



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2012-2013

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President's Annual Report April 2012 – March 2013

As another busy year comes to conclusion I encourage all Council of Nova Scotia Archives members to review the 2012-2013 annual report which includes reports from the executive, staff and committee chairs. On your behalf, a team of dedicated staff and volunteers have worked throughout the year to meet the challenges which faced the archival community in 2012-2013. The CNSA Executive and its many active Committees have worked diligently to ensure movement toward and achievement of our Council's objectives and mandate. This Annual Report provides you – our members, with an account of the years activities, I encourage you to read and share the reports with your staff and stakeholders.

National Archival Development Program

The past year presented challenges to the CNSA as it received news of the elimination of the National Archival Development Program and dealt with the implications to the Council, its members and the national archival community. The Council joined in the advocacy efforts of the Canadian Council of Archives and the Association of Canadian Archivists in corresponding with MPs and Ministers. The listserv was abuzz with updates and communications. The CNSA President also held meetings with the Provincial Archivist, the Executive Director of the Archives, Museums and Libraries (AML) Division and the Minister of the NS Department of Communities, Culture and Heritage (CCH) to ensure the full implications of these cuts on the Nova Scotia archival community were understood. I am pleased to report that support has been provided, in the form of a one-time grant, by Minister Preyra to enable the Council to meet immediate project objectives and to explore future means of sustainability.

Canadian Council of Archives Reports

CNSA activities were reported to the Council of Presidents' through teleconference on May 2, 2012, July 30, 2012 and during the Association of Canadian Archivists' General Assembly on September 29, 2012 and again at the Canadian Council of Archives' General Assembly via teleconference January 8, 2013. These meetings are important opportunities to keep up with national initiatives and share our experiences. Due to funding cuts there were not face-to-face meetings held.

Provincial Archives of Nova Scotia (PANS) Board of Trustees

As President I have the pleasure of representing the CNSA on the PANS Board of Trustees. The PANS Board meets three times a year and brings together NSA, NS Department of Communities, Culture and Heritage (CCH), community stakeholders and partners. The PANS Board met on June 19, 2012, October 16, 2012, and February 12, 2013 and will meet again in June 2013.

As a PANS Trustee I currently participate in the Public Archives Act Review Committee as a community stakeholder. The Act is undergoing a scheduled review and its last extensive review was in 1998. The review process will align with the review of the NS Government Records Act to ensure clarity and mutual understanding of roles and responsibilities between the Nova Scotia Archives and the office of the Chief Information Officer.

NS Department of Communities Culture and Heritage

As a means to keep CCH apprised of CNSA activities and to ensure that information regarding government priorities flow through to CNSA I have established a regular schedule of meetings with Bill Greenlaw, Executive Director of the AML Division. Meetings took place on 19 June 2012, 16 October 2012 and 12 February 2013.

In addition, on behalf of CNSA I wrote to Minister Preyra detailing the impact of the NADP elimination on the operations of the Council and to request a meeting to further discuss future options. Our request was positively received and I had the opportunity to meet with Minister Preyra on August 28th. The Minister demonstrated genuine concern for the future of the CNSA, a keen interest in the work and mandate of the Council and committed to continue to work with us toward sustainable solutions. To support the CNSA the Minister approved a one-time \$30,000 grant to aid in the transition toward sustainability and to bring to completion a number of projects underway.

Throughout the winter months the Association of Nova Scotia Museums (ANSM), the Genealogical Association of Nova Scotia (GANS), the Heritage Trust of Nova Scotia, the Royal Nova Scotia Historical Society and the CNSA met as provincial organizations to discuss the concept of establishing a heritage council for Nova Scotia. Discussions culminated in a meeting with Minister Preyra, Marcel McKeough, Executive Director and Bill Greenlaw, Executive Director on April 2, 2013. Work will continue around the drafting of structure, roles and terms of reference to support further discussion.

The Council continues to maintain a close relationship with the administration and staff of the NSA. Core administrative support is received through an operating grant as well as in-kind services and supports. The Provincial Archivist, Lois Yorke, provides regular updates to NSA activities and priorities to the Executive as a guest of the Board. This collaborative model ensures a strong and coordinated approach to archival development throughout the province.

Provincial Archival Development Program

This important funding program continues for its sixth year. The PADP continues to operate with the reduced funding envelop of \$50,000 reduced in 2009 from its original \$85,000. The program is administered by NSA, with input from the CNSA. The CNSA is very appreciative of the program and of the opportunities it provides for our members to accomplish much-needed projects.

In 2012, as a strategy towards future sustainability, the CNSA Executive initiated a dialogue with NSA and CCH to take on the administration of the PADP through a management memorandum of understanding. The Executive's interest is that this could provide an additional revenue stream for CNSA operations. There has been initial interest and a commitment to further explore this option in 2013-2014.

Special Initiatives

Preparing Funding Proposals to Government: Training for Applicants

Through the funding support of the PADP the CNSA Executive undertook the development and delivery of a series of 6 workshops throughout the province to enhance our members' skill in developing successful funding applications and to support members achieve, specifically, PADP funding support. Patti Bannister and Catherine Arseneau were the instructors, having both served on and as Chair of the PADP Adjudication Committee. Five of the six sessions were delivered with 30 attendees. Workshops took place in Yarmouth, Shearwater, Amherst, Antigonish and Baddeck.

Online Provincial Public Database: Planning for Migration

This project was undertaken through the funding support of the PADP and in partnership with the NSA. The CNSA ArchWay Committee provided the leadership as the project sought to prepare for future migration of the ArchWay database to a new platform. The project consisted of two main activities.

First, the project allowed CNSA to trial an export of data and to accomplish extensive cleaning of the ArchWay data. This will enable the Council to be better prepared for the migration to a new database platform. The data cleaning will significantly reduce the expected cost of the migration and allowed for the Committee to assess the challenges with migrating data from members' internal systems.

Second, the project sponsored the hosting of an Atlantic Archival Database Regional Meeting in February 2013. The meeting followed upon informal discussions and emails and provided the opportunity for each jurisdiction to present the current status of their provincial catalogues. The four Atlantic Councils shared information about current and future directions with regard to discovery tools, funding, and training. Additionally the meeting allowed attendees to discuss the current challenges and future goals related to archival descriptive databases and alignment with the national catalogue.

Nova Scotia Community College Course

Due to CNSA staffing changes in 2012-2013, the Executive opted to not deliver the Introduction to Archives Course in partnership with the NSCC for 2013. However, the CNSA President and Vice-President along with the Archives Advisor met with Michael Hobeck, NSCC to develop a plan for future deliveries. The three year plan is to have a traditional face-to-face class room delivery of the Introduction to Archives in January 2014; a second traditional delivery with the addition of an on-line cohort be delivered in September 2014 and for a 2015 Archives Level II course to be developed and delivered with a practicum component included.

The NSCC will also make available to the CNSA Archives Advisor training for developing and delivering on-line programs. With the development of the on-line delivery the NSCC would be open to having the Archives course as a required course of the Library Technicians Program.

Archives Advisor

In November 2012 the CNSA's long standing Archives Advisor, Karen White, moved on to a new position with the Nova Scotia Archives as Private Sector Archivist. On behalf of the Executive and the entire

membership we wish her well in her new position and heartily thank her for her years of service. Karen was a tremendous asset to the Council and we hope her years with us will serve her well in the future.

In November the Executive struck a Search Committee which consisted of Catherine Arseneau, Chair, Patti Bannister, Creighton Barrett, Sheryl Stanton and Rosemary Barbour. The Committee took the opportunity to update the position description, advertized through archival and heritage networks and listservs and interviewed three quality candidates for the position. We welcomed Jamie Serran to the position of Archives advisor in March 2013.

Acknowledgments

As I step down from my term as President, I personally wish to thank each of the Executive Committee members, the Committee Chairs and the Committee members for their work and contributions over this past year. It has been an honour to work with such dedicated individuals many of which took on additional duties for the months we were without and Archives Advisor – it is truly amazing the work that gets done by this group of individuals (which is in addition to their day jobs!).

It is also very important to thank those institutions who support their staff to contribute time and energy to Council activities. They clearly demonstrate an understanding that archives in Nova Scotia are strengthened through the programs and network the CNSA provides.

I would also like to acknowledge the support provided by Nova Scotia Archives – financial, in-kind, staff-time and advice; it is greatly appreciated by the Council and the community. The CNSA looks forward to continuing our positive and mutually beneficial relationship.

The Executive and I thank the CNSA staff – our Archives Advisor, Karen White (April – November) and Jamie Serran (March) and our bookkeeper, Lynn Layes. And lastly, thank you to you our CNSA members, for participating in the Council, for your dedication to archives in Nova Scotia, and I encourage you to get involved and work towards making CNSA relevant and impactful within your institutions.

Respectfully submitted,

Catherine Arseneau, President
May 2013

Archives Advisor Annual Report

April 2012 – March 2013

This year, the Archives Advisor position was vacant from November 2012, when Karen White left for a new position, to March 2013, when Jamie Serran, former Archivist at the Yarmouth County Museum and Archives, took on the role of Archives Advisor. This report will cover Karen's duties until her departure and Jamie's duties for her first month in the new position.

One of the biggest challenges of the year came in April with the elimination of the National Archival Development Program (NADP). Funding for 2012-2013 fiscal year was cancelled with the announcement of the news in April. All 13 provincial and territorial councils across Canada were affected to some degree, as was the Canadian Council of Archives. For the CNSA, the immediate impact of this loss of federal funding was lessened by existing support from the Nova Scotia Department of Communities, Culture and Heritage. Thanks to this provincial funding, the CNSA was able to maintain all core programs including ArchWay, educational workshops and the Advisor Service. Following the cancellation, Karen kept the membership informed via the CNSA website and listserv as to new information, announcements, and advocacy efforts.

Education

Core Curriculum:

For the 2012-2013 year, four of the six Core Curriculum workshops were offered to 31 participants at various locations in the HRM: *Introduction to Archives* in June 2012 to 12 participants at Nova Scotia Archives; *Arrangement & Description* in September 2012 to 8 participants, also at Nova Scotia Archives; *Introduction to Rules for Archival Description (RAD)* in October 2012 to 4 participants at Sisters of Charity Halifax Congregational Archives; and *Access and Reference* in November 2012 to 7 participants at the Girl Guides, Nova Scotia Council Archives.

NSCC Course:

Karen concluded the first offering of the *Introduction to Archives* course in Nova Scotia Community College's (NSCC) Library Technician diploma program in April 2012. While the course was scheduled to be offered again from January-April 2013, it did not run due to the changeover in the Archives Advisor position. With Karen's departure in November 2012 and Jamie only beginning in March 2013, it was not possible to offer it this year. However, plans have been made to offer it again from January-April 2014 in the classroom, in September 2014 both in-class and online, and to work towards producing curriculum for a more advanced second half to the course, to be offered in 2015.

Conferences:

As an ex-officio member of the Education Committee, Karen participated in the planning and delivery of the annual CNSA Conference in May 2012: "Digital Archives: How Are We Managing?" The digital archives theme was very well received, with 45 in attendance for the full two-day conference and a further 8 in attendance for one of the two days. Feedback from the members was very positive and showed a hunger for more information on this topic! The committee decided that similar themes will be explored in future conferences. At the national level, Karen attended the Association of Canadian Archivists conference in Whitehorse in June.

Advisory Service

As Archives Advisor, Karen made 16 site visits to general and institutional members during 2012-2013, most of them in the summer. The regional breakdown was: 8 members in South West Region and 1 member in the North East Region in July; 3 members in the North East Region and 2 members in Cape Breton Region in August; and 1 member in Lunenburg and 1 in Cape Breton Region in September. As in previous years, site visits were scheduled in groups based on geographical region. Some members had specific questions in mind while others wanted a general professional discussion about archives.

In addition to face-to-face consultations, Karen and Jamie each responded to numerous from-a-distance requests for information via telephone and email. Karen assisted members with their NADP and PADP applications in 2012 and acted as recording secretary for both programs' adjudication committees, and Jamie took up these duties for the PADP program in 2013.

The Preservation Equipment Loans Program was fairly active again this year. 6 data loggers were sent to 2 members, and results from 6 loggers borrowed by members during the year were printed. Members reported using the information for global preservation assessments, double-checking performance of environmental control systems, and for future planning.

Outreach

The CNSA received two PADP grants during 2012-2013, the first of which was a travelling grant-writing workshop offered in 6 locations across the province. Karen assisted CNSA President Catherine Arseneau and Vice-President Patti Bannister in planning, coordinating, and delivering the workshops – assisting with the application, booking locations, liaising with member contacts, processing registrations, etc. Although two of the workshops (in Wolfville and the later rescheduled Kentville offering) had to be cancelled due to low registration, the other four went ahead with 10 registrants in Amherst on October 17, 6 registrants in Antigonish on November 2, 9 registrants in Yarmouth on November 9, and 9 registrants in Baddeck on November 30. Feedback for the workshops was generally very positive, with participants remarking on the transferability of the advice to grants other than the PADP – a positive side benefit given the changes and cuts to long-standing funding programs.

During the year, Karen and Jamie each served on the Association of Nova Scotia Museums Education & Training Taskforce, participated in the Nova Scotia Strategic Development Initiative adjudication panel for 2012 and 2013, and attended the Canadian Council of Archives' Advisors Work Group monthly teleconference meetings. Karen presented a session on conducting archival research to PhD students at Saint Mary's University in June. She also represented the CNSA at Professional Associations' Day at Dalhousie's School of Information Management in September.

Network

The second PADP grant received by the CNSA was for the ArchWay migration project. In addition to the practical data cleaning work, part of the project involved the coordination of a meeting with representatives from Councils in Nova Scotia, New Brunswick, PEI, and Newfoundland Labrador. Karen assisted in writing the project application, initial planning of the meeting, liaising with the ArchWay committee, and lending her expertise and experience administering the ArchWay site to the discussions on changes and updates. The regional meeting took place in February 2013, where both Karen and Jamie acted as note-takers and Jamie prepared the report following the meeting.

Karen and Jamie both worked to maintain the CNSA listserv and to update and maintain the CNSA website and Routes to Your Roots side of the Heritage Directory.

Other

Karen and Jamie continued to work with the Member-at-Large: Memberships/Nominations (Sheryl Stanton, Admiral Digby Museum) to keep the membership database up-to-date. As ex officio, Karen and Jamie attended all Executive Board meetings, as well as meetings of the CNSA Education Committee, Preservation Committee, and ArchWay Committee.

Respectfully submitted,

Jamie Serran
Archives Advisor

ArchWay Committee Annual Report 2012-2013

The CNSA ArchWay Committee is responsible for providing members support, maintenance, and review of the CNSA database ArchWay. In addition to those activities, the following goals have been identified by the committee with guidance from the CNSA Executive:

- Increase membership usage of ArchWay
- Increase accessibility to ArchWay via member websites
- Facilitate record uploads to the national catalogue archivescanada.ca

Committee Members

The 2012-2013 ArchWay Committee Members are:

- Creighton Barrett – Dalhousie University Archives (Chair)
- Terry Eyland – Cole Harbour Rural Heritage Society
- Thea Wilson-Hammond – Eastern Shore Archives
- James McLean – Nova Scotia Department of Education
- Jane Arnold - Beaton Institute, Cape Breton University (Re-joined committee in September 2012)
- Paul Maxner – NSA (ex officio)
- Karen White – CNSA Advisor (ex officio, until February 2013)
- Jamie Serran – CNSA Advisor (ex officio, started February 2013)

Meetings

The ArchWay Committee held two meetings /teleconferences:

- An in-person meeting took place on September 24, 2012
- A teleconference was held on March 26, 2013

The committee also corresponded by e-mail to discuss ongoing business.

ArchWay Migration

This year, the ArchWay Committee continued planning for a migration of the ArchWay database to a new platform. The Council applied for 2012/2013 PADP funding to support the research and planning needed to initiate a migration. The President of the Council served as Project Manager and the Chair of the ArchWay Committee served as Technical Advisor during the grant project. The grant supported the following work:

- Hosting a day-long meeting with representatives from Councils in Nova Scotia, New Brunswick, Newfoundland and Labrador, and Prince Edward Island
- Cleaning ArchWay data to prepare it for migration

The PADP grant was originally intended to cover consulting fees and software upgrades but that work was found to be unnecessary during the course of the project so funds were reallocated to support data cleaning. The CNSA hired two part-time data technicians to clean ArchWay data and prepare it for migration into ICA-AtoM.

The regional meeting provided an opportunity to discuss ongoing developments elsewhere in Atlantic Canada. The Council's report from the meeting is forthcoming.

The Committee received periodic updates from the Chair during the course of the PADP grant and met twice to receive more detailed updates, discuss outstanding issues, and approve a budget for the 2013/2014 year.

As was the case last year, significant questions about roles and responsibilities, collaboration, hosting, and budgetary requirements need to be answered before the Committee can fully engage in a migration project. A 2013/2014 PADP application has been prepared and submitted for consideration. If approved, the Council will purchase hosting from Artefactual Systems and continue cleaning data and testing migration into the new system. This next phase will allow for greater feedback and contributions from the ArchWay Committee.

Other Activities

In 2011, the Committee discussed the development of a Terms of Reference document for the Committee. A document was drafted but the Committee's focus remained on the ArchWay migration and Atlantic database. The Terms of Reference will remain on the agenda for 2013/2014.

Committee members deserve a very special thank you for their patience and hard work during the past year. Thanks and gratitude is also extended to the Executive Committee and the Nova Scotia Archives for their continued support of the ArchWay Committee.

Respectfully submitted,

Creighton Barrett, Chair
ArchWay Committee
April 2013

Awards Committee

Annual Report 2012-2013

The Awards Committee is responsible for judging nominations for the three annual CNSA Awards. Information about each of the awards, including judgment criteria, is available via the CNSA website. The 2012 Committee consisted of Catherine Arseneau from the Beaton Institute at Cape Breton University and Bernice D'Entremont from Le Centre de Recherche "Les Archives père Clarence d'Entremont" as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; Jamie Serran, Chair of the Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The committee met on 24 April 2012 and chose not to award the **Carman V. Carroll Award** for outstanding achievement in archival preservation in 2012. As a result, only two of the three annual awards were presented at the CNSA's annual conference.

The 2012 **Dr. Phyllis R. Blakeley Award** was presented to the **Argyle Township Court House and Archives** for their project "An Acadian Parish Reborn. Post-Deportation Argyle - First 50 Years of Catholic Parish Records 1799-1849." This was a partnered project with the Nova Scotia Archives who provided the technical support to host the project online. The project involved the creation of a database/finding aid to improve access to Argyle's early Catholic Parish records. Containing 4575 records, the database can be used to find the names of all Roman Catholics baptized, married, or buried in the Argyle Township between 1799 and 1849. In addition to providing an open and easily accessible search tool, the site also included digitized copies of the original parish registers, typed transcriptions of the originals, a surname index that included family name variations, as well as an article providing historical background and context.

The 2012 **Anna Hamilton Memorial Award** for outstanding volunteer was presented to **Susan Hill** of the Cumberland County Genealogical Society (CCGS). Susan is an energetic and enthusiastic volunteer who helped establish the society in 2000. She is a great role model who has volunteered for a number of projects including, but not limited to, serving on the board of the society, helping with workshops and conferences hosted by the CCGS, acquiring and accessioning archival material, preparing resource materials for researchers, and working shifts in the Cumberland County Genealogical Centre and Archives. In addition to these activities, Susan also completed the CNSA's Core Curriculum in 2009.

The 2012 Nova Scotia Provincial Heritage Fair was held at Pier 21 on 24 May 2012 and, for the third year, the CNSA presented a prize for the best use of primary sources for a history project. The Fair brings together students from around the province in grades 4 to 9. This year's recipient was **Cassie Cameron** for her project "My 'Unwritten' Hero" which focused on the experiences of her great-grandfather, John Andrew McGee, during World War II. To complete her project Cassie used a number of sources including an unpublished manuscript, original family photographs and newspaper clippings, as well as an interview she conducted and filmed with her great-grandfather.

The 2013 Awards Committee consists of Susan Hill from the Cumberland County Genealogical Society and Peter Crowell of the Argyle Township Court House and Archives as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; Jamie Serran, Chair of the

Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The Committee will meet on 8 May 2013 to review nominations. Winners will be announced during the CNSA's annual conference in May and will be reported in next year's CNSA Annual Report.

Respectfully submitted,

Laurena Fredette, Chair
Awards Committee
25 April 2013

Education Committee Annual Report 2012-2013

The goal of the Education Committee is to coordinate and administer the training, education and professional development activities of the Council, as well as to support the work of the Archives Advisor. The group welcomed several new members this year, and late in the year underwent another change with the departure of Archives Advisor and ex-officio member Karen White in November 2012. In March 2013, Jamie Serran (Education Committee Chair) became the new Archives Advisor, taking on a dual role in the committee for the remainder of the year.

Committee Members

The 2012-13 Education Committee members are:

- Bethany Jost, Acadia University Archives
- Andrea Robbins, Nova Scotia Archives
- Catherine Fancy, Annapolis Heritage Society
- Jillian Fraser
- Rosemary Barbour, Nova Scotia Archives, ex-officio
- Karen Kierstead, Association of Nova Scotia Museums, ex-officio
- Jamie Serran, Yarmouth County Museum/CNSA Archives Advisor (Chair)
- Karen White, CNSA Archives Advisor, ex-officio (until November 2012)

Meetings

The Education Committee held 6 meetings, both in-person and by teleconference, between April 1, 2012 – March 31, 2013.

In-person meetings were held on:

- September 26, 2012
- March 15, 2013

Teleconferences were held on:

- November 7, 2012
- December 7, 2012
- January 24, 2013
- February 11, 2013

Between meetings, the committee corresponded by email to discuss ongoing projects and business.

Education

Conference

The 2012 Spring Conference was held on May 10-11, 2012 at Nova Scotia Archives in Halifax. The theme, “Digital Archives: How Are We Managing?” lent itself well to a mix of practical and theoretical sessions and discussions, all of which were very well-received by the members. Attendance was at its highest in the last few years, with 45 members present for the full two-day conference, and a further 8 members

present for one of the two days. On the first day of the conference, breakout discussion groups facilitated by the morning's speakers proved to be very popular, while the second day's panel discussion on digital records was very informative and enlightening. Following the conference, and given the positive response to the theme, the committee decided to explore related ideas under a similar theme for the 2013 conference. Two CNSA Awards were presented at the 2012 conference, to volunteer Susan Hill of the Cumberland County Genealogical Society, and Peter Crowell of Argyle Township Court House Archives. Congratulations to Susan and Peter!

Professional Development

Training - Core Curriculum / NSCC / Workshops

Four of the six regular core curriculum courses were offered in the HRM over the year: *Introduction to Archives, Arrangement & Description, Introduction to the Rules for Archival Description (RAD), and Access and Reference*. 31 members in total took part in the workshops.

The NSCC course did not run this year due to the changeover in the Archives Advisor position, but it is scheduled to run again beginning in January 2014.

Professional Development and Training Bursary (PD&T)

The Professional Development & Travel Bursary was fully subscribed for the 2012-13 year. The PD&T Bursary provides opportunities for archivists working in Nova Scotia to attend non-CNSA professional training events, such as workshops, conferences, and seminars.

This year, the bursary provided funding that assisted four members in attending events such as the Managing Electronic Records Conference in Chicago, the Association of Canadian Archivists' Conference, and the ACA Workshop on Digital Preservation Management.

Very special thanks to the committee members for their hard work and dedication over the past year, not to mention their patience during our time of transition! Thanks and gratitude is also extended to the CNSA Executive for their continued support and assistance.

Respectfully submitted,

Jamie Serran, Chair
Education Committee

Membership Committee Annual Report 2012-2013

As of 31 March 2013, the CNSA had a total of seventy seven (77) paid members.

Institutional Members – 27

General Members – 34

Individual Members – 12

Student Members – 4

During the year we received eleven (11) new members:

3 - General Members

5 - Individual Members

3 - Student Members

Respectfully submitted

Sheryl Stanton, Chair
Membership Committee

Report of the Nova Scotia Archives (NSA) 2012-2013

NS Department of Communities, Culture and Heritage (CCH)
to
Annual General Meeting – Council of Nova Scotia Archives

Summary of Nova Scotia Archives' involvement in and assistance to the archival community:

- The NSA's core mandate to acquire, preserve and share the province's archival heritage with Nova Scotians everywhere remains constant.
- NSA likewise remains committed to developing and improving the provincial archival community and system, chiefly by offering appropriate collaboration and support to CNSA.
- NSA secured and made available \$60,000 in continued core funding from the department to CNSA, to support delivery of education, outreach and networking programs and services.
- NSA likewise secured continued departmental support for the Provincial Archival Development Program (PADP) and administered delivery of \$50,000 in cost-shared, adjudicated project funds to CNSA and its institutional members.
- NSA continues to work closely with both CNSA and CCH to ensure continuation of and appropriate management models for PADP.
- NSA worked closely with the department to mitigate the loss of \$87,000 in federal funding to CNSA and the provincial archival community, resulting from the abrupt termination of the National Archival Development Program (NADP) in April 2012; CCH (through its then minister, the Hon. David Wilson) was the first provincial government department in the country to write the Minister of Canadian Heritage, formally protesting the end of NADP.
- NSA worked closely with both CCH and the CNSA Executive Committee to secure \$30,000 in additional one-time funding from the department (through its current minister, the Hon. Leonard Preyra), to enable continuation of core activities and special initiatives threatened by the loss of NADP funding, and to explore future options for the Council's continued sustainability.
- The Provincial Archivist is invited to all CNSA Executive Committee meetings and during 2012/2013 participated in all but one, bringing information, offering consultative advice on matters relating to the archival community, and in general providing a conduit between CNSA, NSA and CCH, for information-sharing and deliberation.
- NSA continues to support and promote the Provincial Cooperative Acquisition Strategy by referring prospective donors to more suitable repositories, by considering requests to deaccession and transfer records from its holdings to other archives in the province, and by accepting the transfer of appropriate records from other archives. Various referrals were made

during 2012/2013, directing donors to other repositories; three small transfers and one referral of archival material were accepted.

- NSA continues to subsidize Nova Scotia's ArchWay online descriptive catalogue by absorbing annual costs for the WebArchives software license and for related network expenses.
- NSA championed and participated in the Atlantic Archival Database Regional Meeting (February 2013) convened to explore opportunities among the four Atlantic Provinces for a new, shared database solution for archival descriptions.
- NSA partnered financially with CNSA in the PADP-funded project which enabled both the regional meeting and preliminary data clean-up activities required for any future migration to a new database platform.
- NSA continues to provide CNSA with office space, utilities and use of public meeting-rooms in the Archives Building, at no cost.
- NSA staff is encouraged and enabled to contribute to CNSA committee work and related activities, including participation on the Education, Preservation and ArchWay Committees.
- NSA continues to collaborate with CNSA, and to promote and support the provincial community as appropriate, in Federal-Provincial-Territorial initiatives and undertakings, especially Stakeholder Consultations sponsored by Library and Archives Canada in Ottawa, November 2012.
- CNSA, as the province's recognized archival stakeholder organization, continues to be represented on the Board of Trustees, Public Archives of Nova Scotia, where it participates in and contributes to Board deliberations and decisions. The CNSA representative, for example, is currently a member of the ad hoc committee tasked with reviewing and recommending an amended *Public Archives Act*.

Respectfully submitted as an information item (and original signed by)

Lois K. Yorke Provincial Archivist
8 May 2013

Preservation Committee Annual Report 2012-2013

Committee Membership

The Preservation Committee membership comprises:

- Patti Bannister (Sisters of Charity)
- Rosemary Barbour (NSA and Committee chair).
- Doug Kirby (CBC)
- Jamie Serran (Yarmouth County Museum and Archives to February 2013; CNSA Archives Advisor, *ex officio*, from March 2013)
- Karen White (CNSA Archives Advisor, *ex-officio* to November 2012)
- Rebecca Young (NSCAD)

No formal meetings were held during the past year although Committee members communicated by e-mail to determine which workshops we should apply for under the 2013-2012 Canadian Conservation Institute (CCI) subsidized workshop program and to discuss projects

In response to the Executive's recommendation that the Committee develop a guide for members to use when negotiating with companies that provide digital video and audio transfers, we have been in touch with Joe Iraci at the Canadian Conservation Institute and he has given us with several websites and his own list of questions which should be helpful for our members. We have also contacted Julie Stevenson, the CCI Education Officer, to ask permission to place the "preservation of modern information carriers decision tree" that Joe Iraci used in his "Modern Information Carriers" workshop on the CNSA website. I am waiting for approval from the CCI for this. The Committee will compile a list of vendors (with no recommendations) providing digitization and microfilming services in the Maritime Provinces. A list of questions to ask before entering into a microfilm program is being developed. The Committee will present this information to the Executive Committee for approval. The Executive's recommendation to review questions around the preservation of digital files has been introduced to the Committee and will be followed up in 2013-2014.

A Committee struck by the National Provincial and Territorial Archivists Council is compiling a list of preservation file formats and capture standards adopted for analog audio, video and motion picture film by National, Provincial and Territorial Archives as well as areas of staff expertise and this is expected to be available as a reference resource for other archives in the country.

Canadian Conservation Institute's Regional Workshop, 2012-2013

The Preservation Committee was awarded the CCI regional workshop "Modern Information Carriers". This one day workshop was held on 25 October 2012 at the Public Archives of Nova Scotia. It was fully subscribed with 20 registrants.

Canadian Conservation Institute's Regional Workshop, 2013-2014

The Preservation Committee applied for the workshops "Storage Reorganization" (first choice) and "Works of Art on Paper" (second choice) under the subsidized regional workshop program for 2013-2014. On 22 April we were informed by the CCI that we our application had not been successful but that the Association of Nova Scotia Museums (ANSM) had been awarded the workshop "Storage

Reorganization". CNSA members will be welcome to attend the ANSM sponsored workshop which will be held in March 2014.

CNSA-Education Committee

As the Preservation Committee chair, I attended CNSA Education Committee meetings throughout the year as an *ex-officio* member.

CNSA Awards Committee

I represented the CNSA Preservation Committee on the CNSA Awards Committee, 2011-2012.

CNSA Archives Advisor

I was a member of the selection committee for the new Archives Advisor. Interviews were held on 11 January 2013.

Respectfully submitted

Rosemary V Barbour
Chair, CNSA-Preservation Committee

2 May 2013

PADP Adjudication Committee Annual Report 2012-2013

The 2012 Provincial Archival Development Program Adjudication Committee, consisted of

- Patti Bannister, Chair (Sisters of Charity, Halifax Congregational Archives and CNSA Vice President)
- Jim Morrison (Saint Mary's University)
- Fred Farrell (Provincial Archives of New Brunswick and former Chair of the Canadian Council of Archives)
- Del Muise (Vice President, Association of Nova Scotia Museums and former professor of History Carleton University)
- Wendy Robicheau (Acadia University Archives)

The Committee met on May 9th, 2012 to review the seven applications that were submitted from five institutional members of and the CNSA. Committee members who represent an institution or board which submitted applications to the PADP did not score or comment on those applications and were not present during discussions of those applications. All seven applications were approved and recommended in ranked order to the Minister of Communities, Culture and Heritage. The total funding recommended and subsequently awarded was \$49,952.72 from a total of \$50,000.00 of available funding.

The list of recipient institutions/organizations and the titles of their projects were:

- Acadia University Esther Clark Wright Archives – “Development of Primary Source Learning Tools for Archival Information Literacy Sessions”
- Beaton Institute, Cape Breton University – “Photographic Re-description and On-line Access Project”
- Council of Nova Scotia Archives – “Online Provincial Public Database: Planning for Migration”
- “Preparing Funding Proposals to Government: Training for Applicants”
- Dalhousie University Archives & Special Collections – “Maritime Telephone & Telegraph Collection Processing Project”
- Eastern Shore Archives – “Eastern Shore Archives Increased Access Project”
- St. John's Church – Lunenburg – “Preservation Enclosure of Textual & Graphic Records & In-Service Training Session”

The 2013 PADP adjudication meeting is scheduled for May 3, 2013. The CNSA, on behalf of its members wishes to express its gratitude to the Department of Communities, Culture and Heritage for its ongoing commitment to the PADP grant program.

Respectfully submitted,

Patti Bannister, Chair & CNSA Vice President
PADP Adjudication Committee

Treasurer's Report 2012-2013

The 2012-2013 (April 1, 2012 to March 31, 2013) fiscal year for the Council of Nova Scotia Archives has been another positive one. We were able to access funding from PADP and NSA and the Minister's office of Communities, Culture and Heritage to support the core operations and special initiatives of the Council.

The Council's financial records for 2011-2012 were reviewed by Grant Thornton in Truro. The review identified no errors or concerns with bookkeeping practices. The 2012-2013 financial records are currently being reviewed by Grant Thornton again this year and we expect no problems.

During the past year members have been using PayPal to pay for memberships, workshops and conferences.

I have enjoyed my term as treasurer and it has been a valuable experience.

Respectfully submitted,

Jennifer Copage, Treasurer
May 2013