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SOCIETY OF ALBERTA

NEWSLETTER

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FROM THE DESK OF THE ARCHIVES ADVISOR

Michael Gourlie, Executive Director/Archives Advisor

In keeping with the tradition of past years, the Fall 2006 issue of the ASA newsletter features the annual reports of the ASA Board of Directors and committees that were originally presented at the ASA AGM in June. Members who were unable to attend the AGM can catch up on the ASA's activities over the past year and see where the association is headed in 2007. In addition to these reports, there are additional articles on digital preservation as well as film in archival institutions.

The ASA celebrated Archives Week 2006 from October 1-7, 2006. In addition to launching the virtual exhibit titled "In Defense of Alberta," the Archives Week opening lunch was held at Fort Calgary and featured University of Calgary English professor Aritha van Herk, who spoke eloquently on how archives had inspired her work. Her speech will be printed in an upcoming issue of the newsletter to share it with the broader archival community.

Watch the Winter 2006 issue for a recap of the first-ever fall Archives Institute, a discussion of the fall Institutional Forum and other news from Alberta's archival community.

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ASA COMMITTEES 2005 - 2006

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A NEW TOOL FOR HERITAGE PRESERVATION

In Time and Place: Master Plan 2005 For the Protection, Preservation and Presentation of Alberta's Past, is the result of an innovative process involving an archivist (Marlena Wyman), an historian (Pat Myers), an archaeologist (Rod Vickers), an architectural historian (Dorothy Field), and a heritage planner (Bill Tracy), to develop a framework for diverse preservation activities. The book was developed to help public and private groups involved in preservation activities including building and augmenting archival collections. It uses a thematic framework, principles of preservation, worksheets, and numerous examples and discussions to lead individuals and groups through their own heritage activities. It argues for an inclusive approach to the practice of heritage, and through both examples and narrative, encourages those in the heritage field (amateur and professional) to really examine the meaning of concepts such as significance and preservation. It includes a CD with printable appendices of the worksheets and other tools for use in preservation activities. *In Time and Place* is a joint publication of the Provincial Archives of Alberta and the Heritage Resource Management Branch of Alberta Community Development. For more information, or to request a copy, contact Pat Myers, at pat.myers@gov.ab.ca , or at Old St. Stephen's College, 8820 – 112 Street, Edmonton, Alberta, T6G 2P8.

BOARD OF DIRECTORS REPORT, 2005 - 2006

Garth Clarke, President

This June brings to an end another productive year for the Archives Society of Alberta. Several projects are now completed; grants and contributions have been adjudicated; a conference planned and successfully delivered; advanced workshops given; and a new strategic plan developed. All in all, it has turned out to be a good year for us, but still one of transition as the Board dealt with the issues arising from the end of Centennial Legacies funding.

The Centennial Legacies project has been completed. The Legacies plaque for the ASA's "Online Access to Alberta's Archives" project has been installed at the Provincial Archives of Alberta. And the provincial government has accepted our final report for the project. Through solid management the ASA has demonstrated the capacity to deal with large scale multi-year projects. The expertise we have built up within the ASA and among member institutions because of the Legacies project will continue to benefit the Albertan archival community for years to come.

Our various ASA sponsored projects took up a fair portion of the Board and Executive Director's time this past year. That time commitment will be reduced in the coming year. The "Prairie Populism" and "Seeing with New Eyes" online projects have been completed and promoted at various educational venues. In addition, our centennial project, a teacher's kit for our "What Makes Us Canadian?" Archives Week exhibit has been completed. Through these projects, as well as the earlier "Letters from the Trunk" project, the ASA has helped to increase the awareness of Alberta's documentary heritage among educators. There will be future collaborative projects to develop, manage and maintain. The Board will make certain that it consults with its institutional members about ideas for any future large-scale online projects.

This past year there was some confusion and trepidation about the future of federal funding to the Canadian Council of Archives and archival institutions across the country. The crisis has passed and the National Archival Development Program now exists as a federal contributions program for the next five years. Because of unavoidable delays this year's adjudication for the NADP put both the Grants Committee and applicants on an extremely tight time schedule. The Board would like to thank all the applicants for the NADP for their tolerance and good humour in dealing with the short deadline. Next year's application round should return to a more realistic schedule.

The ASA's own grants adjudication went well. It should be pointed out, however, that as our costs rise in maintaining current commitments, the pool of monies available for future ASA grants may be reduced. No one wants that to happen. The Board has begun looking for new sources of funding to help us maintain or even increase the amount of funds available for annual ASA grants.

The Provincial Archives of Alberta continues to play a key support role for our organization. The Board thanks Leslie Latta-Guthrie and her staff for providing the space and personnel for three successful ASA archival workshops in the past year; and for providing the venue for the Archives Week 2005 launch. We look forward to more collaboration and joint programs with the PAA.

The ASA's online presence continues to grow as well as the number of users of the Archives Network of Alberta (ANA). A consultant has reviewed the current ASA web site and it will be revamped over the next year to increase its usability. The Board is interested in members' comments about the new look and feel.

Using the results of a recent membership survey, a new strategic plan has been developed for the ASA. The plan, as revised based on members' comments, will set out goals for the Board and ASA committees for the next five or more years. Planning has become a priority for this organization, as we attempt to react to a reduced cash flow and rising costs. Cooperative alliances with other cultural heritage organizations have also become more important.

The efficient day to day operations of the ASA demonstrate the professionalism and dedication of its staff and of those volunteers on the various ASA committees. On behalf of the Board, I would like to thank all of our staff and volunteers for their hard work in this past year. Without them the ASA would be a weaker organization.

EXECUTIVE DIRECTOR/ARCHIVES ADVISOR'S REPORT, 2005 - 2006

Michael Gourlie, Executive Director/Archives Advisor

The role of the Executive Director / Archives Advisor is to oversee aspects of the ASA's administration and to provide advice about archival procedures and practices to developing and established archival programs. Activities undertaken as a result of both of these roles contributed to an active year.

Advisory Services

The ASA's Advisory Services Program remained busy in 2005-2006, with institutions and individuals asking questions about education, preservation, grants, and the development of new archival programs. A statistical analysis of the types of inquiries follows this report.

The onsite visit continues to bring the advisory services program to the institutions seeking advice about archival practices. In addition to less formal visits to institutional members throughout the year, there were four site visits to the following institutions: Fort McMurray Historical Society, Royal Glenora Club (Edmonton), Westlock Historical Society, and Trochu & District Museum. Although the number of formal site visits has decreased in recent years, every institution requesting a site visit has been accommodated.

Additional Initiatives

The overall numbers of inquiries and site visits in the advisory services program increased compared to the previous year, but there were also other activities that were undertaken during 2005-2006. These initiatives included:

- co-teaching the ASA's Archives Education Institute, held in 2005 at the University of Calgary
- attending ASA Board meetings
- producing a quarterly column for the ASA newsletter
- representing the ASA at various events, including the National Archival Development Program (NADP) consultation in Ottawa
- undertaking public awareness activities, including a demonstration of the ANA databases during the "Archives in Your Attic" event at the Provincial Archives of Alberta and outreach workshops during Archives Week 2005

Work on the ASA's online projects continued. The "Prairie Populist Project" was completed in the summer of 2005 and presented at the Alberta Social Studies Council conference, the BCEd Online Conference, the Alberta Online Consortium's annual symposium, and the Association of Canadian Studies conference held in Edmonton. In addition, federal funding from the Alberta-Saskatchewan Centennial Initiative – Celebration, Commemoration and Learning Program allowed the ASA to add a teacher's toolkit for the Grade 4 level to the annual Archives Week exhibit, "What Makes Us Canadian?" The ASA continues to receive positive feedback about the original project, "Archival Resources in the Classroom – Letters from the Trunk" (often abbreviated now to "Letters from the Trunk").

The online latest project, "Seeing With New Eyes – A Journey Through Blackfoot Knowledge," is substantially complete and available online at www.blackfoot-awakening.ca. The Teacher's Toolkit will be completed in the coming weeks as the Blackfoot and other teachers meet and complete the learning resources to complement the site. The ASA is a leader in this field, and the efforts of the Special Projects Committee (Jo-Ann Munn Gafuik and Bonnie Woelk) must be acknowledged as the key to that success.

The coming year will bring new projects, additional site visits, and public awareness initiatives to assist in the development of Alberta's archival community. I look forward to your calls and emails. Thanks to the Board members, Committee chairs, the ASA's contractors, and all the ASA members who have been so helpful this past year.

ARCHIVES ADVISORY SERVICES: STATISTICAL ANALYSIS
APRIL 1, 2005 - MARCH 31, 2006

	2005/2006	%	2004/2005
Total Inquiries	135	100%	174
Source of Inquiries			
Member vs. Non-Member	65/70	48%/52%	51%/49%
Institutions vs. Individuals	91/44	67%/33%	44%/56%
Site visits vs. Telephone/fax/email	4/131	3%/97%	6%/94%
Types of inquiries			
Development of New Archives	14/135	10.4%	10.3%
Grant Related Inquiries	21/135	15.5%	15.5%
Requests for contractors	3/135	2.2%	6.3%
Request for library materials	0/135	0.0%	0.6%
Technical issues: general	19/135	14.1%	10.3%
Technical issues: conservation	8/135	5.9%	0.6%
Technical issues: FOIP	0/135	0.0%	0.0%
Technical issues: ANA/CAIN	4/135	3.0%	3.5%
Education	31/135	23.0%	20.7%
ASA Membership	2/135	1.5%	5.2%
Public Awareness	1/135	0.7%	5.7%
Other	32/135	23.7%	21.3%
TOTAL	**135**	**100%**	**100%**

EDUCATION COMMITTEE REPORT, 2005-2006

Terry Reilly, 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 2005-2006, the ASA undertook the following activities to meet that objective:

Fundamental Archival Education

The main activity in this area of the education program was the delivery of the annual Archives Institute:

Course:	Archives Institute
Location:	University of Calgary
Dates:	May 9-14, 2005
Instructors:	Margery Hadley, Michael Gourlie, Don Bourdon, Janet McMaster, Apollonia Steele
Participants:	18

The ASA thanks Lisa Atkinson and other staff of the University of Calgary Archives for acting as Institute host and providing the facility. The evaluations for this course were instructive, leading to changes in the curriculum and delivery method that were to be implemented in 2006.

Given the annual timing of the Institute, the Committee is able to note the postponement of 2006 Institute as a result of too few registrants. The Committee intends to offer the Institute in fall 2006, assuming that a minimum number of registrants can be attracted at this time of year.

Special Topics Workshops

The ASA offered two special topics workshops in 2005-2006:

Course:	Occupational Health and Safety for Archivists
Location:	University of Calgary
Dates:	October 21 – 22, 2005
Instructors:	Alison Freake, Provincial Archives of Alberta
Participants:	8

Course:	Conquering Fear of Film
Location:	Provincial Archives of Alberta
Dates:	February 10-11, 2006
Instructors:	Marlena Wyman, Provincial Archives of Alberta
Participants:	20

The Education Committee met on April 26, 2006 and in addition to reviewing its terms of reference began planning for the next few months. Committee members then discussed plans for fall education opportunities. With the cancellation of the Archives Institute in May, the Committee discussed the merits of holding the Institute in the fall, either at the Provincial Archives of Alberta or the City of Edmonton Archives. Terry Reilly noted the opportunity of highlighting partnerships within the community by utilizing either of these facilities. By consensus, the Committee agreed that arrangements should be made to offer a fall Archives Institute.

Ideas for future Special Topics workshops were discussed. Michael Gourlie reported that the suggestion of a workshop discussing photographs from acquisition to reference, similar to the format of the recent film workshop, could be done but not until fall 2007 or spring 2008 as the instructors would not be available until then. Committee members identified the following topics of interest:

- Copyright (Special Media)
- Planning Digitization Projects
- Legal Issues for Archival Institutions
- Monetary Appraisal in Archives
- Genealogists and Reference
- Technology

Darlene Briere noted that the Alberta Museums Association also seeks requests for proposals for workshops, an option that the ASA might want to explore.

If you have any good ideas please speak to a member of the Committee. We will meet again in September.

COMMINICATIONS COMMITTEE REPORT, 2005 - 2006

Kirsten Olson, Chair

The ASA received funding from Canadian Heritage to develop our 2005 Virtual Exhibit to include a teacher's guide and classroom activities. The theme was "What Makes Us Canadian" and the 18 submissions reflected Alberta's role, as part of Canada, over the past 100 years. The opening event for Archives Week was held at the PAA where the reading room was renamed in honour of Sandra Thomson. The ASA unveiled it Centennial Legacies plaque and the PAA, the City of Edmonton Archives and the Whyte Museum also held events during Archives week.

The bookmarks and postcards that promote the ANA databases remain popular and posters and bookmarks were produced for the "Letters from the Trunk/Prairie Populist" projects. Advertisements for the ASA have also been printed in "Legacy" magazine.

The Communications Committee met in Edmonton on November 23, 2005 to discuss possible activities for the coming year. These included; possible virtual exhibit themes for Archives Week 2006, using submission for Archives Week 2006 to develop a calendar for 2007, and assisting institutions in having their own archival film night. It was also noted that the ASA displays should be updated.

2005 – 2006 Membership Statistics

New memberships for the year include 11 individual members, 1 institutional member and 1 associate institutional member. In total, the Archives Society of Alberta membership for the 2005 – 2006 year was: 88 individual members, 36 institutional members, 11 associate institutional members and 6 honourary members.

ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE REPORT, 2005 - 2006

Janet McMaster, Chair

The ANA Committee is responsible for providing leadership and guidance in the development, maintenance and management of the Archives Network of Alberta. This includes overall responsibility for the maintenance and development of existing and future databases and the ASA's website, as well as the coordination of provincial, regional and national network-related activities, and the promotion of professional standards.

The ANA Committee has been involved in a number of different activities over the past year:

- **Supervision of Databases** – Our databases continue to grow on a monthly basis. As of April 30, 2006, they contained the following records:
  - ANA database (fonds level descriptions) 9,803
  - Alberta InSight (digitized images) 31,350
  - Alberta InWord (digitized textual records) 1,471*

  **represents over 80,000 scanned pages*

- **National and Regional Databases** - The Archives Society of Alberta continues to be a regular contributor to the Canadian North West Archival Network (regional database of fonds level descriptions), Archives Canada (national database of fonds level descriptions), and Images Canada (national database of images from Canadian archives, libraries and museums). As of February 2006, Alberta's holdings on Archives Canada comprised 18% of the total records in the database.

- **User Statistics** – The number of user sessions in the databases are monitored on a quarterly basis. For the quarter ending March 31, 2006, we again experienced the highest number of user session to date: 44,231 total user sessions, or almost 500 user sessions per day. These are user sessions that have been initiated by the general public, and do not include sessions initiated by our Owner-Editors on asaback.

- **Enhancements to Alberta InWord** – Based on feedback received from our Owner-Editors, and with recommendations provided by the ANA Committee, the process for printing scanned pages from Alberta InWord has been significantly improved. Feedback from our users about this change has been very positive.

- **ASA Website** – The ANA Committee provided input to the Board regarding the web site review, and subsequent web site redesign project, that is being undertaken by Ground Level Design.

The members of the ANA Committee are: Susan Kooyman, Sharry Watson, Mary Nutting, Garth Clarke (board liaison) and Michael Gourlie. I would like to thank all of the committee members for their valuable input over the last year.

HISTORICAL SOCIETY OF ALBERTA – NEW PUBLICATION

In the Promised Land of Alberta's North: The 1909 Journal of Katherine Hughes
Edited by Ken Kaiser and Merrily Aubrey

In 1908, a young writer for the Montreal Star and Edmonton Bulletin named Katherine Hughes became Alberta's first Provincial Archivist. In the summer of 1909, she undertook a lengthy journey through northern Alberta and northeastern British Columbia to research the history of this vast region. Her journal, held by the Provincial Archives, has now been published. It discloses a wealth of detail on people, places, and circumstances in the North, from Aboriginal cultures, treaty administration, and fur trade practices to transportation, experimental farming, and tar sands exploration. For northern scholars and general readers alike, this journal is an intriguing and informative source on the region and the time. To purchase a copy, visit http://www.albertahistory.org/Publications/books.htm

SPECIAL PROJECTS COMMITTEE REPORT, 2005 - 2006

Jo-Ann Munn Gafuik, Chair

The primary focus of the activities of the Special Projects Committee was the development of the "Seeing With New Eyes" online learning object, a project examining records and knowledge from the aboriginal and western perspectives. After receiving project funding from the Canadian Culture Online Project, the Committee continued its relationship with the Alberta Online Consortium in facilitating the project and creating the educational components. After interviewing several media companies and assessing the project's design needs, the Committee selected Kazoo Studios, a small but very creative company with an extensive background in online learning and design.

The Committee also created a relationship with Red Crow Community College at Stand Off, the aboriginal partners in the project. Led by Ryan Heavy Head, the Red Crow team worked closely with the Committee and Kazoo Studios to provide invaluable content, advice, and insight into needs of their community and aboriginal learners. Much work was done on-site in Stand Off, with representatives of Kazoo Studios working closely with members of the community. While the archival community was able to digitize numerous photographs and textual records related to Alberta's aboriginal peoples, the Red Crow team was able to visit significant sites and interview elders to regain and preserve knowledge for future generations.

The completed project is now available online at http://www.blackfoot-awakening.ca/, and plans are underway for an official launch of the site. Promotion of the project will take place in 2006-2007 through various teacher conferences in Alberta and British Columbia, meetings with representatives of Alberta Education, and possibly in various publications directed at teachers. The Committee will continue to promote the ASA's other online projects, "Letters from the Trunk," "Prairie Populist Project," and "What Makes Us Canadian?" when opportunities present themselves.

GRANTS COMMITTEE REPORT, 2005 - 2006

Debby Shoctor, Chair (updated September 2006)

The Grants Committee for 2005-2006 consisted of the following members: Bonnie Woelk of the Unviersity of Calgary; Linda Fraser of Wetaskiwin Archives and from Edmonton, Judy Kovacs of NAIT, Susan Stanton of City of Edmonton Archives and Debby Shoctor of JAHSENA, Chair. Archives Advisor Michael Gourlie as usual played a major role in assisting and guiding committee deliberations, as a non-voting member.

For 2005-2006, a total of $118,627.98 was recommended to fund 15 projects that benefit 15 institutions across Alberta. Workshops to assist institutions in applying for the National Archival Development Program (NADP) contribution funding were held in both Calgary and Edmonton in March. In early April 2006, the committee met in Sylvan Lake to adjudicate grant applications. Prior to the meeting, committee members completed scoring sheets for each grant application received. During the meeting, the scores were averaged and the projects ranked. Every effort was made to distribute the available funding as widely as possible throughout the membership, to include as many institutions as possible and to have a balance both geographically and between large and small institutions. While the ASA grants were awarded directly, the NADP applications were forwarded with recommendations to Ottawa for final adjudication.

The Grants Committee gratefully acknowledges the financial support of the Alberta Historical Resources Foundation, Library and Archives Canada (LAC) and the Canadian Council of Archives in assisting the Archives Society of Alberta's efforts to preserve and make available Alberta's documentary heritage.

ASA Access to Holdings Program

A total of $69,979.48 was distributed. The 15 successful institutions included:

Institution	Project	Amount
South Peace Regional Archives	Frank Kozar fonds, Stage II	$4,924.46
Town of Okotoks Museum and Archives	Town Photos – Phase I	$4,984.00
Jewish Archives & Historical Society of Edmonton and Northern Alberta	Jewish Federation of Edmonton/ Edmonton United Jewish Appeal fonds	$2,500.00
Whyte Museum of the Canadian Rockies, Archives & Library	Personal and Family fonds project	$4,875.00
University of Calgary Archives	Rodney Sykes fonds Arrangement and Description	$5,000.00
University of Alberta Archives	Technocracy Fonds	$4,879.00
Red Deer and District Archives	Robert Edward and Jessie Barrett fonds	$4,380.00
Millet and District Museum and Archives	Millet Centennial 2003...	$4,500.00
Jasper Yellowhead Museum and Archives	Backlog Project...	$4,067.50
Glenbow Archives	Calgary and District Square and Round Dancers Assoc. fonds	$5,000.00
City of Edmonton Archives	Access to Slide Holdings...	$5,000.00
Canadian Architectural Archives	Donald Bittdorf fonds	$5,000.00
Legal Archives Society of Alberta	Legal Organizations Records Processing Project	$4,950.00
Esplanade Archives	Hope Michael Hargrave fonds project	$4,919.52
Lutheran Historical Institute	Youth Ministry Processing...	$5,000.00
TOTAL		**$69,979.48**

LAC NADP Contribution Funding

A total of $83,475 was distributed. The 8 successful institutions included:

Name of Organization	Project Title	Amount
Archives Society of Alberta	Cooperative Description Project	$34,942.00
Canadian Architectural Archives, University of Calgary	Panda Associates Architectural Photography Digitization Project	$9,100.00
Whyte Museum of the Canadian Rockies, Archives & Library	Nicholas Morant fonds Project – Phase III	$8,190.00
Esplanade Archives (Medicine Hat)	Descriptive Standards Upgrade Project	$5,000.00
Red Deer and District Archives	City of Red Deer, Community Services Division fonds	$4,700.00
Provincial Archives of Alberta	Canadian National Railway Records Preservation Project	$9,918.00
Provincial Archives of Alberta	Moving Image Preservation Assessment	$9,800.00
University of Alberta	Re-house Cine-film & Digital Image Collection	$1,825.00
TOTAL		**$83,475.00**

The applications not receiving funding will be listed according to their ranking and sent along to the CCA, as per the submission checklist, in the hopes that the projects addressing underachieved NADP objectives might be funded from the national funding envelope.

Regarding the Archives Society of Alberta's NADP application, the ASA used the funding from the Access to Holdings program as a match for the NADP funds. The money received through the NADP was used to fund additional Access to Holdings projects that could not be supported through the regular Access to Holdings budget.

PROVINCIAL ARCHIVES OF ALBERTA DIGITAL PRESERVATION SURVEY: ORGANIZATION AND RESOURCES – PART II

Lori Podolsky Nordland

In part one of this two-part series, I wrote about the technical aspects of the Provincial Archives of Alberta (PAA) digital preservation survey. These aspects included information on the technical infrastructure, storage, and the extent or scope and size of the digital collections given by each of the participating institutions. From the survey responses, the following outline for a technology component emerges:

1. Hardware technology should have the ability to read different media storage formats such as floppy disks, CD/DVDs, and USB devices.
2. Storage should accommodate the yearly growth rate of the digital collection, and changes in the technology used to create newer, more complex records.
3. Software and hardware technology must be stable for long-term management and preservation to ensure accessibility and retrievability into the future.

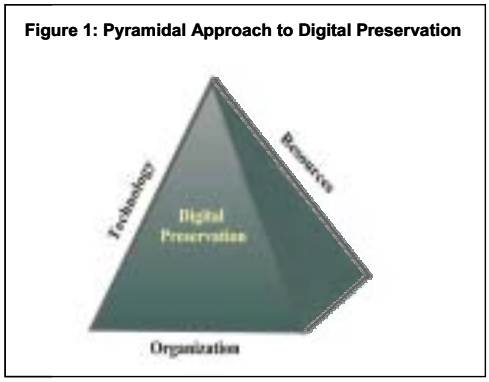

FIGURE 1

This article focuses on the organization and resources sections of the PAA's digital preservation survey. The organization includes institutional policies and procedures, whereas the resources component focuses on staff capacity and fiscal commitment. The pyramidal approach to digital preservation (Figure 1) – in which the three sides are technical, organizational, and resources – is followed for a more in-depth look at the organization and resources components.[1]

Organization Component:

The organization component of a digital preservation strategy, according to Anne R. Kenney and Nancy Y. McGovern, is best reflected in policy development, implementation, and preservation planning of digital objects or records.[2] In the digital preservation survey, two objectives were developed to address this component. Questions relating to the development and implementation of a digital preservation strategy, and the policies and procedures for the management and administration of digital objects were included in four of the five sections of the survey. Overall, the respondents provided valuable information on their institution's organizational framework in their answers.

As mentioned in the first summary of the digital preservation survey, almost all responded that no formal policies or procedures are in place for the preservation and management of digital objects. However, each institution is either in the process of developing a strategy or will be initiating this process in the near future. In the interim, existing policies continued to be followed. Consequently, the organizational framework for digital preservation exists at a very high-level or is implicit within other legislation or frameworks.

Several of the respondents did indicate that digital preservation policies will be part of their electronic information management frameworks. In the responses, one of the key indicators for a successful organizational framework included a comprehensive information management policy.[3] In the survey, at least three institutions (Library and Archives Canada, Nova Scotia Archives and Records Management, and Archives of Manitoba) are incorporating a digital preservation strategy into a coordinated and collaborative program to ensure stakeholder support and secure resources. Consequently, this movement towards a stronger commitment for a digital preservation strategy is seen in the development of essential policies and standards for electronic information management and recordkeeping practices.

Library and Archives Canada, for instance, is participating in a cross-government initiative to develop the Government of Canada Records Document and Information Management System (RDIMS) as part of the federal government's information management policy on records metadata standards, business activity based classification schema, and a technological solution for the Library and Archives Canada digital preservation strategy. Similarly, the Archives of Manitoba is developing standards and guidelines that will be part of a cross-government initiative for recordkeeping and information management within the provincial government. Likewise, Nova Scotia Archives and Records Management responded that "any future policies and procedures we develop in relation to electronic records would be focused on preservation management issues."

In responding to the question regarding challenges with policies and procedures for the appraisal of digital records, Archives of Ontario found that without an active records management program, records scheduling was incompatible with the long-term preservation planning. Archives of Ontario found that the lack of a comprehensive information management system increases the difficulty in the administration and management of digital objects, which in turns impacts the preservation planning processes. As the Archives of Ontario responded:

> Schedules tend to be out of date and new scheduling initiatives frequently [tend] to bog down [the system]. As a result archivists occasionally find themselves appraising schedules that are a year or even two [years] old. Electronic systems change rapidly and the schedule may require "interpretation" to be applied to the actual environment. …. [When appraisal occurs before transfer…], the records themselves may not be well-defined, or their content and structure may have evolved since the appraisal was done. …. [Consequently, additional work is needed] to determine what data and structure must be extracted for transfer […. and, the] transfer conditions established at one transfer may no longer be useable at the next.

Moving towards comprehensive policies for the management and administration of digital objects increases the viability of the organizational framework, as in the case of the Library and Archives Canada's collaboration on the RDIMS program, or the Nova Scotia Archives and Records Management's plan to include preservation planning when implementing an electronic information management system. A consistent, systematic management infrastructure is one of the key indicators in preservation planning for a trusted digital repository. Incorporating a coordinated organizational framework with sustainable funding and an integrated technological infrastructure on an institutional-wide basis forms the foundation for a successful digital preservation strategy.

Resources Component:

Forming the third side of the digital preservation pyramid, the resources component comprises staff, technology, and space.[4] Staff capacity refers to the knowledge, skill, and experience of employees, as well as their ability to learn new skills as the requirements for digital preservation changes. Technology includes the operating software and equipment, networking devices and back-up solutions required to run, manage, and administer the digital preservation strategy. Physical space is office and building areas allocated to the staff, equipment, and stored media.

Although resources were not included in the digital preservation survey, almost all respondents acknowledged the need for resources and staff in developing and implementing a digital preservation strategy or framework. In some cases, staff who showed a preference or have some sort of background working with computers were responsible for the digital preservation strategy, irrespective of training and experience. As one respondent described himself in his position, "Over here, I'm what you'd call a Jack of all Trades, Master of None…"

Both Shelby Sanett and erpaNET provide cost analysis frameworks that encompass all the activities from the creation and capture of the digital objects to their final disposition.[5] In their frameworks, capital, direct operating, and indirect or overhead costs fall within the parameters of financial resources. Capital costs consist of software development, equipment, hardware for preservation processing, research and

development, and facilities (physical storage space and maintenance). Migration and/or refreshment of data and media, and the monitoring and evaluating of the preservation strategy would be covered under the direct operating costs; whereas the indirect (or overhead) costs may include rights management, copyright and royalties, acquisition processing, and metadata development. Other spatial costs include rent or mortage, amortization of capital costs, and general and administrative costs of the physical workspace. And, don't forget the costs associated with the implementation of the preservation strategy!

One of the most important resources is building the staff capacity for developing and implementing a digital preservation strategy. Resources include hiring of staff, as well as the overhead costs relating to human resources, professional development and training, benefits, unallocated work time, staff supervision, and clerical support. While most of the overhead expenses may be subsumed under the institution's general administrative budget, these costs do require resources and, therefore, should be calculated into the budget.

Most importantly, resources should be dedicated and committed to digital preservation prior to the implementation of the policy to ensure continued preservation and access. On-going funding for the digital preservation strategy will ensure the sustainability of the program, and is one of the attributes of a trusted digital repository.

Summary:

Over the last year, the Provincial Archives of Alberta has been developing a comprehensive framework for a digital preservation strategy. This framework rests upon three components – technology, organization, and resources. Each of these components needs to be well-planned to sustain the PAA's digital preservation program. As part of this planning, the PAA prepared a survey to learn about the extent in which other institutions have developed and implemented a digital preservation strategy. The information from this survey has been beneficial in moving towards this goal.

Currently, the PAA, in collaboration with two other ministries, is developing a project charter to develop a business case for a Government of Alberta approach to digital preservation and for the creation of a digital archives. One of the objectives of the charter involves securing the commitment and resources for a government-wide strategic approach to digital preservation that will result in the coordinated management of digital objects. This would be a pro-active approach in which the Government of Alberta would be creating an integrated response that combines digital preservation with information management. In this approach, digital preservation moves beyond a technological challenge to one that encompasses an architecture or infrastructure of accountability.

Overall, PAA's recommended strategic approach to digital preservation is in line with the findings from the survey in that:

> Digital Preservation is not only a technology issue. It's also about infrastructure (laws and policies, standards and practices, systems and technologies, and people), management, and governance. [Digital preservation] needs to be addressed strategically as well as tactically.[6]

To request a copy of the *Provincial Archives of Alberta Digital Preservation Standard Survey Summary Report*, please contact Wayne Murdoch at:

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[1] Adopted from Anne R. Kenney and Nancy Y. McGovern, "Three-Legged Stool," March 2005 (http://www.library.cornell.edu/iris/dpo/docs/Cuba-ark-nym_final.ppt)

[2] Kenney and McGovern, "Three-Legged Stool"

[3] Kenney and McGovern, "Three-Legged Stool"

[4] Kenney and McGovern, "Three-Legged Stool"

[5] Shelby Sanett, "The Cost to Preserve Authentic Electronic Records in Perpetuity: Comparing Costs across Cost Models and Cost Frameworks", RLG DigiNews, Vol7 No4 (http://www.rlg.org/legacy/preserv/diginews/diginews7-4.html) and ERPANET, "erpaguidance cost orientation tool", (http://www.erpanet.org/guidance/docs/ERPANETCostingTool.pdf)

[6] Government of Alberta, "Government of Alberta Digital Preservation Pilot Study," March 2005.

FILM AND ARCHIVAL INSTITUTIONS

Marlena Wyman, Audio/Visual Archivist, Provincial Archives of Alberta

Public awareness of archives is an ongoing concern for archival professionals. All archives have a wealth of fascinating treasures in our holdings, and events such as the Provincial Archives of Alberta's Annual Film Night introduces the public to that bounty in an entertaining and enjoyable package.

The Provincial Archives of Alberta has held 21 Annual Film Nights since 1984. These events were begun by Jean Dryden, who some of you will no doubt remember from her work at the Provincial Archives. I took over production of the Film Nights in 1987.

I start by writing up a work plan with deadlines for completing certain tasks. One of the most time-consuming, but also the most fun, parts of Film Night is selecting the films that will be screened, and I usually start looking for these six months ahead so that I have time to find good films as well as take care of locating copyright releases and duplication. We have produced three Film Nights with feature films: *Cossacks in Exile (Zaporozets za Dunajem)* a Vasyl Avramenko Ukrainian language film that proved to be very popular with the Ukrainian community; and two travel/adventure films by Calgarians Melvin and Ethel Ross, *Headless Valley and Pan-American Highway,* also crowd pleasers. However, we have very few feature-length films in our holdings, which is true of most Alberta archives. So I generally end up with a number of short films, and after I had produced a few Film Nights, realized that it was a lot more fun and interesting to select the films around a theme. Another important detail is the naming of your show. For example "Don't Run with Scissors" sounds a tad more interesting than "Household and Safety Advice".

Some of my past Film Night themes have been: ***Dusty Reels Rides Again*** (our most popular film night so far – it was sold out). This was a cowboy theme and included such offerings as *The Chuckwagon Show* (with Gaby Haas and the Barndance Gang, a CFRN TV program from the 1950s), *The Stu Davis Show* (1965 CBC program with cowboy crooner host Stu Davis), *Home of the Buffalo* (footage of the Wainwright buffalo roundup in the 1920s with a scene of buffalo stampeding overhead), *Calgary Stampede* (rootin' tootin' Stampede action from 1945), *The Saddlemaker* (a 1961 drama about a girl who wants to work in the saddle making store in Cochrane, and pretends to be a boy to get the job because the Help sign says "boy wanted for hire"), and *Ride 'Em Cowboy* (more rootin' tootin-ness from the 1930s).

Don't Run With Scissors, a household and safety advice theme including CFRN TV Programs from 1961 (Laura Lindsay, Tommy Banks' Mom, with her cooking show), *Household Hints* (1920s Alberta Department of Agriculture film that instructs housewives in the proper way to clean house. For example, don't throw the dirty household water off the porch - set up a pipe system that directs it to the creek!), *Farm Home* (a 1960s look at the many uses of pegboard, and a space-age energy-efficient kitchen), *Meat and Romance* (1940 docudrama promoting meat – lots of meat, not so much romance), and *Safe and Sound* (1960s St. John Ambulance instructions on how to wash your hands).

One of the most fun Film Nights, but also the most work, was ***Don't Point That Thing At Me,*** which was home movies – 22 of them. It tired me out so much that the next one I had after that was ***Archives' Biggest Hits*** – favourites from all the past Film Nights, so the films had already been selected, and copyright releases located. It is also a plus because audiences always choose favourite films, and they like to see them again.

Selecting interesting and entertaining films can be a challenge. Not all archival films are event-worthy. In fact, a rather larger number are not. For example, some films that will never make a Film Night are: *Wheat Rust, Reclamation of Strip Mining Spoil Piles, Control of Worms in Hogs* and *Squid Meal as Chicken Feed.* Now, these may provide excellent research material, but they do not provide entertainment beyond some of the titles. However, do not discount a film from its title. Some of the least promising titles can be a gold mine. For example, just to show that agricultural films can be interesting, *Farm Home*, although a bit of a yawn of a title, is a great little film and ended up in a Film Night, as did *Baby and Dog,* one of the home movies that also ended up in a Film Night. Which is why looking for worthy films takes so long – you actually have to

look at a lot more film that is not worthy to find something that is (kind of like dating).

Another important consideration in selecting films for Film Night is copyright. You have to be able to trace the copyright holder and get their permission in order to screen the film. Not always an easy task with archival film.

Much archival film is silent. I found that if we screened film with no sound, the audience became uncomfortable. So I located recorded music that was appropriate to accompany the film, which should also be copyright cleared. We have also hired musicians to accompany the films live with improvised music. And we have recorded narration to accompany some of the films. You can also speak along with the films while they are being screened, but it is difficult to fill in an hour and a half of film with spoken commentary. I usually just introduce each film or group of films, giving background about the films and the filmmakers.

Original archival film should not be projected. Irreversible damage to the film can occur. In some cases we have two copies of a film, so one can be projected. Otherwise, copies must be made, which is an expense that must be taken into consideration. Film-to-film copying is the most expensive, but also looks the best and is the most authentic reproduction. For this year's Film Night in April, we were fortunate enough to have the Friends of the Provincial Archives of Alberta Society foot the bill for the film duplication. Because no negative existed for the film, which was an hour and a half production, the cost of producing a film negative was $5000.00. Then to produce the projection print, the cost was another $1000.00. Film to video or film to DVD is less expensive, relatively speaking, at about $600.00 per hour. Beta SP video and DVD provide better quality than VHS, which is really bad quality for projection. It is, of course, important to check with the theatre to see what formats they are able to project.

It can be expensive to rent a theatre (about $1000.00 for an evening), so it is a good idea to form a partnership with a theatre. We screened most of our Film Nights at the Royal Alberta Museum theatre but have screened Film Night at Metro Cinema downtown for the past two years. We decided to switch from the Museum to explore a private sector partnership opportunity. Another reason for switching was popcorn! Metro has it – the Museum does not. Most importantly, we have always struggled with creating an identity for the Archives separate from that of the Museum. The move to our new building seemed like a natural time to move toward that separate identity. The public and the media often think of the Museum and the Archives as one entity. In particular, the media would often refer to the event as the "Provincial Museum Film Night" and in the last couple of years they finally got it right.

The most important part of producing a Film Night event, other than the selection of the film or films, is promotion. You can have the greatest films, but if no one knows about the event, they won't be seen. If your event is one night only, it is especially important to hold a media preview. We have held screening previews for film reviewers (TV and print media) at the Archives and at the theatre, and we have also done so by sending out DVDs and media packages. The timing is very important. It has to be early enough so they can meet their deadline, but not so early that they will forget about it. Generally, about a week ahead of the event works well.

In addition to this, we send out media packages to all media, and we include a three minute clip on DVD so that even if the TV stations are not able to do a preview, they will often show the clip on the entertainment news. Flyers and posters are another good way to promote the event. For example, the year that we screened the film *Headless Valley,* which was a film about a Calgary couple who canoed up the Nahanni River, we went to venues such as Mountain Equipment Co-op, Campers Village and Totem Outdoor Outfitters to ask them to post our posters, and we contacted canoeing and outdoor organizations to include the info in their newsletters and in mail outs to their members.

Film is a direct and entertaining way to get the word out to the community about the importance of archives. The director Sydney Pollack said that cinema is "the most vivid and valuable record of who we were and what we were, and what we thought and what we believed. And it continues to be that."

SUBMISSIONS? QUESTIONS? SUGGESTIONS?

The *Archives Society of Alberta Newsletter* is published quarterly by the Archives Society of Alberta. Submissions, questions and suggestions should be directed to the Newsletter Editor c/o

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Individuals and institutions are encouraged to submit articles, reviews, reports, photographs or Letters to the Editor to the ASA Newsletter, Issues #2, 3 and 4. Submissions are preferred in electronic format as DOC or TXT files for textual submissions, or as JPG files for graphic submissions.

Submission deadlines are:
September 30th Issue #2 - Winter
January 15th Issue #3 - Spring
April 30th Issue #4 - Summer

***Issue #1 is reserved for Annual Reports of the Society and its committees**

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