018. Overall this year page views and number of unique users (87,343) were slightly lower than last year. However, the numbers are fairly consistent to last year. There were 101,493 hits to the database and 414,135 page views, with between 70 - 77% of each month’s page views being unique page views.

Alberta on Record web traffic statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>Sessions</th>
<th>Pages / Session</th>
<th>Avg. time on page</th>
<th>Bounce rate</th>
<th>Pageviews</th>
<th>Unique Pageviews</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>10,893</td>
<td>3.6</td>
<td>0:00:47</td>
<td>69.57%</td>
<td>39,224</td>
<td>29,636</td>
<td>9,343</td>
</tr>
<tr>
<td>May</td>
<td>10,501</td>
<td>3.44</td>
<td>0:00:54</td>
<td>69.87%</td>
<td>36,099</td>
<td>28,453</td>
<td>9,091</td>
</tr>
<tr>
<td>Jun</td>
<td>9,766</td>
<td>3.15</td>
<td>0:00:55</td>
<td>70.21%</td>
<td>30,764</td>
<td>24,512</td>
<td>8,511</td>
</tr>
<tr>
<td>Jul</td>
<td>8,985</td>
<td>3.27</td>
<td>0:00:48</td>
<td>69.58%</td>
<td>29,425</td>
<td>22,988</td>
<td>7,865</td>
</tr>
<tr>
<td>Aug</td>
<td>8,183</td>
<td>4.58</td>
<td>0:00:38</td>
<td>67.51%</td>
<td>37,519</td>
<td>26,047</td>
<td>7,116</td>
</tr>
<tr>
<td>Sep</td>
<td>7,434</td>
<td>4.08</td>
<td>0:00:43</td>
<td>66.20%</td>
<td>30,337</td>
<td>22,818</td>
<td>6,384</td>
</tr>
<tr>
<td>Oct</td>
<td>7,977</td>
<td>4.23</td>
<td>0:00:42</td>
<td>67.74%</td>
<td>33,771</td>
<td>25,517</td>
<td>6,913</td>
</tr>
<tr>
<td>Nov</td>
<td>7,714</td>
<td>4.52</td>
<td>0:00:46</td>
<td>65.18%</td>
<td>34,854</td>
<td>24,535</td>
<td>6,566</td>
</tr>
<tr>
<td>Dec</td>
<td>6,445</td>
<td>3.51</td>
<td>0:00:51</td>
<td>64.03%</td>
<td>22,610</td>
<td>17,370</td>
<td>5,592</td>
</tr>
<tr>
<td>Jan</td>
<td>7,057</td>
<td>3.84</td>
<td>0:00:55</td>
<td>64.86%</td>
<td>27,067</td>
<td>21,535</td>
<td>5,972</td>
</tr>
<tr>
<td>Feb</td>
<td>7,784</td>
<td>5.47</td>
<td>0:00:34</td>
<td>65.69%</td>
<td>42,612</td>
<td>30,731</td>
<td>6,667</td>
</tr>
<tr>
<td>Mar</td>
<td>8,754</td>
<td>5.69</td>
<td>0:00:36</td>
<td>64.08%</td>
<td>49,853</td>
<td>35,905</td>
<td>7,323</td>
</tr>
<tr>
<td>Total/Average</td>
<td>101,493</td>
<td>4.08</td>
<td>0:00:44</td>
<td>67.32%</td>
<td>414,135</td>
<td>310,047</td>
<td>87,343</td>
</tr>
</tbody>
</table>
We would like to thank Shamin Malmas for her time as the ASA President and for helping our committee over the years. We wish Shamin well. I would also like to thank my fellow committee members, Elizabeth Walker, Cristian Udma, and Jillian Staniec, our Executive Director, Rene Georgopalis, and Database Administrator, Maryna Chernyavska. We have a strong and collaborative team that works well together.

Looking ahead to this coming year, our committee is looking into providing new online reference/help tools for our members. We are also looking at ways to best utilize analytics in order to provide statistical information about usage to our members.

As always, our committee welcomes our members’ comments and questions. We look forward to hearing from you and for increased usage of AOR.

**EDUCATION COMMITTEE REPORT**  
**SUSAN STANTON, CHAIR**

One of the objectives of the Archives Society of Alberta is “to encourage and develop archival skills among those engaged in archival work by holding seminars and workshops on archival principles and practices.” In 2017-2018, the ASA undertook a number of activities to meet this objective.

**Special Topics Workshops**

- Course: Understanding Copyright for Archivists  
  Instructor: Nancy Marrelli  
  Location: Edmonton, Alberta  
  Dates: May 12, 2017  
  Participants: 20  
  The ASA would like to thank the City of Edmonton Archives/Prince of Wales Armouries for the use of its facilities.

- Course: Information Access and Protection of Privacy for Archives  
  Instructors: Jim Franks and Rick Klumpenhouver  
  Location: Calgary, Alberta  
  Date: September 15, 2017  
  Participants: 11  
  The ASA would like to thank the Glenbow Museum for the use of its facilities.

**Fundamental Archival Education**

A main activity in the area of archival education is the delivery of the annual Archives Institute.

- Course: Archives Institute  
  Location: Provincial Archives of Alberta, Edmonton  
  Dates: June 19-24, 2017  
  Instructors: Rene Georgopalis, Maryna Chernyavska, Karen Simonson, Alison Freake, Terry O’ Riordan, Braden Cannon, Michael Gourlie  
  Participants: 18  
  The ASA would like to thank the Provincial Archives of Alberta for the use of its facilities.
In 2017, the Communications Committee organized Archives Week (September 29-October 6) celebrations and published a calendar featuring photographs submitted by member archives on the theme of Alberta in the Great War.

The committee’s membership grew in size this past year with the addition of John Yolkowski and Charles Hunt, and in December 2017 Braden Cannon resigned as Chair and was replaced by Peter Houston. Current members of the Communications Committee are John Yolkowski, Charles Hunt, Jaclyn Landry, Judy Kovacs, Angie Friesen (Board Representative), and Peter Houston (Chair).

In 2018, the Communications Committee has been busy preparing for Archives Week 2018, which will be held from September 28 to October 5. The continuation of the printed calendar is currently under review by the Board, so the Committee is concentrating on organizing an Archives Week launch event (a film night in Edmonton) and coordinating with member archives who may be organizing local events of their own during the week. With the help of our new members, we’re also considering other ways that the Communications Committee might reach out to members and our communities to highlight and celebrate the social value, holdings, and services provided by archives in Alberta.

FIRST WORLD WAR TROOPS SITTING IN A TRENCH, SOUTH PEACE REGIONAL ARCHIVES, 194.02
The Access to Holdings program provides ASA institutional members with funding for the following types of projects:
- projects to arrange and describe unprocessed records
- RAD compliance projects
- projects to improve access to holdings, such as digitization (with an arrangement and description component), indexing, retroactive conversion, or institutional guide
- projects to help institutions with digital records initiatives

The Grants Committee met on March 10, 2017 at SAIT. 20 applications were received from 14 institutions. These were discussed and scored according to the provided Grants Adjudication Score Sheet (available on the “Grants - Archival Projects” page of the ASA website, archivesalberta.org). Funding was awarded for those applications receiving the highest scores overall.

12 applications were approved for funding totaling $75,000.00. In the end, $72,947.40 was distributed.

The Committee wishes to remind all institutional members that
1. they are eligible to apply for project funding under the Access to Holdings program.
2. multiple applications can be submitted by a single institution.
3. applications may be submitted in the year following the receipt of funding. Only 5 out of a possible 100 points on the score sheet are allocated based on receipt of funding the previous year.
4. the Archives Advisor is available to provide advice and assist with applications prior to formal submission.

FONDS D'ARCHIVES
MICHAEL GOURLIE AND BRADEN CANNON, CO-CHAIRS

Fonds d'Archives is an online, open access, scholarly journal published by the Archives Society of Alberta. The journal is devoted to the archives profession and explores all aspects of archival practice, including but not limited to appraisal, arrangement, description, access, outreach and preservation. The journal can be viewed here: https://fondsdarchives.ca/index.php/fondsdarchives.

The Fonds d’Archives Committee is working on putting out its second issue. The Committee put out a call for papers that focused on truth and reconciliation, and we received one submission. The peer review process has been completed, and the issue will be put out in the 2018/2019 fiscal year, followed immediately by a call for papers for the next issue. The Committee is considering a production run of one issue per year.

GRANTS COMMITTEE REPORT
MELISSA MCCARTHY, CHAIR

The Access to Holdings program provides ASA institutional members with funding for the following types of projects:
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3. applications may be submitted in the year following the receipt of funding. Only 5 out of a possible 100 points on the score sheet are allocated based on receipt of funding the previous year.
4. the Archives Advisor is available to provide advice and assist with applications prior to formal submission.
I would like to thank the following people for their volunteer work on the 2017-2018 grants committee:

Philip Pype, Chair
Jennifer Rutkair
Karly Sawatzky
Elizabeth Walker
Bonnie Woelk

The committee also thanks Rene Georgopalis and the ASA staff for facilitating the process and SAIT for hosting the meeting.

The Grants Committee gratefully acknowledges the Alberta Historical Resources Foundation (AHRF), without whose financial support the ASA would be unable to offer this grant program.

Funding through the Access to Holdings Program for 2017-2018 included:

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<thead>
<tr>
<th>Institution</th>
<th>Project</th>
<th>Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAIT Archives</td>
<td>SAIT Athletics and Recreation fonds</td>
<td>$7,489.00</td>
</tr>
<tr>
<td>Esplanade Archives</td>
<td>I-XL Industries Limited Photo Project</td>
<td>$7,448.00</td>
</tr>
<tr>
<td>Esplanade Archives</td>
<td>British Block Communities History Project</td>
<td>$7,448.00</td>
</tr>
<tr>
<td>Musée Heritage Museum</td>
<td>Victor Post Scenic Images</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Musée Heritage Museum</td>
<td>Annexation Attempt of St. Albert Records</td>
<td>$4,972.80</td>
</tr>
<tr>
<td>University of Calgary Archives and Special Collections</td>
<td>Bing Thom Textual Records</td>
<td>$7,499.03</td>
</tr>
<tr>
<td>Whyte Museum of the Canadian Rockies</td>
<td>Family and Friends Fonds</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Millet and District Historical Society</td>
<td>Millet and District Historical Society Turns 40</td>
<td>$7,488.27</td>
</tr>
<tr>
<td>Glenbow Archives</td>
<td>Calgary Status of Women Action Committee Fonds</td>
<td>$7,452.90</td>
</tr>
<tr>
<td>Red Deer &amp; District Archives</td>
<td>Recreation, Parks and Culture Department fonds</td>
<td>$3,928.63</td>
</tr>
<tr>
<td>Red Deer &amp; District Archives</td>
<td>Recreation Department fonds</td>
<td>$2,729.51</td>
</tr>
<tr>
<td>Red Deer &amp; District Archives</td>
<td>Parks Department fonds</td>
<td>$1,491.26</td>
</tr>
</tbody>
</table>
ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP APPLICATION 2018 – 2019

____________________________________________________________________
Name (Institution or Individual)

____________________________________________________________________
Address

City ___________________________ Province ___________________________
Postal Code ___________________________

Telephone (_________) _________ - _______________________________________
Business Phone (_________) _________ - _______________________________________
Fax (_________) _________ - _______________________________________
E-mail ________________________________________________________________

Voting Delegate (Associate)

Institutional Affiliation (Individual Members)

TYPE OF MEMBERSHIP
Please Check
☐ Archives Employee ................................................................. $50.00
☐ Students, Volunteers, Seniors ................................................................. $25.00
☐ Associate Institutional Member ................................................................. $75.00
☐ Institutional Member (Please contact the ASA for further information)
☐ Yes, I would like to volunteer for an ASA Committee

Credit Card No. _________________________________________________________

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