



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2010-2011

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President's Report

2010-2011

I encourage all Council of Nova Scotia Archives members to review these annual reports from your executive, staff and committee chairs. Much has been accomplished this past year. I will note the highlights at the AGM, but in this report I want to mention some areas not covered in other reports, and formally acknowledge the work of CNSA volunteers, stakeholders and staff.

ACA and CCA reports

I reported on CNSA's activities to the Council of Presidents' meeting at the Association of Canadian Archivists' conference last June, and again at the Canadian Council of Archives' General Assembly in Ottawa in October. These meetings are important opportunities to keep up with national initiatives and share our experiences. In celebration of the 25th anniversary of the CCA, I represented the CNSA at a public exposition at Library and Archives Canada. The CCA created a stand-up banner for each provincial/territorial council at the expo. It was an impressive display, though not very well-attended. The banner is available for the CNSA and its members to use for our own publicity – it will be on display at the conference.

Library and Archives Canada Stakeholder Consultations

Library and Archives Canada invited representatives from the academic, library and archival communities for stakeholder consultations last fall. Responses to the national survey of each community were shared and Daniel Caron, Librarian and Archivist of Canada since 2010, outlined initiatives at the national institution intended to make it more responsive and integrated into their national communities. It is a welcome shift outwards and there has been evidence of follow-through, with LAC sharing its research and standards, collaborating with other institutions, and subsequent meetings planned to communicate further initiatives. CNSA will be represented at the next meeting in June.

PANS Board of Trustees

I represent the CNSA on the Provincial Archives Board of Trustees, and have taken the opportunity this past year to write letters of introduction to David Wilson and Laura Lee Langley the Minister and Deputy Minister of the new Department of Communities, Culture and Heritage. I also joined other members of the Board of Trustees in voicing concern about the delay in hiring a Provincial Archivist after Brian Speirs' retirement in October 2009. A meeting with Executive Director David Ross resulted in the Deputy Minister calling a special meeting of the Board to respond to concerns, and to choose the Board's representative on the selection committee for the Provincial Archivist position. Changes to the Public Archives Act are before provincial legislature to make the Chair a member of the Board, rather than the Chief Justice.

Co-operative Acquisition Strategy

As recommended in the provincial Heritage Strategy and our own Needs Assessment, the CNSA encourages members to use our Co-operative Acquisition Strategy. As we did in Cape Breton in 2008 and the Southwest Region in 2009, the Executive hosted a roundtable in the Central Region in November. The regional members who attended, as well as representatives

of NSARM gained a better understanding of their respective acquisition mandates, but more time is needed to discuss mechanisms to refer donors and transfer reappraised holdings.

Provincial Archival Development Program

This important funding program continues for its fourth year, still reduced to \$50,000 from the original \$85,000. The program is administered by NSARM, with input from the CNSA. The CNSA is very appreciative of that and of the opportunities this program provides for our members to accomplish much-needed projects.

CNSA Map Brochure

Building on the Routes to Your Roots map locating family history sources, the CNSA now has a new brochure giving the location and names of all of our members, which will be used to promote the Council and its members. The brochure will be distributed to members at the conference; contact Karen White for additional quantities.

Nova Scotia Community College Course

Beginning in January 2012 the NSCC will offer a half-year introductory archives course through its two-year Library Technician program. The course is being developed by the CNSA, building on the content of our core curriculum course, and will be taught by our Archives Advisor. CNSA will receive a course-delivery fee, and will use that income to provide relief for the Archives Advisor's work-plan through a communications co-ordinator position. The course is a welcome and needed addition to the training options available to people interested in archival work, and will supplement the available trained work-force.

Communications Co-ordinator

The Executive has budgeted to hire someone to coordinate communications for the Council. Until now, the Archives Advisor has monitored the list-serv and updated the web-site on top of her other duties. With the potential to make use of social media and with the planned update of the CNSA web-site, it is time to focus more attention on how the Council communicates with its members, its stakeholders and the general public. The Executive is investigating the best model to deliver and oversee effective and timely communications.

Acknowledgments

I would like to thank each of the Executive members and the Committee Chairs and members for their work and contributions this past year. It has been an honour to work with these dedicated individuals towards supporting archives in Nova Scotia. It is also very important to thank those institutions who support their staff to contribute time and energy to Council activities. They understand 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; much is achieved because of that support. I especially want to thank Lois Yorke for her commitment to the Routes to Your Roots project and for being CNSA's liaison in the absence of a Provincial Archivist.

The Executive and I thank the CNSA staff – our Archives Advisor Karen White, and Routes to Your Roots staff Susan Gilson and Phil Neville. It was gratifying to Susan and Phil to receive so many farewell thank-yous from members – they enjoyed working with the members as they created the R2R site and videos.

And lastly, thank you to CNSA members, for participating in the Council, for your dedication to archives in Nova Scotia, and I encourage you to get more involved and work towards making CNSA even more useful to your institutions.

Respectfully submitted,
Susan McClure

Archives Advisor Annual Report

April 2010 – March 2011

Education

Core Curriculum:

This year four of the six Core Curriculum workshops were offered to 34 participants in various locations of the Cape Breton region: *Arrangement & Description* in April 2010 to 6 participants at the Highland Village Museum in Iona, *Access & Reference* in September 2010 to 10 participants at Chestico Museum & Archives in Port Hood, the *Introduction to Rules for Archival Description* (RAD) in October 2010 to 8 participants at the Beaton Institute, Cape Breton University in Sydney, and the *Introduction to Preservation* workshop in November 2010 given by conservator Anne Shaftel to 10 participants at the Victoria County Municipal Heritage & Archives in Baddeck.

Two people completed the program and received their Certificates of Completion, having attended all six workshops and successfully completed all six assignments. Congratulations to Jodi McDavid (formerly at Beaton Institute) and Catherine Arseneau (Beaton Institute).

In June 2010 I advertised for a new conservator to teach our *Introduction to Preservation* workshop. A call went out to the heritage communities in New Brunswick and PEI as well as Nova Scotia. One response was received. Fortunately for us, it was from a very well qualified conservator with an international clientele who was happy to accept a contract close to home.

I assisted the Executive Board with negotiations to have an archives course included in the Library and Information Technology Program at Nova Scotia Community College. Negotiations with the College began in earnest in June 2010 and successfully concluded in February 2011.

Conferences:

2010 was an unusual year for conferences. With Halifax as the host city for the national Association of Canadian Archivists Conference in June, the CNSA decided not to hold its own conference in May last year so as not to compete for members' attention. My CNSA activities included promoting the Professional Development & Training Assistance bursary to members and administering a draw for one day free ACA registration, courtesy of a donation from the Royal Nova Scotia Historical Society, and won by Celtic Music Interpretive Centre in Judique. At the national level, I volunteered on the Host Committee prior to the conference and at ACA I introduced one session and was co-presenter with 2 colleagues at a Copyright session. I also attended the pre-conference workshop *New Tools for Old Things: Archives & Social Media* presented by Kate Theimer and my first TAATU: The Archives And Technology Unconference.

Other Workshops:

In March 2011, I coordinated the delivery of a two day workshop *Audio-visual Records: Their Preservation and Care*, in collaboration with the Education Committee. It was presented in Halifax to 31 participants, including 7 non-members. Feedback from attendees was mostly positive, especially for Day 1 which focused on audio records. Originally scheduled for late November 2010, the workshop had to be re-scheduled due to a death in the immediate family of one of the presenters. Financial assistance to bring two national experts to Halifax was provided by Library and Archives Canada through the National Archival Development Program 2010-2011.

Responding to members' feedback, I modified the exercises and shortened the presentation for the *Writing Successful Funding Applications* workshop. The modified version was presented the afternoon of Nov 24, 2010 in Halifax with 10 people attending.

In June 2010, I assisted with registration and administration of the subsidized CCI workshop *Emergency Preparation & Disaster Recovery for Cultural Institutions* hosted by our Preservation Committee.

Advisory Service

As Archives Advisor, I made 22 site visits to general and institutional members and a visit to 3 non-members during the year. The regional breakdown was: 6 members and 1 non-member in South West Region in April, May and October; 6 members and 1 non-member in North East Region in July; 4 members and 1 non-member in Central (HRM) Region in July, November and March 2011; and 6 members in Cape Breton Region in July. To maximize the travel budget, I scheduled site visits to coincide with already scheduled meetings or workshops or in groups based on geographical region. Members had questions about upgrading to 'institutional' membership status, best preservation practices, digitization of holdings, acquisition policies and how to appraise records.

In addition to face-to-face consultations, I responded to 230 from-a-distance requests for information, including 127 via email. I assisted members with their NADP and PADP applications and acted as recording secretary for both programs' adjudication committees.

The Preservation Equipment Loans Program was fairly active in 2010-11. I responded to one enquiry about the new industrial de-humidifier, sent out 7 data loggers to members requesting them and printed off results from 4 loggers borrowed by members in the previous year. Members reported using the information for global preservation assessments, double-checking performance of environmental control systems, and for future planning.

Outreach

In the spring I assisted with CNSA's participation at Saltscapes Travel Expo 2010 on April 30, May 1 and 2 in Halifax, to promote Routes to Your Roots website and our network of archives. The CNSA booth was staffed by volunteers Pauline MacLean (Highland Village), Sheryl Stanton (Admiral Digby Museum & Archives), and Kim Walker (Shelburne Co. Archives & Genealogy Centre) as well as myself.

My main focus for 2010-11 continued to be the promotion of members' genealogy services via Routes to Your Roots (www.novascotiaroots.com) website application, the trip planning webpage for genealogy tourists on the novascotia.com website. I supervised our two project staff Susan Gilson and Philip Neville, attended regular Management Team meetings, organized promotion at the ACA Conference 2010, and assisted with promotional articles for Genealogy Association of NS newsletter, the website's Forum, *Doers and Dreamers Guide* 2011, AOL Travel, and was interviewed by a reporter for the *Wall Street Journal*. I also provided assistance on the "Discover Your Nova Scotia Roots" contest hosted by Tourism held in October and November 2010. In March, I administered end-of-project duties with staff, bringing the creation phase of the Project to a close.

In April and May I attended the semi-annual meetings of 4 regional heritage groups and made presentations on CNSA workshops, member services and Routes to Your Roots website. In August and early September, I was contacted by several people exploring archives as a career option, asking for advice on what skills were needed and how to start. I recommended they begin by volunteering in an archives. In September I liaised with Canadian Council of Archives for the CNSA portion of their promotional pieces to raise awareness of our national network of archives among politicians and bureaucrats in Ottawa, on the occasion of the CCA's 25th anniversary. Also in September I accepted the invitation to remain on the adjudication committee for Heritage Division's Strategic Development Initiative funding program (SDI). Throughout the year, I attended monthly teleconference meetings with advisor colleagues across Canada as part of the CCA Archives Advisors Working Group.

Network

In 2010-2011 I administered ArchWay, our online union database of archival descriptions, assisting members with deletion and/or moving of descriptions as they implemented Cooperative Acquisition decisions, and assisted with data entry of new descriptions. I assisted the ArchWay Committee with an online survey to gauge members' views and experiences using the database. I worked to maintain the listserv CNSA-L and updated the website with latest news articles, list of members, committee pages, and funding, conference and workshop information.

Other

I worked with the President (Susan McClure, HRM Archives) to organize a regional roundtable discussion in Halifax on the Cooperative Acquisition Strategy on November 5 and acted as facilitator for the discussion. I continued to work with the Member-at-large: Memberships/Nominations (Kim Walker, Shelburne Co. Archives & Genealogy Centre) to keep the membership database up-to-date. As ex officio, I attended all Executive Board meetings, as well as meetings of the CNSA Education Committee, Preservation Committee, and ArchWay Committee.

Respectfully submitted by
Karen White,
Archives Advisor

Archway Committee – Annual Report

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

Committee Members

The current 2010/2011 Archway Committee Members are:

Jane Arnold - Beaton Institute, Cape Breton University (Chair)

Terry Eyland – Cole Harbour Rural Heritage Society

Karen White – CNSA Advisor (ex officio)

Thea Wilson-Hammond – Eastern Shore Archives

Meetings/Activity

The Archway Committee held seven meetings / teleconferences between 1 April 2010 and 31 March 2011. One in-person meeting took place on October 12, 2010 in Halifax.

This year the Archway Committee focused on developing a user needs survey in response to a recognized need for improvement to Archway as a service to members. The committee identified three primary goals of the survey:

Functionality: Assess what members want from Archway from a public access point as well as internal collections management tool

Barriers: Assess member barriers to using Archway both internally, and for external visitors to the site.

Future Growth: Assess how Archway can align with member goals and priorities for the future.

The survey was offered to members via a web link sent to the listserv CNSA-L in November 2010 and again in January 2011. Eight questions were included in the survey and we had a total of 24 respondents. However, not every question was answered by all 24 respondents. Respondents also provided text responses in the “Other/Comments” option. The responses were compiled into the Archway User Needs Survey Report which provides an analysis of the responses and summary of the survey.

The Archway Committee also continued with data cleaning efforts to remove duplicate or erroneous entries that exist in the Archway Name Authority and Subject Headings sections of the database. An estimate of three weeks work was determined to be necessary to complete the data cleaning process. The Committee is working to establish a Dalhousie MLIS student practicum for the upcoming year to assist with this task.

Committee member, Thea Wilson-Hammond, also compiled a listing of CNSA members and their corresponding record contribution to the Archway database. The attached documents shows a ranking of members according to number of records entered into Archway and changes by percentile between 2008 and 2011.

The Committee has also committed to developing a Terms of Reference document in the upcoming year. A warm thanks to all of the Committee members for their hard work during this past year. Thanks and gratitude is also extended to the Executive for their continued support of the Archway Committee.

Respectfully submitted,

Jane Arnold, CNSA Archway Committee Chair

Awards Committee Annual Report

2010 Awards

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 2010 committee consisted of Fiona Day from St. Paul's Anglican Church in Halifax, representing the 2009 Anna Hamilton Award winner; Susan Hill of the Cumberland County Genealogical Society representing the 2009 Dr. Phyllis R. Blakeley Award winner; Rosemary Barbour, Chair of the Preservation Committee; David Mawhinney, Chair of the Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The committee met via teleconference on 14 May 2010 to review nominations. The Committee reviewed four nominations in total and presented the following awards:

The **St. Francis Xavier University Archives** in Antigonish received the **Dr. Phyllis R. Blakeley Award** for their project **Masters of Their Own Destiny: the Coady Story in Canada and Across the World**. This collaborative project focused on documenting the Antigonish Movement online and involved the creation of a website that provided access to digitized copies of both published and primary sources.

The **Shambhala Archives** in Halifax received the 2010 **Carman V. Carroll Award** for their **Audio Recovery Project** which involved the preservation and digitization of more than 3000 audio recordings. The original tapes were rewound, cleaned, and reformatted. Digital copies were made on gold cds and on a file server, while MP3 copies were created for ongoing reference use.

The **Anna Hamilton Memorial Award** for outstanding volunteer was presented to **Marney Gilroy** of the **Cumberland County Genealogical Society (CCGS)**. In addition to volunteering for a wide assortment of activities ranging from Treasurer of the society to photographing local gravestones, Marney is also known for her positive attitude, abundance of energy, and willingness to help with several ongoing projects.

The 2011 Awards Committee consists of Kathleen MacKenzie from the St. Francis Xavier University Archives and Gordon Kidd from the Shambhala Archives as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; David Mawhinney, Chair of the Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The committee received 6 nominations and met on 15 April 2011 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.

Some minor changes were made to the CNSA awards this year in response to feedback received during the previous year:

- The completion date of eligible projects was changed for the Carman V. Carroll Award and the Dr. Phyllis R. Blakeley Award from a calendar year to a fiscal year to more accurately reflect funding timelines.
- The criteria of the Carman V. Carroll Award were changed to allow the committee to consider how/if a project fits within an organization's overall preservation strategy and whether projects were undertaken in response to global preservation assessments.

Finally, the CNSA also presented an award, for the first time, at the 2010 Provincial Heritage Fair on May 29. The CNSA Prize for the best use of original records related to Nova Scotia history was awarded to Daniel Prest who visited several archives and made excellent use of primary sources in his project about his great-grandfather, sealer and merchant mariner Capt. W.E. Baker. The Provincial Heritage Fair brings

together grade 4--9 students who created the best history projects in each of Nova Scotia's school boards. In addition to the other prizes awarded, the CNSA decided to offer a prize to encourage students to use primary sources in their history projects.

Respectfully submitted,
Laurena Fredette
CNSA Awards Committee Chair
13 April 2011

Education Committee Annual Report

The Education Committee held six meetings / teleconferences between 1 April 2010 and 31 March 2011. This year, the committee welcomed an observer: Karin Kierstead from the Association of Nova Scotia Museums.

The 2010-2011 Education Committee membership was as follows:

- Jane Arnold, Beaton Institute – Cape Breton University
- Rosemary Barbour, Nova Scotia Archives and Records Management (Chair – Preservation Cmtte.)
- Bethany Jost, Acadia University Archives
- Karin Kierstead – Association of Nova Scotia Museums – ex-officio
- Jamie Serran, Yarmouth County Museum and Archives
- David Mawhinney, Nova Scotia Archives and Records Management (Chair)
- Karen White (CNSA Archives Advisor) ex officio

The Education Committee coordinates and administers the education and professional training activities of the Council in addition to supporting the work of the CNSA Archives Advisor, whose activities will be described in a separate report. This year we attempted to renew our Terms of Reference which was submitted for comments to the Executive Board earlier this year. Presently, we are working to complete edits and finalize this document.

The CNSA did not hold a Spring Conference in 2010 to support the Association of Canadian Archivists Conference which was held in Halifax in June.

In 2010-2011, the CNSA Education Committee received five CNSA Professional Development and Training Assistance Program bursary applications. They were awarded to the following individuals:

- a. Jodi McDavid (Cape Breton University)
- b. Sheryl Stanton (Admiral Digby Museum and Archives)
- c. Creighton Barrett (Dalhousie University Archives)
- d. Bethany Jost (Acadia University)
- e. Jane Arnold (Beaton Institute – Cape Breton University)

During the year the Committee reviewed the Professional Development and Training Assistance Program guidelines. We have submitted them to the Executive Board for input and received their feedback. The guidelines are scheduled to go through a further round of revisions later this spring

This year we have continued to work on providing meaningful educational opportunities to our membership. We held an Audiovisual workshop in March 2011 which was well attended. Preparations are also well under way for the CNSA annual conference which will be held in May with the theme *Trends in Promotion and Outreach*.

I would like to take this opportunity to extend my gratitude to my fellow members of the Education Committee for all of their hard work and contributions over the past year. I would also like to thank the Executive for their ongoing support and assistance with the work of this committee.

Respectfully submitted,

David Mawhinney, CNSA Education Committee Chair

20 April 2011

Membership Report 2010-2011

As of 31 March 2011 the CNSA has a total of 95 paid Members:

Institutional Members – 44
General Members – 40
Individual Members – 10
Student Members – 1
Unpaid (since year end 2009) – 9

During the year we received 11 new members:

6 General members and 5 individual members.

Mr.	Creighton	Barrett	
Ms	Karin	Kierstead	Association of Nova Scotia Museums
Mr	Mark	Presley	
Mr	Terry	Higgins	Copy Cat Digital
Ms	Nancy	Kimber	
	Ohra	Colins	Greville Bay Ship Building Museum Society
Ms	Jillian	Fraser	
Ms	Laura	Macdonald	
Ms	Francie	Gillis	Grand Mira Museum
Ms	Frances	Lourie	Bridgetown & Area Historical Society
Dr.	Stephanie	Inglis	Mi'kmaq Linguistics Lab, Unama'ki College, Cape Breton University

Respectfully Submitted,
Kim Walker
Membership Committee

NADP Adjudication Committee Annual Report

The 2010-2011 NADP Adjudication Committee membership is:

Catherine Arseneau, Beaton Institute, Chair (returning)

Patti Bannister, Sisters of Charity Archives (returning)

Jamie Serran, Yarmouth County Archives (returning)

Anita Price, Association of NS Museums (returning)

Thea Wilson-Hammond, Lake Charlotte Area Genealogy & Archives Research Centre (returning)

Timeline: Dec 13th – applications available on-line

✓ Dec 16th – national teleconference

✓ Dec 17th – NS NADP Adjudication Committee teleconference

✓ Jan 12th – NS deadline for submissions

✓ Jan 14th – e-package of applications to Adjudication Committee; hard copies in the mail

✓ Jan 31st – CNSA-NADP Adjudication Committee meeting in Halifax

✓ February 9th - Chair submitted final adjudication reports to Karen

✓ Feb 11th – Recommendation report to CCA with CNSA Application included

✓ Feb 15th – Communicate Committee results to applicants and respond to enquiries

Co-ordinating Activities:

- Chair has confirmed committee membership and schedule for 2011-12.
- CNSA listserv used to alert members of upcoming deadline and when to expect applications to be available through the CCA website.
- As of the deadline of January 12th, 2011 eleven applications were received. The total ask for funding was \$108,699.12 and there is a total of \$63,475.00 to be allocated. CNSA applied for \$20,000.00 to support the Archival Advisory program.
- Applications were received under two of the five objectives. 7 were received under objective 1 (Increase access to Canada's archival heritage through the national catalogue) and 4 were received under objective 5 (Increase the capacity of archival institutions to preserve Canada's archival heritage).
- The Adjudication Committee received via email the project list and scoring document Jan. 13th
- Packages were mailed to the Adjudication Committee January 14th.
- Contact was made with three of the applicants requesting clarifications to their applications. In all three cases the applications were made under objective 1 and ArchWay currently holds descriptions of the fonds contained in the proposals. The clarification statements provided by the applicants have been forwarded to the Adjudication Committee for consideration.
- Adjudication Committee met 31 January 2011 in Halifax and reviewed all applications of which 10 were approved. There was sufficient funds in the NS envelop to fund applications ranked 1 through 7. Applications ranked 8 through 10 fell outside the funding envelop. One application was not approved.
- Recommendations Report (including original signed applications, Final Project list, summary score sheets and minutes of Committee meeting) sent to CCA.
- Chair communicated via email the results of the Committee on 15 February 2011.
- 24 March 2011 notification was received from CCA that NADP 2011-2012 funding has been confirmed by LAC.

Respectfully submitted,

Catherine Arseneau, Chair, CNSA - NADP Adjudication Committee

Report from the Nova Scotia Archives
NS Department of Communities, Culture and Heritage
to
Council of NS Archives - Annual General Meeting

**Summary of Nova Scotia Archives Involvement in and Assistance
to the Archival Community, 2010/2011**

- Nova Scotia Archives and Records Management became a division within the new NS Department of Communities, Culture and Heritage (formerly NS Tourism, Culture and Heritage) on 11 January 2011. At the same time, the Records Management component of the previously integrated program was formally transferred to the Chief Information Office in Treasury Board.
- As a result, we are now the ‘Nova Scotia Archives’ and the process of forging a new institutional identity is well underway.
- Our mandate to preserve and share the province's archival heritage with Nova Scotians everywhere has not changed; likewise, we remain committed to developing and improving the provincial archival community and system, by offering CNSA as much support and collaboration as possible.
- NS Archives Senior Management, working with David Ross (Acting Executive Director) secured \$60,000 core funding from the former Tourism, Culture and Heritage (TCH) to support education, outreach and network programs and services offered in 2010/2011 by CNSA to archivists and archives around the province.
- NS Archives Senior Management also secured continued support from TCH for the Provincial Archival Development Program (PADP); and facilitated delivery of \$50,000 in cost-shared, adjudicated project funds to CNSA and its institutional members in 2010/2011.
- NS Archives staff worked closely with CNSA to facilitate the final year of ‘Routes to Your Roots,’ a three-year collaborative project between CNSA and NS Tourism, managed within Tourism’s Niche Marketing Initiative.
- NS Archives staff promoted ‘Routes to Your Roots’ (and CNSA member archives throughout NS) during ‘Who Do You Think You Are,’ England’s largest genealogical fair, held in London, Feb 2011.

- NS Archives continues to provide CNSA with office space and utilities in the Archives Building, at no cost.
- NS Archives continues to support and promote CNSA's Provincial Cooperative Acquisition Strategy by referring prospective donors to more suitable repositories, and by offering and/or considering requests to deaccession and transfer records from its holdings to other archives in the province. In 2010/2011 there were 20 transfers to other repositories (another 6 pending), and 4 transfers were accepted from other archives. [See attached graph for cumulative activities, 2002-2011.]
- NS Archives continues to partially subsidize the ArchWay online descriptive catalogue by absorbing a significant portion of annual operational and system upgrade costs for WebGENCAT software and network.
- Time is made available for NS Archives staff to contribute to CNSA committee work and related activities, including the Executive and Preservation Committees, 'Routes to Your Roots,' etc.
- NS Archives continues to promote and support the provincial archival community and to collaborate with CNSA as appropriate, in federal-provincial-territorial initiatives and undertakings such as the Library and Archives Canada Stakeholders Consultation held in Ottawa, Oct. 2010.
- CNSA, as the province's recognized archival stakeholder organization, is enabled to participate in and contribute to the deliberations and decisions of the Board of Trustees, Public Archives of Nova Scotia, through continued representation on the Board.
- NS Archives continues to value the collaborative relationship and partnership built with CNSA; the extent and level of support provided to CNSA still exceeds that offered by any other provincial institution (except Quebec) to the archives council in its jurisdiction.

Respectfully submitted as an information item.

[original signed by]_____

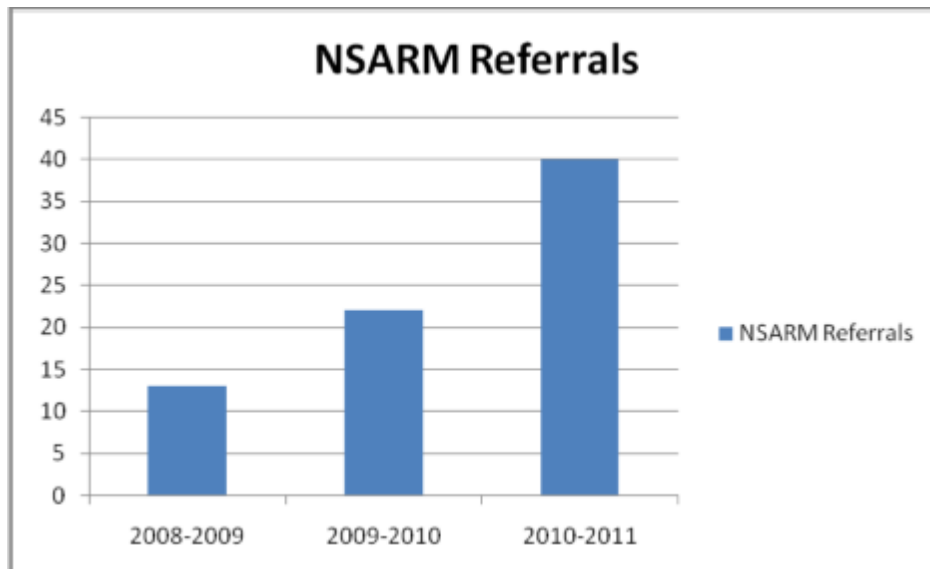
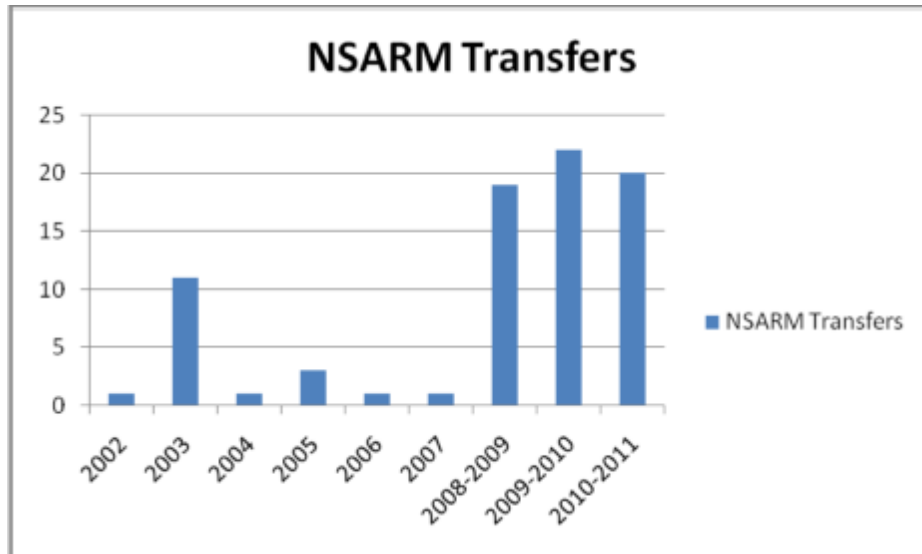
26 April 2011

Lois K. Yorke
 Director, Public Services
 Nova Scotia Archives

Date

Provincial Cooperative Acquisition Strategy

Transfers and Referrals to CNSA Members, 2002-2011



Report of the CNSA Preservation Committee

to the Annual General Meeting, 5 May 2011

Committee Membership

The Preservation Committee membership comprises:

- Patti Bannister (Sisters of Charity)
- Rosemary Barbour (NSARM and Committee chair).
- Doug Kirby (CBC)
- Jamie Serran (Yarmouth County Museum and Archives)
- Rebecca Young (NSCAD)
- Karen White (CNSA Archives Advisor, *ex-officio*)

Two meetings were held during the past year on 1 December 2010 and 23 March 2011.

Allen Harris, Manager, Media Operations and Technology, CBC Nova Scotia was a guest at the March meeting.

Canadian Conservation Institute's Regional Workshop, 2010-2011

The CCI Regional workshop "Emergency and Disaster Preparedness for Cultural Institutions" was held on 17-18 June 2010 with ten members attending. Revenue for the workshop was \$1250; expenses were \$1189.65.

CNSA Emergency Response Program

The Committee applied for and was awarded \$3,000 in contribution funding under the Canadian Council of Archives' National Archival Development Program for the purchase of emergency response supplies. Three depots of supplies will be held in Yarmouth (Yarmouth County Museum and Archives), Halifax (NSARM) and Sydney (Beaton Institute). A display of these supplies can be seen in the CNSA Members' Hall during the CNSA annual conference.

An emergency supplies loan agreement has been drawn up setting out the terms under which supplies can be borrowed/used. Procedures for borrowing these supplies will be posted on the CNSA website.

Digital Initiatives at LAC - File format guidelines

Library and Archives Canada has published *Digital Policies, Guidelines and Tools. Library and Archives Canada. Local Digital Format Registry (LDFR). File Format Guidelines for Preservation and Long-term Access.*

The CNSA Preservation Committee recommended to the CNSA Executive and they agreed that the CNSA endorse the LAC's file formats for text, audio, digital video and still images as set out in *Digital Policies, Guidelines and Tools.*

Recommendations on the *Records Management Manual of the Association of Municipal Administrators of Nova Scotia*

Susan McClure, on behalf of Sarah Jane Angevine, Senior Business Consultant at HRM, asked the Preservation Committee to comment on proposed deletions from the *Records Management Manual of the Association of Municipal Administrators of Nova Scotia.* The Committee made several recommendations, urged municipalities to undertake thorough risk assessments and to establish contacts with archivists and/or conservators in their area who might be able to assist in

an emergency. The Committee also had several comments to make under the municipalities' Disaster Recovery Planning.

New Initiatives

The Committee discussed possible new initiatives that might be undertaken by the Committee. NSARM has acquired specialized new equipment (microfilm camera and overhead book scanner) but is not in a position to participate in a co-operative project at the moment. The Committee will look into what audio visual holdings member archives have and possibly develop a migration project for common formats held (e.g. VHS video or audio cassettes). The possibility of having NSCAD visual arts students develop time line charts of audio visual formats was also discussed.

CNSA-Education Committee

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

Respectfully submitted

Rosemary V Barbour
Chair, CNSA-Preservation Committee

April 2011

Routes to Your Roots Phase III Report

2010-2011

Routes to Your Roots (www.novascotiroots.com) is a web application for planning a trip to research your family history. It features members of CNSA who provide genealogy services to the public and is part of the official Nova Scotia government tourism website novascotia.com.

Development began in January 2009 (Phase I), continued in earnest in 2009-10 (Phase II), and completed in 2010-11 (Phase III). It was made possible by partnering with the former NS Department of Tourism, Culture and Heritage (now Communities, Culture and Heritage) and the financial assistance of the Niche Market Project: Community Development Trust.

Management Meetings

All 11 meetings in Phase III enjoyed strong attendance. At each meeting the Management Team reviewed the work plan, ongoing progress of the application, video production and communications.

Website

The website made its debut on April 30 at the Saltscapes Travel Show, a slightly later launch date than originally planned. Feedback received at the Show and from the Management Team indicated there were outstanding issues with usability which were addressed by ISL during the year. The Management Team was kept up-to-date on progress with biweekly Status Reports. The revision phase came to a close in October. The remainder of the year focused on promotion of the website.

Forum

The 'Research Your Roots Forum' was added to the website on the advice of the website developer as a way to incorporate interactive function. Available at launch, the layout was improved during Phase III to include "Ask a Genealogist" text to encourage public participation. Kim Walker of Shelburne County Archives & Genealogy Society and Joanne McCarthy of Halifax Public Libraries volunteered to monitor the Forum and respond to posts for the first year. Tourism added a selection of comments from contest entrants to highlight the 'Discover Your Roots' contest and encourage more entries. A call went out on listserv in July for members to contribute to the Forum, as the Team recognized the opportunity to redirect people back to the Routes to Your Roots page and/or to individual archives.

Births, Deaths & Marriages Database

The majority of work on the database was done by Phil Neville in Phase II and completed by late April in time for the launch of the website and its debut at Saltscapes Travel Expo. At the time of launch, the total number of birth, marriage and death records was 1,060,000. Additional records will be added on a bi-annual basis, as the advancement of time allows records to be released.

Founding Family Names

All participating members forwarded their list of founding family names to Susan Gilson in a variety of formats, which were compiled into one standard format by Phil Neville for easy manipulation and ingestion into the database. The total names submitted 22,972.

Archives Detail Page

The Archives Detail Page contained the same information as the Heritage Directory with a few additional mandatory fields pertaining to archival holdings and the ability to upload images and video content. Improvements to the listing were made to enable members to use their existing Heritage Directory account to update both listings simultaneously.

Archivist's Welcome Videos

The video vignettes were introduced to the project work plan in the middle of Phase II, as an excellent way to bring life to the Archives Detail Page. The project benefited from the creative and technical skills of Susan Gilson and Phil Neville, who produced 14 welcome videos in high definition for participating members from Phase II. As each vignette was completed and approved by the member, it was added to YouTube, the video sharing website, for discovery by Internet users and search engines. Friendly competition among members for the highest number of views on YouTube was welcomed.

Phase III Participants

In the summer and fall two calls to action were posted via listserv. An additional thirteen members expressed an interest in participating. A final call was sent in January with 2 more members responding, bringing the total number of participants to 37. Susan Gilson worked through the summer, fall and winter to add them to the Directory and received their founding family names.

Communications Plan

It was agreed in Phase II that Tourism would manage the consumer marketing, to ensure a consistent look in the marketing plan and compliance with the Tourism brand. This generous offer on behalf of Tourism continued and accelerated in Phase III. The consumer marketing initiatives for 2010-11 included:

- Online contest 'Discover your Nova Scotia Roots'
- Online advertising spots on Ancestry.com, CBC.ca, and History.ca
- Facebook and Twitter posts
- Posters distributed to public libraries, VICs and Archives
- AAA Travel Show
- United Kingdom 'Who Do You Think You Are' Genealogy Show
- Air Fresheners promoting logo & URL
- Doers' & Dreamers' 2011 Advertorial featured in the English & French guides

Tourism's online contest 'Discover Your Nova Scotia Roots' ran in the fall with strong promotion by Tourism staff, assisted by Lauren Oostveen of NSARM, in both traditional and social media such as NSARM's Facebook page and Twitter account. The response was positive with 1,660 entries received from across Canada and the United States. The prize consisted of a free 5 day trip to Nova Scotia and a free personal consultation with Terry Punch. The contest winner, selected by random generator, was Clare Donoghue from Boston with an Inverness connection:

"My grandfather lived in and around Inverness. We also have cousins that still reside there. My 2 sisters and I traveled back to Inverness in the summer of 2009. We had not been there for 40 years. We are looking forward to traveling back again this summer [2011]. I have started tracing my family roots but have not been real successful at completing it. Would love to have the help."

Communications Plan – Stakeholder Marketing

The separation of the consumer marketing from the communication role allowed the Team to focus their energies on the video production, working with the Phase III participating Archives and communicating the project to key stakeholders. Following the work plan developed in Phase II, Susan Gilson, Phil Neville and Karen White made oral or written presentations to the following groups:

- Regional Groups of Museum Association
- Visitor Information Centre Staff Training
- Regional Tourism Industry Association (RTIA)
- Association of Canadian Archivists Conference 2010
- Casino Taxi of Halifax
- CNSA members via CNSA-L
- ACA members via ARCAN-L

Statistics

The work plan called for collection of statistics to measure use of the website and effects on research requests and visitor traffic. Two sources were identified early in the project planning: the website itself and the participating Archives. A call went out on listserv in 2009 for pre-website user statistics from members, to use as a baseline. This was followed up with a call in January 2011 for user statistics for 2010. Thank you to those members who shared their numbers with the Team. Website statistics were requested from Tourism and received in January 2011. Novascotia.com delivered 40,981 views of the webpage which contains the map application; with 28,489 of these being unique therefore it is safe to say that over 28,000 people have started researching their roots within the application from April to December 2010.

This brings the development and creation phase of Routes to Your Roots project to a successful completion. Thank you to the team members and project partners, all the staff and volunteers at the participating archives and especially to our project staff Susan Gilson and Phil Neville.

Respectfully submitted by,
Karen White, Archives Advisor
On behalf of Susan Gilson, Routes to Your Roots Project Coordinator

Treasurer's Annual Report

The 2010-2011 (April 1, 2010 to March 31, 2011) fiscal year for the Council of Nova Scotia Archives has been a positive one. We were able to access funding from NADP, PADP and NSARM/TCH to support the core operations of the council.

The Executive has returned to the practice of using a paid bookkeeper. Lynn Layes was hired in June 2010. Being a volunteer, I greatly appreciate Lynn's role and assistance.

The Executive now has Directors and Officers Liability Insurance. Coverage is for 2 million dollars and costs \$1640.54 per policy period (19 July 2010 to 1 June 2012).

The council has submitted HST rebates for the following past fiscal years:

2006-2007 : \$2,441.28

The council has *received* HST rebates for the following past fiscal years:

2007-2008 : \$1,233.60

2008-2009 : \$5,518.00

2009-2010 : \$7,022.01 Total \$13,773.61

The council's financial records for 2009-2010 were reviewed June 16, 2010 by Grant Thornton in Digby. The review identified no errors or concerns with bookkeeping practices. The 2010-2011 financial records are getting ready to be passed on to Grant Thornton again this year and we expect no problems.

In keeping with the times, the Executive is currently in the process of setting up PayPal on its website so that members can make on-line purchases for workshops, conferences, resource books, etc.

I am looking forward to another year as treasurer.

Jennifer Copage, CNSA Treasurer (June 11, 2010 - current)