

**ArchWay Descriptive Database**  
WebGENCAT v3.6.1  
Eloquent WebArchives v4.1.1 beta

**ArchWay Help Manual:  
Procedures Manual for CNSA Members**

Revised May 2008

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## Introduction

This manual is intended to provide Council of Nova Scotia Archives (CNSA) members with a framework for creating and submitting descriptions of archival material for inclusion in the CNSA's ArchWay database. It also provides guidelines for implementing the current *Rules for Archival Description* (RAD) standard.

This document was produced in response to the redevelopment of the ArchWay descriptive records database, which is enabling members to submit their own descriptions on-line using the web-based data entry tool. It is important to ensure that members' descriptions of archival material conform to the *Rules for Archival Description* (RAD) and share a consistent format for inclusion in ArchWay. Therefore the procedures contained herein apply to all general and institutional members in the Council of Nova Scotia Archives.

There are 48 CNSA members who have contributed descriptions to ArchWay. The CNSA encourages its members to continue to participate in ArchWay and in doing so, communicate their holdings and enhance access to Nova Scotia's rich and diverse documentary heritage.

## Background

ArchWay is the CNSA's on-line database of descriptions of archival material held in member archives throughout Nova Scotia.

ArchWay was established as part of a national initiative previously known as the Canadian Archival Information Network (CAIN) and recently named Archives Canada ([www.archivescanada.ca](http://www.archivescanada.ca)), which is the gateway to archival holdings across Canada.

The purpose of ArchWay is to inform users of the contents of archives throughout the province and to direct them to the holdings best suited to their research.

Archives communicate the contents of their holdings through finding aids, called archival descriptions. Each group of records, arranged by creator, has an individual description written for it, providing contextual information on the creator and the content of the records. ArchWay includes descriptions for family papers, business, church, and school records, and the papers of individuals. These records span a variety of media, including photographs, maps and audio recordings. Users are also provided with contact information for each of the contributing archives.

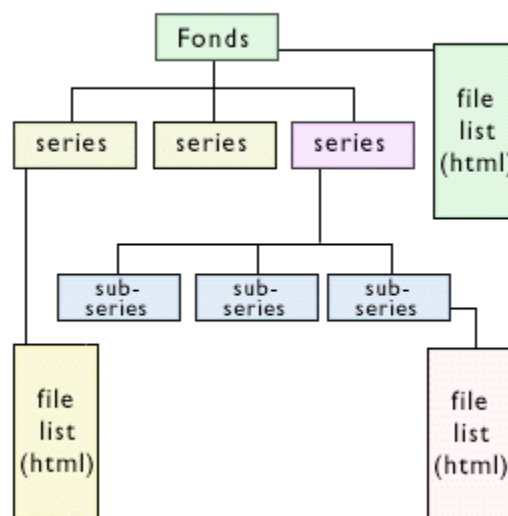
## Goals of the ArchWay Project

- To create and collect fonds level descriptions from the holdings of all CNSA member institutions and to enter them in to the ArchWay database.
- To increase Nova Scotia's contribution to Archives Canada.
- To increase public awareness of CNSA members' holdings and of archives in Nova Scotia.
- To increase the digital content of CNSA members' holdings on the web.
- To increase training, knowledge, and arrangement and description skills of CNSA members.
- To raise accessibility of archival holdings in Nova Scotia.
- To make detailed information on the valuable holdings of Nova Scotian archives accessible to researchers around the world.

## Structure of Descriptive Records in ArchWay

The format for the descriptive entries in the ArchWay database is based on the *Rules for Archival Description* (RAD) and nationally accepted arrangement standards, based on the concept of the fonds. 'Fonds' is the archival term applied to a group of records which have been created and/or accumulated by a person(s), family, or corporate body.

Archival description begins at the highest level of arrangement – the fonds or collection – and then proceeds downward to the series, sub-series, file and item levels. In some instances, file or item lists are also attached to the descriptive record. Information is given at the highest appropriate level and is generally not repeated at lower levels (i.e. from the general to the specific).



Members who are unfamiliar with the concept of the fonds and archival arrangement are strongly encouraged to take the *Introduction to Archives, Arrangement and Description*, and *Introduction to RAD* workshops offered by the CNSA's Archives Advisor before continuing with the description process. To obtain more information please contact:

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Council of Nova Scotia Archives  
6016 University Avenue  
Halifax, Nova Scotia B3H 1W4

Tel: (902) 424-7093  
Fax: (902) 424-0628  
E-mail: [advisor@councilofnsarchives.ca](mailto:advisor@councilofnsarchives.ca)

# Descriptive Records Database Procedures

## Selection

1. Records that are open to description:
  - Those which constitute a fonds, regardless of media.
  - Parts of a fonds, including sous fonds, series, subseries, files and items.
  - Copied materials which are not accessible in another archives.
  - Records that constitute a collection created by one person or corporate body including the institution holding the records. E.g. photographs, maps
2. Records that are not open to description:
  - Those on loan from a non-public institution/body.
  - Those that an institution does not want accessed by the public or ArchWay users.
  - Records that are under consideration for de-accessioning or are in the institution on temporary loan.
  - Fonds consisting primarily of copied materials (excluding photocopies, microfilm etc. created for conservation purposes), which exist in their original form in a publicly accessible institution. However, a link from the description of the original materials to the institution holding the copies can be made in ArchWay.

## Description

1. Members' entries must comply with the *Rules for Archival Description (RAD)*.
2. Records must be described at the fonds-level first; all lower levels must be attached to a fonds description, following the hierarchy in RAD.
3. Fonds-level descriptions in ArchWay are required to contain the following RAD data elements:
  - Title
  - Dates of creation
  - Physical description (extent)
  - Administrative history/Biographical sketch
  - Scope and content
  - Finding aids note
  - Restrictions on access note
  - Retrieval code (location)
  - Provenance access point (creator)
  - Subject access points (according to Nova Scotia Subject Headings)
  - Name of repository where the material is located
4. Information for all other RAD elements, e.g. physical condition, availability of other formats, associated material etc., should be included if that information is available.



5. File or item lists may be entered as searchable titles using "Retrieval Lists" data entry screen.
6. File or item lists may be compiled as a static document and attached to the descriptive record at the lowest level of description available. File formats must be viewable via the web: pdf for text documents and spreadsheets, jpg for images. They must have a resolution of 72 dots per inch (dpi).
7. All levels of descriptions shall be linked to the Nova Scotia Archival Name Authority via access points.
8. Only access points provided for in RAD shall be chosen to provide access to descriptive records.

## Submitting Descriptions to ArchWay

1. It is the responsibility of members to ensure that the information in the database is updated and accurate, including (but not limited to):
  - De-accession and transfer of records from one institution to another under the provincial Co-operative Acquisition Strategy
  - URL/web site addresses provided by the institution
  - Content of the descriptions is RAD-compliant, accurate and free from spelling and grammar mistakes
2. Members will determine their level of participation, e.g. number of descriptions to contribute, and may enter their descriptions at any time.
3. Access to the Data Entry module of ArchWay is provided through the CNSA website. Before access is granted, members must provide their user account name and password.
4. To obtain a user account and password, contact the CNSA Office.
5. User accounts contain two names: one for the Data Entry Archivist who enters the record and one for the Reviewer Archivist who reviews the record and approves it for public view.

Note: Members are strongly urged not to have the same person do both data entry and review/approval.

## Changing Your Password

At first screen after login, click "change password" in top left corner under Eloquent logo. Go to left hand menu and click "full search". In new window, enter your username and old password. Click "search". The new window closes and your

username and old password are entered in the first screen. Simply delete your old password and enter your new password. Do not enter your email address. Click "save".

Passwords can be a combination of text and numbers. You should avoid using spaces or unusual characters (i.e. characters that do not appear on standard keyboards).

Your password is your security against unauthorized editing of your descriptions. Please keep it confidential.

## Recommended Workflow

1. Staff or volunteer person logs in as Data Entry Archivist and enters a record into the database. When finished, he/she marks the record as Completed. Record is automatically available to the Reviewer Archivist.
2. Second staff or volunteer person logs in as Reviewer Archivist and sees only those records saved as completed by the Data Entry Archivist. He/she reviews them for spelling, grammar and RAD rule violations and makes any changes required.
3. When Reviewer Archivist is satisfied the record is ready for public viewing, he/she saves the record. Saving the record sends it to the Public Search module and it becomes accessible to the public.

To edit or add additional information to a description already created and approved, log in as Data Entry Archivist, search for and retrieve the description to be edited. Make changes and save the revised description as completed. The Reviewer Archivist will have to log in and approve the revised description again before it is sent to the Public Search module.

## General tips for using the software

1. Data elements with an asterix \* in the tables below indicate a required field. You must enter information in these fields before the database will accept your record.
2. The edit button at the end of each field enlarges the field space so you can see your text as you type.
3. If you click on a button and get no response or you get the message: "Session ID invalid", your session has been timed out by the software. You must close the

windows you have opened (click on 'back' button) and login again to continue data entry.

4. The tab key moves you from field to field in sequence down the screen.
5. Shortcut keys for cutting and pasting, copying and pasting are: Ctrl/C = copy, Ctrl/X = cut, Ctrl/V = paste.
6. The software accepts Boolean search operators in the Advanced Descriptive Record Search window. The commands are: A = and, O = or, N = not.
7. The software does not add punctuation.
8. You can use html coding within a field to format text: <p> for paragraphs </p>, <b> for bold </b>, <i> for *italicize* </i>, and <br> for line break.
9. To edit a record, find the record using the search bar on the left-hand side, then click to tag the box in front of the desired title/term and then click the "take" button on left.
10. A ▼ beside the tag box indicates lower level descriptions exist. Click the ▼ to view lower levels. Click tag box and "take" button to select.
11. When the reviewer logs in and saves a record, the record instantly becomes viewable by the public.
12. If there are more than 3 terms to enter, click 'save' and then re-open record. More blank fields will appear.

## Removing Descriptions from ArchWay

Your user account permits you to enter new descriptions, name authorities and subject terms and/or edit existing descriptions, name authorities and subject terms. It does not permit the deletion of any records.

If, for any reason, you wish to delete any record you have created in ArchWay you must notify the CNSA Office in writing.

1. Send a letter or email to [advisor@councilofnsarchives.ca](mailto:advisor@councilofnsarchives.ca) or Council of Nova Scotia Archives, 6016 University Ave., Halifax, NS, B3H 1W4.
2. Include the key number and title of all records to be deleted from the database.
3. Include name and position of the person making the request. The CNSA Office may phone the archives to confirm.

4. After records deletion, the CNSA Office will send an email or letter confirming the deletion request is fulfilled.

Please note: there will be a time lag of up to 6 months between deletion from ArchWay and deletion from Archives Canada (the national gateway database). Deletions made to ArchWay will not be communicated to Archives Canada until the next scheduled upload of records.

## Uploading to Archives Canada

Archives Canada ([www.archivescanada.ca](http://www.archivescanada.ca)) is the national gateway database for all archives in Canada. It can only accept fonds and collection level descriptions. It does not include lower level descriptions or scanned documents/images. It lives on a computer server at Library and Archives Canada and uses MARC encoding.

All fonds and collection level descriptions are usually uploaded to Archives Canada every six months: in **April** and **October** each year.

ArchWay records at the fonds and collection level are exported using EAD, converted to MARC and sent to Library and Archives Canada for inclusion in the national database.

## Creating Descriptions

This section provides guidelines for creating fonds/collection level descriptions for ArchWay. The purpose of these guidelines is to assist archivists in applying the rules to their fonds descriptions and to make each institution's descriptions as consistent as possible for the ArchWay database.

The following guidelines are intended to be used with the *Rules for Archival Description* (RAD); they do not replace RAD. It is strongly recommended that users consult their RAD manuals in creating descriptions, particularly when dealing with fonds containing special media.

Search ArchWay for example RAD descriptions or see "Example Descriptions" section of this manual.

Please keep in mind that the purpose of displaying descriptions in ArchWay is to communicate the existence and location of archival sources. You do not need to provide all details about your records here. Once the user has located the information, they must visit your archives to access the material and at that time, you can provide them with more detailed information and/or additional finding aids.

To this end, be as concise and as brief in your descriptions as possible. Be sure to include key terms and subjects represented in the fonds in the scope and content field.

The following four tables provide a general overview of data elements required for creating descriptions for ArchWay, including field-by-field instructions, examples and references to specific RAD rules. The first table is for the main data entry screen; the next two are for creating access points and subject headings; and the last table explains how to create searchable file (or item) lists. Elements denoted with an asterisk (\*) are mandatory in ArchWay. It is recommended that information under the other elements be added if the data is available.

## General tips for using the software

1. Data elements with an asterix \* in the tables below indicate a required field. You must enter information in these fields before the database will accept your record.
2. The edit button at the end of each field enlarges the field space so you can see your text as you type.
3. If you click on a button and get no response or you get the message: "Session ID invalid", your session has been timed out by the software. You must close the windows you have opened (click on 'back' button) and login again to continue data entry.
4. The tab key moves you from field to field in sequence down the screen.
5. Shortcut keys for cutting and pasting, copying and pasting are: Ctrl/C = copy, Ctrl/X = cut, Ctrl/V = paste.
6. The software accepts Boolean search operators in the Advanced Descriptive Record Search window. The commands are: A = and, O = or, N = not.
7. The software does not add punctuation.
8. You can use html coding within a field to format text: <p> for paragraphs </p>, <b> for **bold** </b>, <i> for *italicize* </i>, and <br> for line break.
9. To edit a record, find the record using the search bar on the left-hand side, then click to tag the box in front of the desired title/term and then click the "take" button on left.
10. A ▼ beside the tag box indicates lower level descriptions exist. Click the ▼ to view lower levels. Click tag box and "take" button to select.
11. When the reviewer logs in and saves a record, the record instantly becomes viewable by the public.
12. If there are more than 3 terms to enter, click 'save' and then re-open record. More blank fields will appear.

## Table of Data Elements for Main Data Entry Screen

The following tables assume the reader is familiar with the Rules for Archival Description (RAD) and how to apply them. If you are not familiar with this standard, please read the Rules or take a workshop about them before entering descriptions here.

Data elements with an asterisk \* indicate this is a required field.

Data element	RAD	Explanatory notes	Examples and instructions
*Key	Not in RAD	Automatically generated record id number.	Ignore when entering data. Use for searching only.
*Level of Description	1.0A2	From the drop down menu, choose the term that matches the level of description you are entering: fonds, sous fonds, series, subseries, file, item or collection.	Click on arrow beside field to view the menu. Use mouse to point to desired term and click once. Alternate: type first letter of two-letter code in front of term.
* Title	1.1B2 to 1.1B4b  and media-specific chapters	Enter the title of the unit being described.  At fonds level supply the name of the person, family, or corporate body predominantly responsible for the creation of the records, followed by the word 'fonds' (or 'collection' if applicable).	e.g. John Young fonds e.g. Halliburton Family fonds e.g. Faculty of Arts fonds  Do not end with a period. Do not capitalize 'fonds' or 'collection'. At series and subseries levels, do not include word "series" or "records".
Other title information	1.1E  1.1E7	Seldom used at the fonds or series level.  If the material being described is a	





Data element	RAD	Explanatory notes	Examples and instructions
		imperial measurements (inches, feet) are not permitted.	
*Extent: Specific Material Designation (SMD)	1.5B to 1.5B4 and media-specific chapters  1.8B9	From the drop down menu, select the phrase that best describes the contents of the unit being described.  If there are more than three special classes of material, enter the most common one and use 'and other material'. Then use Physical Description Note field to give further details.	Click on arrow beside field to view the menu. Use mouse to point to desired term and click once. Alternate: type first letter of two-letter code in front of term.  Note: 'textual records' is at end of the list. List is NOT in alphabetical order.
Extent: Further Measure	3.5B1 <i>optional addition</i> and media-specific chapters	If needed, use this field to include additional information on extent.  Optional.	May need to use the scroll bar at the bottom of your screen to scroll horizontally over to see this field.  e.g. 1 album (42 photographs, 3 drawings)
Extent: Other Physical Details	1.5C and media-specific chapters	Use when describing non-textual records. Enter here information about colour, processes, formats and production techniques.	May need to use the scroll bar at the bottom of your screen to scroll over to see this field. e.g. b.& w. e.g. cyanotype e.g. negative
Extent: Dimensions	1.5D1 and media-specific chapters	At the fonds and series levels, use if all records are of the same dimension.  Must use metric measurements.	May need to use the scroll bar at the bottom of your screen to scroll over to see this field.  e.g. 12.5 x 18 cm [all 5x7 photographs] e.g. 54 x 50 cm [all albums are same size]
Custodial history	1.7C	Enter information about any	If the records were not acquired from the

Data element	RAD	Explanatory notes	Examples and instructions
	<p>and media-specific chapters</p> <p>1.8B12</p>	<p>successive transfers of ownership, custody or control of the records before it came to your archives, if known.</p> <p>When material is acquired directly from the creator, record this information in the Note field: Immediate Source of Acquisition.</p>	<p>creator but there is no information available about past owners, enter 'Custodial history unknown'.</p> <p>Click "edit" button to enlarge the field.</p>
Forms part of...	not in RAD	<p>Use only when describing below the fonds level.</p> <p>Search for the name of the higher level description to which your current unit of description belongs.</p> <p>This field provides the link between the fonds level description and the descriptions of its parts (sous fonds, series, subseries, etc.).</p>	<p>Place cursor in this field. Click "find" button. A new window opens with a list of descriptions you've entered previously. Select the higher level description to which your current unit of description belongs by clicking the "tag" box, then click "take" button. Your tagged entry is placed in this field on the main data entry screen. A ▼ beside the tag box indicates lower level descriptions exist. Click the ▼ to view and select from lower levels.</p>
*Scope and content	<p>1.7D to 1.7D2</p> <p>and media-specific chapters</p>	<p>Enter your scope and content information. Do not type "Fonds consists of", "Series consists of" or "Subseries consists of" at beginning: the database adds this phrase automatically. Do not capitalize the first letter.</p> <p>ArchWay automatically lists the series (for fonds descriptions) or the</p>	<p>Begin with your first word after the phrase "Fonds consists of", "Series consists of" or "Subseries consists of". Do not capitalize the first letter.</p> <p>e.g. correspondence (1863-1870), reports (1863-1895), and press releases (1865-1875) from John Young's term as mayor of Archivesville, NS. [...etc.]</p>

Data element	RAD	Explanatory notes	Examples and instructions
		subseries (for series) attached to the higher level description when you use the "Forms part of" field.	If you attach a file list using "Retrieval List" data entry screen, the list will be viewable via a link in this field.
Notes: Variant title	1.8B1 and media-specific chapters	Enter any other titles this fonds (or series, etc.) is known by.	e.g. Previously known as Jack Hodgins Papers e.g. Previously known as MG 4.
*Notes: Source of supplied title	1.8B2	Use this note field to record how you created the title for the fonds, series, etc.	e.g. Title based on contents of fonds. e.g. Title taken from contents of series.
Notes: Parallel title and other title information	1.8B3	Not used when describing fonds, sous fonds, series and subseries.	
Notes: Continuation of title	1.8B4	Not used when describing fonds, sous fonds, series and subseries.	
Notes: Statement of Responsibility	1.8B5	Not used when describing fonds, sous fonds, series and subseries.	
Notes: Signatures and inscriptions	3.8B6 4.8B7 5.8B6 6.8B5 11.8B7 12.8B7	If significant, make a note of any signatures, inscriptions or monograms that appear on the unit being described.	e.g. Signed by the author. e.g. Letters contain Elvis Presley's signature.
Notes: Attributions and conjectures	1.8B6	If desired and relevant, use this note field to enter your guesses about authors of the contents of the fonds, and include your source(s).	e.g. Smith Family genealogy research attributed to Mary Brown. (Source: Donor)

Data element	RAD	Explanatory notes	Examples and instructions
Notes: Date(s) of creation, including distribution, publication, etc.	1.8B8  see also 1.4B3	Enter any explanatory notes about the dates you entered in 'Dates of Creation' field above, if needed for clarity.	e.g. There are gaps in the records from 1885-1900.
Notes: Dates of accumulation	1.8B8a  see also 1.4A6	Enter notes on the date(s) records were accumulated, if different from the dates of creation.	e.g. Records were accumulated by Litigation Support Services between 1969 and 1977 in preparation for the land claims case.
Notes: Physical description	1.8B9  see also 1.5B3	Enter more information about the physical description here if you entered 'and other materials' in the Extent: Specific Material Designation field above.	e.g. Includes 100 photographs, 30 drawings and 12 microfilm reels (35 mm).
Notes: Physical condition	1.8B9a	If desired, make note of records in poor condition, especially if it affects readability.	e.g. Some correspondence in the letter books is illegible. e.g. Emulsion flaking. e.g. Microfilm faded, heavily scratched.
Notes: Conservation treatment	1.8B9b	Note any conservation work performed on the material.	e.g. Diary was rebound by a conservator.
Notes: Alpha-numeric designations	1.8B11	Not used when describing fonds, sous fonds, series and subseries.	
*Notes: Immediate source of acquisition or transfer	1.8B12          see also 1.7C	Enter the name of the donor of the fonds, the date and the method of acquisition, if this information is not confidential.  This note is normally used when the records are obtained directly from the creator. When records are acquired from a	e.g. Donated by George Patterson in January 1999. e.g. Transferred by the Department of Research & Development in 1990.

Data element	RAD	Explanatory notes	Examples and instructions
		source other than the creator, enter this information in the Custodial History field.	
Notes: System of arrangement	1.8B13	Enter any additional information on arrangement that could not be included in the Scope and Content field.	e.g. Original order reconstituted by archivist. e.g. Arrangement imposed by archivist. e.g. Records organized by subject for years 1850-1855 only.
Notes: Language	1.8B14	Record other languages contained in the records.	e.g. Correspondence to Mrs. Hatfield's mother is in Russian.
Notes: Location of originals	1.8B15a	When describing a reproduction (a copy of the original) use this note to say where the originals reside, if known.	e.g. Original registers held by the Nova Scotia Archives and Records Management.
Notes: Availability of other formats	1.8B15b	If the records are available in another format enter the information here.	e.g. Newspapers are also available on microfilm.
* Notes: Restrictions governing access	1.8B16a	Record any restrictions on access to the material. If none, leave blank.	e.g. Access to diary is restricted until 2025.
Notes: Terms governing use and reproduction	1.8B16c	Record any restrictions on the use or copying of the material.	e.g. Fragile items cannot be photocopied.
Notes: Terms governing publication	1.8B16d	Give any restrictions on the publication of the material.  Include any information pertaining to copyright, literary rights, patent rights, or terms imposed by the donor.	e.g. Use in publications is prohibited unless written permission of the copyright holder is obtained.
* Notes: Finding aids	1.8B17	Record information on existing finding aids, other than the RAD	e.g. File list available. e.g. A detailed inventory was published by

Data element	RAD	Explanatory notes	Examples and instructions
		description, including box or file lists, indexes, inventories, etc. If desired, you can enter file list titles and dates using "Retrieval Lists" data entry screen. See table "Creating File Lists" below.	Mary Smith.  If you attach an image to the description, the image label and link will appear in this field.
Notes: Associated material	1.8B18	Note any fonds in other institutions that are related by provenance to the fonds/series being described.	e.g. Starr family records are also held at Acadia University Archives.
Notes: Accruals	1.8B19	Use when the unit being described is not yet complete, to explain when further accruals are expected.	e.g. This series is transferred annually to the Archives and contains records generated five years prior to the year of their transfer. e.g. Further accruals are expected.
Notes: Related groups of records within same fonds	1.8B20a	Note any series or subseries within the same fonds that have a direct and significant connection to the series or subseries being described.	e.g. [When describing a series of letters sent] See also 'Letters Received' series.
Notes: Related groups of records in different fonds	1.8B20	At the fonds and series level, record any groups of records in another fonds (within the same institution) which relate to the unit being described.	e.g. Other records relating to the Starr family's business activities are found in the Samuel Starr fonds.
Notes: General note	1.8B21	Record any other descriptive information considered to be important but that doesn't fit in any other note field.	Click "edit" button to enlarge field.  e.g. Publications written by the author were received with his fonds.
*Access points: Provenance	21.1 to 21.3, 22, 24	Enter the official name or heading for the creator(s) of the fonds. Do not repeat at lower levels of description.	<b>Step 1:</b> Place cursor in first blank field. Click "find" button. In new window "Advanced archives name authority search", place cursor in blank field beside "Keywords" and

Data element	RAD	Explanatory notes	Examples and instructions
		<p>Search the Name Authority files to see if your provenance access point name has already been created. (see steps 1 and 2 ➡)</p> <p>If you cannot find your name, you must create one. See table "Creating Access Points" below.</p>	<p>type name to search for. Click "search" button at bottom right. A new window appears showing results of search.</p> <p><b>Alternate:</b> In new window, place cursor beside "Authority type" field and enter category: person, corporate, family or geographic. Click "search" button at bottom right. A new window appears showing all terms in that category.</p> <p><b>Step 2:</b> If desired name is in the results list from step 1, click on "tag" box and then click "take" button on left. Window will close and desired name will be entered in the provenance access point field.</p> <p>e.g. Brooks, Bob, 1927-1999 [provenance access point for the Bob Brooks fonds]</p> <p>e.g. Halliburton (family) [provenance access point for the Halliburton Family fonds]</p> <p>e.g. Halliburton, Thomas Chandler, 1796-1895 Halliburton, Lucy, b.1817 [other provenance access points for the Halliburton Family fonds]</p>
Access points: Author	21.4 to 21.5, 22, 24	Optional. Enter the official name or heading for the person or corporate body responsible for intellectual or	As above

Data element	RAD	Explanatory notes	Examples and instructions
		<p>artistic content of fonds, series or subseries, if different from creator.</p> <p>Use only if author is significant.</p> <p>Search the Name Authority files to see if your author access point name has already been created. (See steps 1 and 2 for provenance access points.)</p> <p>If you cannot find your name, you must create one. See table “Creating Access Points” below.</p>	
Access points: Other non-subject	21.7 to 21.12, 22, 24	<p>Enter other access points, if significant, and if they fall under one of the following categories:</p> <ul style="list-style-type: none"> <li>• name of custodian(s)</li> <li>• name of person holding an office</li> <li>• name of an office held by a person</li> <li>• names of persons comprising a family</li> <li>• title of published works</li> </ul> <p>Search the Name Authority files to see if your other non-subject access point name has already been created. (See steps 1 and 2 for provenance</p>	As above



Data element	RAD	Explanatory notes	Examples and instructions
		<p>access points.)</p> <p>If you cannot find your name, you must create one. See table "Creating Access Points" below.</p>	
*Subjects	not in RAD	<p>Enter appropriate subject headings or terms, following the rules set out in <i>Nova Scotia Subject Heading Authority</i> (NSSHA) or <i>Library of Congress Subject Headings</i> (LCSH).</p> <p>Search the Subject Authority files to see if your subject term has already been created.</p> <p>If you cannot find your heading you must create one. See table "Creating Subject Headings" below.</p> <p>If more than 3 terms to enter, click 'save' and then re-open record. More blank fields will appear.</p>	<p><b>Step 1:</b> Place cursor in first blank field. Click "find" button. In new window "Advanced authority search", place cursor in blank field beside "Subject term keyword" and type term to search for. Click "search" button at bottom right. A new window appears showing results of search.</p> <p><b>Step 2:</b> If desired term is in the results list from step 1, click on "tag" box and then click "take" button on left. Window will close and desired term will be entered in the subject field.</p> <p>e.g. Windsor (Hants County, N.S.)  Anglican Church - Schools  Education - Societies, etc.  [subject terms for the King's-Edgehill School fonds]</p>
*Retrieval code	not in RAD	Enter any retrieval code/number or accession number used to locate the material.	e.g. MG 1, vols. 355-356 e.g. 1989-76, 1992-4, 2001-16.

Data element	RAD	Explanatory notes	Examples and instructions
Attached images: Label for detail display	not in RAD	Enter the text you want searchers to see in the description. This text will be the link to the image.	The linked text will appear at the end of the description as a note, preceded by the label "Finding Aids".  e.g. Sydney Crosby as a young player e.g. Henry Ford
Attached images: File name on server	not in RAD	Enter the name of the image file you are attaching. Do not include spaces. Do not exceed 15 characters in length.	e.g. s_crosby2002.jpg e.g. henryford_d003.jpg
Attached images: Attached file	not in RAD	Use only images with 72 dpi resolution and website friendly: jpg.  Larger resolution images will take longer to load/view and use too much server memory.	Click "browse" button to find and select image file from your computer.
Attached documents: Document description	not in RAD	Enter the text you want searchers to see in the description. This text will be the link to the document.	The linked text will appear at the end of the description as a note, preceded by the label "Documents".  e.g. Example letter e.g. Marriage license e.g. Sample baptism entry
Attached documents: Document(s)	not in RAD	Enter the name of the document file you are attaching. Do not include spaces. Do not exceed 15 characters in length.	e.g. letter_1975_06D.pdf e.g. mlicense_smedley.pdf e.g. 1989_04filelist.pdf
Attached documents: Attached file	not in RAD	Use only documents scanned at 72 dpi resolution and website friendly: pdf.	Click "browse" button to find and select scanned document from your computer.

Data element	RAD	Explanatory notes	Examples and instructions
		Larger resolution scans will take longer to load/view and use too much server memory.	
*Archivist	not in RAD	Enter the name of the person creating this record.	
*Record completed?	not in RAD	Use to show record is ready for review by manager. Yes = ready for review No = not ready for review	Default is "no". Click on arrow beside field to change "no" to "yes". Records saved with "yes" selected are forwarded to reviewer for approval.

#### For Reviewer

*Manager	not in RAD	Enter name of reviewer. Save record if ready for public viewing.	Place cursor in field and type name of reviewer. To approve for public viewing, click "save" button near top left. To continue working on it, click "back" button to exit the screen without saving.
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## Table for Creating Access Points in Name Authority List

Keep in mind that Authority records (names and subjects) are shared entries in ArchWay. Unlike descriptive records which can only be edited by the institution who submitted them, authority records can be edited by any account-holder. If you need to edit an existing authority record, consider how it is already being used by others in ArchWay to ensure the heading will be valid for everyone.

Data elements with an asterix \* indicate this is a required field.

Data element	RAD	Explanatory notes	Examples and instructions
*Key	not in RAD	Automatically generated record id number.	Ignore when entering data. Use for searching only.
*Authority Type	not in RAD	Enter type of heading being created: Person, Corporate (for business, organization, department, etc.), Family or Geographic (for place names).	Click on arrow beside field to show drop down list. Use mouse to point to desired term and click once. Alternate: type number code in front of term.
*Name	22 to 24	Enter the term chosen as the official heading for a person, a family, a corporate body or a geographic location, in the form prescribed by RAD.	Place cursor in field and type heading.  e.g. Doe, Jane A., 1905-1997 e.g. Halifax, NS e.g. Tim Horton's (store)
Synonym	not in RAD	Do not use.	Do not use.
Non-preferred name(s)	26.2 to 26.3C2	Optional. Enter alternate forms of the name not chosen as the official heading but which might be used by searchers.  If more than 3 terms to enter, click 'save' and then re-open Authority	Place cursor in first blank field. Type in non-preferred names. Press 'tab' key to move to next blank field.  e.g. Doe, J.A. [ <i>for</i> Doe, Jane A., 1905-1997] e.g. Clayton Park, NS [ <i>for</i> Halifax, NS] e.g. CNSA [ <i>for</i> Council of Nova Scotia]

Data element	RAD	Explanatory notes	Examples and instructions
		<p>Entry record. More blank fields will appear.</p> <p>In card catalog system, this would be a "see" reference directing searcher to official form of Name.</p>	Archives]
See also	26.2C, 26.3B	<p>Optional. Enter other official names relating to this Name, directing searchers to other related people or groups.</p> <p>In card catalog system, this would be a "see also" reference.</p>	<p>Click "find" button. New window opens "Advanced archives name authority search". In blank field top right, type any related Names you wish to assign. Click "search" button at bottom right. A new window of results opens. Click "tag" box and "take" button to select any Names listed. Windows close and Name automatically entered in field.</p> <p>If you don't find the Name you want, leave field blank.</p> <p>e.g. Argyle General Store [related name for: Crowell (family) ]</p> <p>e.g. Chrétien, Jean [related name for: Office of Prime Minister]</p>
*Administrative history (Corporate or Event name)	1.7B1	<p>Use for business, organizations, departments or any corporate body. Provide a concise history of the organization or institution which created and/or accumulated and used the fonds. (The creator)</p> <p>If you use published sources for this information, provide citation at end</p>	<p>Do not repeat this information below the fonds level.</p> <p>To format text, use html codes:          &lt;p&gt; for paragraphs &lt;/p&gt;          to &lt;b&gt;bold&lt;/b&gt; text          to &lt;i&gt;italicize&lt;/i&gt; text          to make a line break &lt;br&gt;</p> <p>Alternate for paragraphs: type new paragraph in next blank field.</p>

Data element	RAD	Explanatory notes	Examples and instructions
		using <i>Chicago Manual of Style</i> .	Click "edit" button to enlarge field.  See fonds descriptions in ArchWay for examples.
*Biographical sketch (Personal name)	1.7B2	Use for people and families. Provide a concise biographical sketch for the person or family who created and/or accumulated and used the fonds. (The creator)  If you use published sources for this information, provide citation at end using <i>Chicago Manual of Style</i> .	Do not repeat this information below the fonds level. To format text, use html codes: <p> for paragraphs </p> to <b>bold</b> text to <i>italicize</i> text to make a line break   Alternate for paragraphs: type new paragraph in next blank field. Click "edit" button to enlarge field.  See fonds descriptions in ArchWay for examples.
*Source note	22.1B, 23.2, 24.1A	Record the source of information used for determining the official Name. Prefer a published source, if available.	e.g. Dictionary of Canadian Biography, 2 <sup>nd</sup> ed. e.g. Mercantile Navy List 1888 and 1890. e.g. As appears in her published works. e.g. Company's Annual Report 1924.
Rules	21 to 24, 26	Record the relevant RAD rules used to build the official Name.	e.g. RAD rules: 21.2A, 22.2C, 22.3A
*Archivist	not in RAD	Enter the name of the person creating this Name Authority entry.	

Data element	RAD	Explanatory notes	Examples and instructions
*Record completed?	not in RAD	Use to show record is ready for review by manager. Yes = ready for review No = not ready for review	Default is "no". Click on arrow beside field to change "no" to "yes". Records saved with "yes" selected are forwarded to reviewer for approval.

#### For Reviewer

*Manager	not in RAD	Enter name of reviewer. Save record if ready for public viewing.	Place cursor in field and type name of reviewer. To approve for public viewing, click "save" button near top left. To continue working on it, click "back" button to exit the screen without saving.
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## Table for Creating Subject Headings in Subject Authority List

Keep in mind that Authority records (names and subjects) are shared entries in ArchWay. Unlike descriptive records which can only be edited by the institution who submitted them, authority records can be edited by any account-holder. If you need to edit an existing authority record, consider how it is already being used by others in ArchWay to ensure the heading will be valid for everyone.

Data elements with an asterix \* indicate this is a required field.

Data element	RAD	Explanatory notes	Examples and instructions
*Key	not in RAD	Automatically generated record id number.	Ignore when entering data. Use for searching only.
*Authorized subject term	not in RAD	Enter the term chosen as the official heading for a subject, following the rules in <i>Nova Scotia Subject Heading Authority</i> or <i>Library of Congress Subject Headings</i>	Place cursor in field and type heading. Click "edit" button to enlarge field.  e.g. Agriculture—Societies, etc. e.g. World War I, 1914-1918 e.g. Marriage—Registration
Scope note	not in RAD	Optional. Defines the meaning of the Authorized Subject Term and clarifies the way the Term should be used when indexing.	e.g. "Publicly owned land held by federal or provincial government" [ <i>for Term</i> : Crown Lands]
Non-preferred term	not in RAD	Optional. Enter alternate terms not chosen as the Authorized Subject Term but which have same or similar meaning and might be used by searchers. (i.e. synonyms)  If more than 3 terms to enter, click 'save' and then re-open record. More blank fields will appear.	e.g. Weddings [ <i>for Term</i> : Marriage] e.g. Boats [ <i>for Term</i> : Ships] e.g. Boar War [ <i>for Term</i> : South African War, 1899-1092] e.g. Provincial Property [ <i>for Term</i> : Crown Lands]



Data element	RAD	Explanatory notes	Examples and instructions
Broader term	not in RAD	Do not use. See below.	Do not use.
See also	not in RAD	Optional. Enter other official Subject Terms which relate to this Subject Term, to be more specific (narrower term) or more general (broader term).	Click "find" button. New window opens "Advanced Authority Search". In blank field top right, type any related terms you wish to assign. Click "search" button at bottom right. A new window of results opens. Click "tag" box and "take" button to select any terms listed. Windows close and term automatically entered in field. If you don't find the term you want, leave field blank.  e.g. Weaving [ <i>BT for</i> : Basket-Making] e.g. Merchant Marine [ <i>NT for</i> : Shipping] e.g. Harbours—Communication & traffic [ <i>BT for</i> : Shipping] e.g. Public Lands [ <i>related term for</i> : Crown Lands]
*Source note	not in RAD	Record the source of information used for determining the Authorized Subject Term.	e.g. NSSHA [for <i>Nova Scotia Subject Headings Authority</i> ] e.g. LC [for <i>Library of Congress Subject Headings</i> ]
Amendment note	not in RAD	Record any changes to this record.	e.g. Corrected error in spelling Feb 29, 2008.
*Archivist	not in RAD	Enter name of person creating this record.	
*Record completed?	not in RAD	Use to show record is ready for review by manager.	Default is "no". Click on arrow beside field to change "no" to "yes".

Data element	RAD	Explanatory notes	Examples and instructions
		Yes = ready for review No = not ready for review	Records saved with "yes" selected are forwarded to reviewer for approval.

**For Reviewer**

*Manager	not in RAD	Enter name of reviewer. Save record if ready for public viewing.	Place cursor in field and type name of reviewer. To approve for public viewing, click "save" button near top left. To continue working on it, click "back" button to exit the screen without saving.
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## Table for Creating File or Item Lists

Data elements with an asterix \* indicate this is a required field.

Data element	RAD	Explanatory notes	Examples and instructions
*Forms part of	not in RAD	Use to link file or item list to the appropriate level of description.  Search for the name of the higher level description to which you want to attach the file list.	Place cursor in this field. Click "find" button. A new window opens listing all descriptions you have entered. Select the description to which you want to attach the file list by clicking the "tag" box and then the "take" button. The tagged entry appears in this field on the file list data entry screen. A ▼ beside the tag box indicates lower level descriptions exist. Click the ▼ to view and select lower levels.
*File title	RAD 1.1B	Enter title of file, either supplied by you or transcribed from folder. Do not use word "file".	Tab key moves cursor to this field.  e.g. Correspondence e.g. ArchWay Committee Minutes
Dates of creation	RAD 1.4B and media specific chapters	Enter the earliest and latest date when the file was created.  For uncertain dates follow the format outlined in RAD 1.4B5	e.g. Jan-Mar 1977 e.g. 1860-1871 e.g. 1845
Extent	not in RAD	Do not use.	Do not use.
*Location (shelf, box, file)	not in RAD	Enter the retrieval code/file number used to locate the material.	e.g. Box 3 File 10 e.g. Oversize shelf, File 6 e.g. 1987-04-11

Data element	RAD	Explanatory notes	Examples and instructions
General note	not in RAD	Optional. Enter any relevant additional information about the file.	

## Example Descriptions

The following are examples of archival descriptions created using the *Rules for Archival Description* found in the ArchWay Database.

1. Fonds level description
2. Sous fonds level description
3. Series level description
4. Sub-series level description
5. Multi level description (fonds with series)
6. Family fonds description

### 1. Fonds-Level description

Institution name:	Dalhousie University Archives
Title area:	Dominion Chair Company fonds
Date(s) of creation:	1874-1930
Physical description:	41.18 m of textual records
Administrative history:	<p>In 1860 George Fulton and his brother William began a small water powered sawmill at the mouth of Bass River, Colchester County, N.S. The brothers used the wood to build bedsteads and other furniture. Ten years later William proposed to move the business to Truro, Colchester County, however George did not agree and the brothers parted their ways. William started a short-lived furniture business in Truro and George continued furniture productions in Bass River. Shortly after the parting, George purchased at auction a chair factory at Portaupique, Colchester County, owned by William Campbell. After two years of unsuccessful operation, the factory and machinery were moved to Bass River and Fulton began large scale production of chairs under the name Union Furniture &amp; Merchandise Co. Ltd. At this time, the factory's market was mainly within the Maritime Provinces, but continued to steadily grow. In 1885 the factory was destroyed by fire. However within the year a new factory was constructed and production resumed. The new factory produced nothing but chairs, and later also manufactured school desks and chairs for use in universities and colleges. Again in 1892 the factory was heavily damaged by fire. By this period the founder, George Fulton had retired and passed on the business to his son Suther B. Fulton. In 1903 the company name was changed to Dominion Chair Company Ltd. The factory suffered three more fires, in 1909, 1940 and 1948 and each time the factory was immediately rebuilt and back in operation. Since Suther, the management of the company has passed through various members of the Fulton family: Sommerville Fulton (1899-1902); Edward Fulton (1902-1912); Reuben Starratt (1912-1924); Scott Fulton (1924-1925); P.D. Hill (1925-1926); James S. Creelman (1926-ca. 1955).</p>
Custodial history:	<p>Records were acquired in three accessions. The first on 25 July 1972 (acc. # 51-72) consisted of records of the Union Furniture and Merchandise Co., day books, ledgers, correspondence and miscellaneous papers and was acquired from John Creelman. The second came on 3 October 1972 (acc. # 84-72) consisted of 2 letter books, correspondence and miscellaneous paper and was acquired from Dominion Chair Co. The</p>

	final accession came on 18 October 1972 (acc. # 87-72) consisted of correspondence and miscellaneous paper and was also acquired from John Creelman.
Scope and content:	Fonds consists of correspondence, letter books, invoices, store sales records, ledgers, cash books, account records, journals, bank books, stock documents, index to invoices, counter/delivery books, merchandise invoices, interest books, director's reports & shares, banking papers, vouchers, shipping records, legal documents and miscellaneous papers.
Note Area:	
Source of supplied title:	Title based on contents of fonds.
Arrangement:	Records have been arranged based on format, originator and chronologically. Arrangement was imposed by archivist.
Finding aids:	An item list is available.
Retrieval code:	MS 4 61

## 2. Sous fonds description

Institution name:	Mahone Bay Settlers Museum
Title area:	Percy W. Inglis Store sous fonds
Date(s) of creation:	1872-1975
Physical description:	24 cm of textual records
Administrative history:	The Percy W. Inglis Store was first opened by Charles Inglis as the C.J. Inglis Store circa 1867, selling dry goods, groceries and provisions, boots, shoes, crockery and hardware, lumber and shingles. When Charles died in 1915, the business was taken over by his son Percy, who was assisted by his sister Grace Inglis Quinlan. Percy ran the store until he died in 1950. At this time his niece Clara Quinlan took over and the store continued as the Percy W. Inglis Store specializing in fine English China. Clara also continued to sell groceries and dry goods. In 1985 Clara closed the store and moved to Shoreham Village in Chester, N.S. Presently the Inglis Store building is a Suttles & Seawinds store.
Scope and content:	Sous fonds forms part of the Inglis and Quinlan Family fonds and consists of correspondence, ephemera, financial records and printed and published material relating to the store. The records are limited in scope as many store records were given to Nova Scotia Archives and Records Management.
Note Area	
Source of supplied title:	Title based on contents of sous fonds.
Finding aids:	File list available.
Associated material:	Records of the Percy W. Inglis Store are also held at Nova Scotia Archives and Records Management.

## 3. Series description

Institution name:	Colchester Historical Museum and Archives
Title area:	Sessions Books
Date(s) of creation:	1854-1868
Physical description area:	6 cm of textual records
Custodial history:	Records were given to archives on permanent loan by the Registry of Deeds, Truro.
Scope and content:	Series forms part of the Court of General Sessions, District of the County of Colchester fonds and consists of one book used to record names and districts of Justices of the Peace and other appointed officials including town officers and overseers of the poor and includes the proceedings of

	sessional court.
Note Area	
Source of supplied title:	Title based on contents of series.
Terms governing use and reproduction:	Researchers are to use photocopy.
Retrieval code:	93.64.1

#### 4. Sub-series description

Institution Name	Argyle Township Court House Archives
Title area:	West Pubnico Sewer records
Date(s) of creation:	1969-1986
Physical description area:	21 cm of textual records 111 technical drawings
Scope and content:	Sub-series forms part of the General Municipal Records series and consists of records and drawings which documented the construction of the Municipality's sewer system. The records consist of municipal plebiscite records, petitions, applications, cost estimations, and other related records. The technical drawings include pencil and ink on tracing paper and blueprints of the sewer system.
Note Area	
Source of supplied title:	Title based on content of sub-series.
Physical description:	Includes 56 pencil and ink drawings and 55 blueprints.

#### 5. Multi-Level description

##### 5.1. Fonds-Level

Institution name:	Acadia University Archives
Title area:	Colonel Richard Starr fonds
Date(s) of creation:	1797-1963, predominant 1816-1863
Physical description area:	15 cm of textual records 1 map
Biographical sketch:	Colonel Richard Starr was the 4th son of Joseph and Joanna Starr, born at Foster's Farm, Cornwallis, Kings County, Nova Scotia on 28 April 1799. He was educated at common schools and later attended a private school operated by Rev. Robert Norris. For many years he ran the family farm with his brother Charles until 1842 when Charles sold his portion of the farm and moved to Illinois. Richard sold Foster's Farm and founded Willow Bank farm in 1868. Aside from farming, he also held numerous public appointments: in 1825 he was made 2nd Lieutenant and two years later made 1st Lieutenant in the Nova Scotia Militia; 1833 he was named captain of the Town Plot Company and then finally appointed major. Starr was also commissioned justice of the peace in 1838, and later Commissioner for the Relief of Insolvent Debtors and was frequently called upon as executor of estates. Starr was also the senior Warden of the Church of St. John for 33 years and was also for a time a trustee of the school lands of the Township of Cornwallis. He held a prominent position in the local chapter of the Sons of Temperance. In 1829 Starr married Tamar Troop (b. 1804) of Bridgetown, Kings County, N.S. The couple had 9 children: Major Robert William b.1830; Lavinia b. 1832 d. 1846; Sarah Jane b. 1832 d. 1836; Mary Jane; Henrietta Sophia b. 1839 d. 1843; Joseph Christopher; Sarah Eliza; and Charles Richard Henry b. 1843. Starr, along with his sons Robert and Charles, turned the Willow Bank into a successful farm and apple orchard. Starr became a close

	friend of his neighbour, the Hon. Charles R. Prescott, and the pair worked a great deal together testing and experimenting with varieties of fruit. They were also founding members of the Fruit Growers Association of Nova Scotia. Starr died at his home in 1885.
Custodial history:	Records were received on numerous occasions from Harry Starr, London England. Mr. Starr was a descendent of the Cornwallis and Wolfville Starr family. Mr. Starr accumulated his family records from a variety of sources and divided this collection over time between the Acadia University Archives and Nova Scotia Archives and Records Management. Following his death in 1989, the records he amassed of the Starr and Prat families, not already donated, was removed from his London home and transferred to Acadia as his will stipulated.
Scope and content:	Fonds consists of nine series: Correspondence; Justice of the Peace and Insolvent Debtors Records; School Lands Trustee Records; Church Warden's Records; Financial Records; Cornwallis Bridge Committee Records; Militia Records; Speeches and Writings; and Map of Cornwallis.
Note Area	
Source of supplied title:	Title based on contents of fonds.
Arrangement:	All original order has been lost. Order has been imposed by archivist.
Associated material:	See also the Starr/Prat Collection at Nova Scotia Archives and Records Management.
Related groups of records in different fonds:	See also the Harry Starr fonds, the Joseph Starr fonds and the Major Robert W. Starr fonds.

## 5.2. Series-Level

Institution name:	Acadia University Archives
Title area:	Financial Records
Date(s) of creation:	1830-1853
Physical description area:	7 cm of textual records
Scope and content:	Series forms part of the Colonel Richard Starr fonds. Series consists of two sub-series: Accounts; and Receipts, Promissory Notes and Bills.
Note Area:	
Source of supplied title:	Title based on contents of series.

## 5.3. Sub-series Level

Institution name:	Acadia University Archives
Title area:	Receipts, Promissory Notes and Bills
Date(s) of creation:	1825-1858
Physical description area:	6 cm of textual records
Scope and content:	Sub-series forms part of the Financial Records series and consists of receipts for household goods, clothing, and farm supplies, receipts for potatoes sold by Starr, shipping receipts, and promissory notes.
Note Area:	
Source of supplied title:	Title based on contents of sub-series.

## 6. Family fonds description

Institution name:	Yarmouth County Museum Archives
Title area:	Brown-Ladd family fonds
Date(s) of creation:	1849-1970, predominant 1875-1900
Physical description area:	62 cm of textual records 19 cm of graphic materials
Biographical sketch:	Charles Edward Brown was born at Yarmouth on 28 February 1830, the



	<p>son of the Hon. Stayley and Charlotte (Fletcher) Brown and was the brother of George S. Brown. He was educated in Yarmouth and later attended Harvard College where he earned his Bachelor and Masters of Arts degrees. For thirty years he ran a very successful general store in Yarmouth and was involved in many other local business and social activities. For a period he was the director of the Yarmouth Bank, Commissioner of Schools for the County of Yarmouth, secretary of the Yarmouth County Agricultural Society, a member of the Milton Library Association and a member of the Liberal party. In 1860 Brown married Azuba Davis Rose of Port Maitland, the daughter of James and Mary Rose. She died in 1891. The couple had ten children. Brown died on 17 February 1901. Grace Ladd, the daughter of Charles and Azuba, was born at Yarmouth. She married Frederick Ladd on 20 May 1886. Immediately following their marriage, the couple departed on a trading voyage to Shanghai on board the barque Morning Glory, of which Frederick was captain. The couple had two children, Forrest and Kathryn, and both were born at sea, Forrest and Kathryn. In 1890 Frederick took command of the barque Belmont and the family continued to travel around the world. Forrest remained in the Yarmouth area and served in the RCMP. He married but never had any children. As a child Kathryn studied piano at the LaSalle Junior College in Boston and returned to Yarmouth to teach piano. She never married and died in July 1989.</p>
Custodial history:	The records of the Ladd and Brown families were donated in numerous lots by Kathryn Ladd, the granddaughter of Charles and Azuba Brown and the daughter of Captain Frederick and Grace Ladd.
Scope and content:	Fonds consists of the personal records of Charles E. Brown and Grace and Frederick Ladd. Also contained in the fonds are some of the records kept by Captain Ladd while on board the barques Belmont and Morning Glory, certificates, a passport for Frederick, Grace and Kathryn, a log book from the Belmont, and correspondence regarding the vessel. The records of Charles E. Brown consist of mainly of personal journals. Also included in his records are personal and business correspondence, which includes letters from Windsor Castle and Buckingham Palace, and letters to his daughter Grace, diplomas, scrapbooks, one account book and a typed copy of a speech made by Brown for his graduation from Harvard College in 1849. The records of Grace Ladd consist of letters to her father while she was on board the barques Belmont and Morning Glory. They detail her and her family's life at sea. Included in this fonds also are two photograph albums kept by Kathryn Ladd, and sections of her diary. The fonds also includes numerous photographs of the family, including portraits of Charles E. Brown, photographs of the Belmont and Morning Glory, photos of the Ladd family at sea, photographs of family and friends of the Ladd family and studio photographs of Grace and her children.
Note Area:	
Source of supplied title:	Title based on content of fonds.
Physical description:	Includes one account book, two scrapbooks, 6 log books, and 14 diaries (journals). Within the correspondence there are two envelopes bearing a seal from the Privy Purse (London).
Terms governing use and reproduction:	Use of some original records are restricted. Researchers are directed to use copies.
Associated material:	The memoirs of John Brown, the grandfather of Charles E. Brown are held by Nova Scotia Archives and Records Management, MG 1 Vol. 150b.
Related groups of records in	Related records can be found in the George S. Brown fonds.

different fonds:	
General note:	Artifacts used and collected by the Ladd family during their voyages are on display at the Yarmouth County Museum, including two paintings the two vessels mastered by Capt. Ladd. The Grace Ladd letters are available on microfilm at Nova Scotia Archives and Records Management.

## Descriptions for Specific Types of Records Creators

### Ships and Ports

#### Typical Series

- Transactional and accounting textual records,
- Registers of vessels and seamen,
- Passenger and cargo lists,
- Personal papers of serving captains, including correspondence, discharge papers, masters papers, and letters of reference,
- Ships' Log books,
- Records of maritime wrecks and casualties,
- Technical drawings, photographs and plans.

#### Examples

##### 1.1. Bennett Smith & Sons fonds

###### *Administrative History:*

Bennett Smith & Sons was a shipbuilding and shipping company with offices in Halifax, N.S., and Saint John, N.B. Bennett Smith was well known as one of the largest and wealthiest ship owners in the Maritimes. After his death in 1886, Bennett Smith & Sons was taken over by Bennett's sons, John Marshall Smith and Charles Dewolfe Smith.

###### *Scope and Content:*

Fonds consists of three letter books, 1894-1911, and a journal, 1886-1892, relating to various aspects and transactions of the shipbuilding and shipping business of Bennett Smith & Sons, Charles DeWolfe Smith and John Marshall Smith.

##### 1.2. Projects case files and other material

###### *Scope and content:*

Series forms part of the Halifax Industries Limited fonds and consists of projects case files, 1943-1985; technical drawings, 1921-1985; and photographs, 1892-1978. Series also includes a scrapbook, 1925-1932; and press releases, newsletters and publications, 1958-1985. The projects case files concern events, projects and products of the shipyards, and include transactions with parent companies such as DOSCO and Hawker Siddeley, government departments, private organizations, and prominent individuals. Subjects include significant construction projects such as fishing trawlers, SEDCO oil rigs, and floating dry docks, and events such as modernization and reconstruction programs and public relations and promotional campaigns. The technical drawings are a representative sample of ships' plans and drawings considered significant to the yard's production and operations. They represent vessel production and major projects built at the yard including freighters, icebreakers, Argentinian transports built in 1950, ferries, steel trawlers, tugs, and oil rigs. There are also samples of ships repaired and refitted, products other than ships manufactured and built, and plans of the physical layout of the yard (buildings, machinery and equipment). The photographs were commissioned by the shipyard to document major construction and repair projects, activities of yard workers and prominent officials, and related subjects. The scrapbook consists of one volume of clippings from mainly Halifax newspapers, depicting activities of the shipyard and other contemporary events in the shipping and marine industries. The projects case files are arranged alphabetically by file title, the technical drawings chronologically, and the photographs by subject.

### 1.3. Viking Fisheries Ltd. fonds

#### *Administrative history:*

Viking Fisheries Ltd. was founded in 1954 by Lloyd R. Crouse of Lunenburg, N.S., who became its secretary-treasurer. The company was incorporated under the Nova Scotia Companies' Act on 25 November 1954, with a nominal capital of \$17,000. Its first share-holders were: Captains Edward J. Hansen and Walter Crouse of Lunenburg; and Lloyd R. Crouse, Kinsman E. Crouse and Allen U. Crouse, also of Lunenburg. The company owned and operated one 65 foot dragger, David Frances, which was built in April 1955 by Smith and Rhuland of Lunenburg. Depletion of fish stocks resulted in the dissolution of Viking Fisheries in the mid-1960s, along with the two other fishing companies founded by Lloyd R. Crouse, Crouse Fisheries and Atlas Fisheries.

#### *Scope and content:*

Fonds consists of records documenting the company's activities, including correspondence of the secretary-treasurer, 1954-1967 relating to the Fisherman's Loan Board, licenses, crews, and marine equipment; financial

statements, 1958-1968; and trip sheets detailing the number and variety of fish caught, 1955-1963.

#### 1.4. C.G. Lightship Lurcher (ship) fonds: [1909-1910]

*Administrative history:*

A lightship was stationed at Lurcher Shoal, Yarmouth County, Nova Scotia, to assist in the safe guiding of passing vessels. A point of land did not exist to support a light house so a vessel with a light was moored near the shoal. The first lightship, Lurcher No. 14 began service circa 1906, commanded by Captain Fred Nickerson. In 1951 the first lightship was replaced by No. 2, commanded by Captain Leazon Maillet. Since that time vessels were repeatedly replaced: 1959, Lightship No. 2; 1960 Lightship No. 4 (launched originally as the Cartaraqui). In 1969 the last of the lightships at Lurcher Shoal, and the last in Canada, was retired. An automatic buoy replaced the vessel. Following the retirement of the last Lurcher the vessel was used for various Canadian Coast guard training and exercises. In 1995 the Canadian built vessel was sold to an American company.

*Custodial history:*

The 1909-1910 log was purchased by YCMA from Robin Wyllie of Bridgewater N.S. in 1998. The custodial history for the remaining records is unknown.

*Scope and content:*

Fonds consists of 4 masters' log (the 1909-1910 log is a photocopy) used to record weather, a description of passing vessels, amount of coal used and engine pressure; correspondence and documents regarding the sale of No. 2; and one plan regarding the refitting of the Cartaraqui.

#### 1.5. Captain Charles Reid fonds

*Biographical sketch:*

Charles Reid was born on 28 December 1853 and lived at Brule, Colchester County, Nova Scotia. Reid married Annabell Urquhart in 1882 and they had six children. He was the builder, owner and captain of the schooner Nellie Reid, which was launched in 1891 and named for his daughter. He captained the vessel on numerous trade voyages to New York and Boston, as well as to numerous Maritime ports. He died on 15 January 1922 at Tatamagouche, N.S.

*Custodial history:*

Records were donated by Reid's grandson in 1992.

*Scope and content:*

Fonds consists of records related to the schooner Nellie Reid and the Reid family. These include a certificate of registry, clippings, receipts, crew account, account book and captain's log books. Also included are five photographs of the vessel and one of Captain Reid. Reid family records include pages from the family bible, obituary notices, diplomas and licenses.

## Stores

### Typical Series

- Transactional and accounting textual records,
- Personal papers including correspondence with wholesalers,
- Day books and general ledgers,
- Photographs and ephemera.

### Examples

#### 1.6. Yarmouth Royal Store Ltd. fonds

##### *Administrative history:*

The Yarmouth Royal Store Limited was purchased from Mr. Robert F. Guest in 1935 by George Killam, Samuel Williamson, George Kenney, Stan O'Brien, and Todd Creighton. These five individuals were well-known Yarmouth businessmen and were known as the 'Big 5' within the local business community. By 1935 the business owners included: Mr. George Killam, Dr. Samuel W. Williamson, Mr. C. Wilmont Dean, Mr. George W. Kennedy and Mr. Clyde E. Nickerson. Mr. Killam owned Killam Brothers, Mr. Dean and Mr. Kenney were both part owners in the Grand Hotel, Mr. Nickerson later owned the Yarmouth Wool Shoppe and Dr. Williamson was a well-known medical practitioner. Mr. Dean originally had worked for a Saint John company that dealt with the Royal Store; he was hired as manager and later got the opportunity to purchase shares. When the store was purchased in 1935 it contained only eight departments. The store's product line included department store and grocery items. The new owners continued to expand and by 1960 the street address of the store included 310, 326, 328, 330 and 332 Main Street. The main store building was located on the corner of Main and Central Streets in a ca.1856 brick building which was the first brick commercial building to be built in Yarmouth. In 1970 the store was sold to Stedmans Department Store.

##### *Custodial history:*

The photographs were the property Walton Warner, who for many years managed the Marketeria (grocery department) of the Royal Store. Following the death of Warner and his wife in 1970, their son David donated numerous

photographs which had belonged to his father. The donations were made on various occasions since 1970.

*Scope and content:*

Fonds consists of 309 photographs, primarily b&w prints of the store interior and exterior, store displays and staff members. An order did not exist when the records arrived in the Archives, therefore arrangement was imposed by archivist. The material in this fonds was created by numerous photographers, many of whom are unidentified. Those identified include: Bob Brooks, Atlantic Photo Service, Reigh Poole, Gerald Leblanc, and Ken Oxner.

**1.7. C.S. MacLeod and Company fonds**

*Administrative history:*

C.S. MacLeod and Company were importers and manufacturers of watches, jewelry, silverware and optical goods at Amherst, N.S.

*Custodial history:*

Contents donated to the CCMA by Don MacLeod.

*Scope and content:*

Fonds consists of minutes of shareholders meetings, and agreements.

**1.8. B.B. Barnhill fonds**

*Biographical sketch:*

B.B. Barnhill was a merchant in Two Rivers, near Joggins, Cumberland County, Nova Scotia. It appears that he inherited his father's (A. Barnhill) general store and continued to operate it, selling groceries and household goods. Barnhill was also a lumber merchant.

*Custodial history:*

Donated to the CCMA in 1991 by Bert Hatherly of River Hibert, Cumberland County, Nova Scotia.

*Scope and content:*

Fonds consists of accounts of the Barnhill store including records of lumber sales, and one day book, with records regarding the settling of A. Barnhill's estate.

**1.9. Percy W. Inglis Store records**

*Administrative history:*

The Percy W. Inglis Store was first opened in Mahone Bay, Nova Scotia by Charles Inglis as the C.J. Inglis Store circa 1867, selling dry goods, groceries and provisions, boots, shoes, crockery and hardware, lumber and shingles. When Charles died in 1915, the business was taken over by his son Percy, who was assisted by his sister Grace Inglis Quinlan. Percy ran the store until he died in 1950. At this time his niece Clara Quinlan took over and the store continued as the Percy W. Inglis Store specializing in fine English China. Clara also continued to sell groceries and dry goods. In 1985 Clara closed the store and moved to Shoreham Village in Chester, N.S. Presently the Inglis Store building is a Suttles & Seawinds store.

*Scope and content:*

Series forms part of the Inglis and Quinlan Family fonds and consists of correspondence, ephemera, financial records and printed and published material relating to the store. The records are limited in scope as many store records were given to Nova Scotia Archives and Records Management.

#### 1.10. Lynch's Men's Wear fonds

*Administrative history:*

Lynch's Men's Wear was a men's clothing store located at 340 Main Street, Yarmouth, Nova Scotia. As well as carrying several lines of fine clothing, the store supplied uniforms to many local groups and businesses. The store was owned and founded by Samuel Lynch and later taken over by his son Hubert who was also involved in town politics. The business ceased operations circa 1984.

*Custodial history:*

The custodial history is unknown.

*Scope and content:*

Fonds consists of cash books, accounts paid and payable, stock book, sales books, bill book, expense account book, purchase book and general ledgers.

## Churches (United, Baptist, Roman Catholic, Anglican, etc)

### Typical Series

- Records of committees and organizations including minutes, reports and correspondence of groups such as building committee, choir, Sunday school, men's, women's and youth groups,
- Vital Statistics including births, baptisms, confirmations, marriages, deaths and burials,
- Vestry records: including annual reports, attendance records, minutes, service registers, communion rolls and registers and related papers,
- Financial records and legal documents,

- Property records including contracts, deeds, architectural plans, building permits, indentures, petitions for consecration, etc.
- Correspondence, diaries, journals and newsletters,
- Books, photographs and ephemera.

## Examples

### 1.11. Christ Church Parish fonds [1811-1948]

*Administrative history:*

Christ Church Parish (Anglican), Windsor, was established in 1805; Christ Church had been completed in 1790.

*Scope and content:*

Fonds consists of baptismal registers, 1811-1928; marriage registers, 1811-1926; burial registers, 1813-1948; and confirmation registers, 1857-1948. Besides Windsor, includes inhabitants of Ellershouse, Falmouth, Martock, Mount Denson, Three Mile Plains, Wentworth, and elsewhere.

### 1.12. Vajradhatu Seminary fonds

*Administrative history:*

The Vajradhatu Seminary was founded in 1973 by the Venerable Chogyam Trungpa Rinpoche as a program of advanced training in Buddhist study and meditation practice. The programs were offered by Vajradhatu, an international organization of Buddhist churches founded in 1973 by Trungpa Rinpoche. Admission was by application with final approval at the discretion of the presiding teacher. In addition to teaching the main class the presiding teacher customarily performed traditional Buddhist ceremonies convened meetings of teachers, meditation instructors and administrators and presided at social occasions. The curriculum also included additional required and elective courses taught by senior students. At the conclusion of the program participants could request permission to begin the preliminary practices [Tibetan: ngondro] of the vajrayana. Trungpa Rinpoche presided over the first seminary in 1973 and twelve subsequent seminaries held annually except in 1977 and 1987. After his death in 1987 the program continued under the direction of the Vajra Regent Osel Tendzin in 1988 and 1990 and the Sawang sel Mukpo (now Sakyong Mipham Rinpoche) in 1992 and 1994.

*Scope and content:*

Fonds consists of sound recordings made at fifteen seminary programs from 1973 to 1990 by Vajradhatu Recordings pursuant to its policy of creating a permanent record of the teaching and administrative activities of the



Venerable Chogyam Trungpa Rinpoche and other principal teachers and administrators of Vajradhatu. The originals and all copies of the sound recordings produced at Vajradhatu Seminaries were transferred at the conclusion of each program to the custody of Vajradhatu Recordings a department of Vajradhatu, an association of Buddhist churches founded in 1973 by the Venerable Chogyam Trungpa Rinpoche in Boulder, Colorado. No copies other than for conservation or transcribing purposes or for use in limited study at Vajradhatu centres or by authorized individuals were made. Vajradhatu Recordings (now Kalapa Recordings) retained custody of these sound recordings until their transfer to the Vajradhatu Archives in 1989.

### 1.13. St. Joseph's Convent (Dingwall, N.S.) fonds

#### *Administrative history:*

In 1955 St. Joseph's Convent was established at Dingwall, Nova Scotia to provide a home to two sisters of the Congregation of the Sisters of St. Martha who removed to Dingwall to teach catechism and other subjects at local schools. Another nearby building was purchased to provide additional sleeping quarters. In 1958 a larger house was purchased to serve as St. Joseph's Convent. In 1990 Sister Joan Fultz, General Superior, announced that the sisters would withdraw their services from the Dingwall area the following year. The convent formally closed in the late summer or early fall, 1991.

#### *Scope and content:*

Fonds consists of written annals; typed annals and historical highlights; statistics on personnel and benefactors; the talk given by Sr. Joan Fultz before the sisters' departure from Dingwall, 1991; a souvenir of the celebration of the completion of Project North; booklets marking the 25th anniversary of St. Joseph's Church and St. Francis' Mission; souvenir of Day of Appreciation, 1991; souvenir of the opening of new St. Joseph's Church; pictures of houses in which sisters lived in Dingwall; and newspaper clippings. This fonds includes correspondence, mostly business; reports of visitations of General Superior and the Apostolic Director to the convent; minutes of community meetings and goals; evaluations; and reports on Project North.

### 1.14. Rev. Robert Blackwood fonds

#### *Biographical sketch:*

Robert Blackwood was born at Kinross, Scotland circa 1784. He left his home with the intention of settling in the state of Ohio. On his way to the United States, he stopped in Halifax where he was persuaded to remain in Nova Scotia as there was a demand for Presbyterian ministers. In October 1816 he became pastor for the congregation of Nine Mile River, Gay's River

and Shubenacadie, residing at Shubenacadie. In 1840 he left Shubenacadie to preach at Tatamagouche. Prior to his arrival in Nova Scotia, Blackwood had acquired some medical training and was known to occasionally treat members of his congregation. Blackwood married Anna Macara of Perth, Scotland, who accompanied him to Nova Scotia. They had at least one son, William who was born 13 January 1819 at Coldstream, Colchester County. William married Annie Logan and became a well-known merchant in Tatamagouche. In 1852 Blackwood resigned his charge at Tatamagouche but continued to minister at New Annan and Willow Church. He died 12 December 1857.

*Custodial history:*

Records were rescued from the late William McCully Nelson's shed on Maple Ave., Tatamagouche by Anna Hamilton, of the North Shore Archives in 1985. Mr. Nelson had been an estate lawyer in Tatamagouche and it was thought he collected numerous items of historical value via his vocation. Frank Patterson's History of Tatamagouche alludes to the existence of the sermons and Rev. Blackwood's diaries. Presently the location of these diaries is unknown.

*Scope and content:*

Fonds consists of sermons written by Rev. Robert Blackwood. Each sermon includes the date and location of where it was given. Fonds also includes several written speeches, personal notes and reminiscences, and notes regarding payment for his services. Records are partly arranged by date, as found by Ms. Hamilton.

## 1.15. St. Mary's Basilica (Halifax, N.S.) fonds

*Administrative history:*

St. Mary's Basilica is the main church of the Archdiocese of Halifax, NS, Canada. It is part of the Roman Catholic Church, a world-wide religion based on the teachings of Jesus Christ, whose leader is the Pope in Rome. It was founded in 1784 and given the name St. Peter's Church shortly after the repeal of Catholic penal laws allowed Catholics freedom of worship in Nova Scotia. In 1829 this wooden church was replaced by a stone cathedral and the name was changed to St. Mary's Cathedral. In 1950, St. Mary's Cathedral was elevated to the status of a minor basilica. In 1997, it was recognized as a national historic site by the Historic Sites and Monuments Board of Canada. In addition to being the parish for a community of Irish Catholic immigrants, St. Mary's Basilica also functioned as the headquarters for the Catholic Church in Nova Scotia in its early history. The first resident priest was Rev. Edmund Burke, sent to Halifax in 1801 by the Archbishop of Quebec to lead the faithful Catholics of Nova Scotia. Rev. Burke began to keep records of the activities of this Church, including its finances, minutes

of meetings, and who received the sacraments of baptism, marriage and burial.; Financial support for the priests' living and working expenses was provided through contributions made upon the receipt of a sacrament or service such as baptism, or sick call visits (stole fees). These contributions were carefully recorded. In 1843, the parish formed a committee, raised funds, and built a new cemetery and chapel called the Cemetery of the Holy Cross and Our Lady of Sorrows Chapel, under the leadership of Bishop William Walsh. To promote holiness among the people, the priests of St. Mary's Cathedral encouraged Catholics to join a parish club or society. Some societies were social or spiritual in nature such as the Holy Name Society and the St. Mary's and St. Patrick's Temperance Society, while others helped to carry out the work of the Church, like the St. Peter's Singing Society (which became the St. Mary's Cathedral Choir), or the St. Mary's Catechistical Society.

*Scope and content:*

Fonds consists of eighteen series: Architectural plans and land surveys; Cemetery of the Holy Cross records; Confraternity of Our Lady of Mount Carmel records; Financial records; Holy Name Society of St. Mary's Cathedral records; Metropolitan Chapter of St. Mary's records; Minutes; Parish Bulletins; St. Mary's and St. Patrick's Temperance Society records; St. Mary's Catechistical Society of Halifax records; Sacramental registers; Sermons; Sick call books; Society for the Propagation of the Faith records; Sunday announcement books; St. Mary's Young Men's Benevolent Society; St. Peter's Singing Society records; and St. Mary's Cathedral School.

## Schools

### Typical Series

- Transactional, accounting and fundraising textual records,
- Correspondence, course calendars, handbooks, memoranda, and reports,
- School registers and student registration books,
- Records of the Board of Governors, the head of school and minutes of meetings,
- Records of alumni and related associations,
- Technical drawings, photographs, plans and ephemera.

### Examples

#### 1.16. Halifax School for the Blind fonds

*Administrative history:*

The Halifax School for the Blind opened in 1871 with two teachers and four students. Sir Charles Frederick Fraser, the first superintendent from 1873 to

1923, raised funds through music concerts and public lectures. In 1882 the Nova Scotia Legislative Assembly passed an act for free education of the blind. By 1887 the school was admitting students from the Atlantic region and 145 students were enrolled in 1902. By 1918 the school offered a variety of subjects, particularly those designed to place the blind in the workforce. In 1975, the school changed from a private to a public institution with the formation of the Atlantic Provinces Special Education Authority. The school was renamed the Atlantic Provinces Resource Centre for the Visually Impaired.

*Scope and content:*

Fonds consists of fourteen series: Superintendent's correspondence; Student records; School funds and campaigns records; Braille books and other material; Board of Managers minute books and other material; Financial records; Student grants; Halifax Harbour Explosion, 1917 eye injury records; Published material; Student returns; Reports; Constitution and by-laws; Specifications; and School photographs.

**1.17. Summer School program correspondence and other material**

*Administrative history:*

The Summer School program provided credit and non-credit courses for individuals with deficits in regular NSTC programs, enrolled students with course scheduling conflicts, practicing educators seeking professional development, individuals pursuing personal interests, and those individuals and groups with special educational needs or problems.

*Scope and content:*

Sub-series forms part of the Continuing Education Department correspondence and other material series and consists of correspondence, course calendars, handbooks, memoranda, and reports.

**1.18. Trustees of School Section Number 19 (Pugwash, N.S.) fonds**

*Administrative history:*

In 1864, the Nova Scotian government introduced a new Education Act, establishing Nova Scotia's "free" school system. Pursuant to the Education Act, the jurisdictions of Nova Scotia's regional Boards of School Commissioners were clarified and confirmed. These jurisdictions, identified in the new Act as "school districts", were mainly based on county boundaries. The school districts were, in turn, divided into school sections, with each section being responsible for establishing and maintaining a school, the operation of which was to be overseen by a board of trustees. Trustees were elected for three year terms and were responsible for holding

all school property, employing and maintaining teachers, making regular visits to the school, looking after school facilities and equipment, summoning regular meetings of the ratepayers of the school section, filing returns with the divisional inspector, making arrangements for the conveyance of pupils, and, in later years, enforcing the Public Health Act. Pursuant to the Education Act, the Pugwash school section's board of trustees operated as a body corporate under the title "Trustees of School Section Number 19 in the District of Cumberland". Following the establishment of municipal school boards in the 1940s, the word "District" was replaced with "Municipality". School sections retained responsibility for capital expenditures, but as Nova Scotia's public school enrolments grew during the 1950s, small village school houses like Pugwash's became inadequate. The local boards of trustees' powers were steadily eroded as increased responsibilities were given to municipal school boards, and many small school houses closed as larger "consolidated," or "district" schools were opened. Pugwash District High School, teaching grades 7 through 12, was built in 1958 and was officially opened in the spring of 1959.

*Custodial history:*

Custodial history is unknown.

*Scope and content:*

Fonds consists of 2 minute books which contain minutes of annual meetings, financial records and lists of officers.

**1.19. School improvements plans: [1950-1965]**

*Scope and content:*

Series forms part of the Department of Education fonds and consists of a microfilm copy of a book recording plans and specifications for proposed new school buildings, additions, and improvements, which were assessed by the fire marshal, Nova Scotia Department of Health, and Nova Scotia Department of Education. Book records the municipality, name of school, type and stage of project, architect, and inspection dates of fire marshal, health department, and Education department. Book is arranged chronologically.

**1.20. King's-Edgehill School fonds**

*Administrative history:*

King's-Edgehill School, located in Windsor, Nova Scotia, was the result of an amalgamation of the Edgehill School (also known as Edgehill School for Girls) and the King's College School in 1976. It was not until Bill 15, "An Act to Amalgamate King's College School and Edgehill School as a Body

Corporate to be known as King's-Edgehill School" received Royal Assent on June 26th, 1982 that the schools were officially amalgamated.

*Custodial history:*

Custodial history is unknown.

*Scope and content:*

Fonds consists of thirteen series: Records of the Board of Governors; Records of the Secretary-Bursar; Records of the Headmaster; Records of the Director of Development; Hensley Memorial Chapel; Student and staff handbooks; Events and promotional material; 254 King's-Edgehill Cadet Corps; Scrapbooks and history; Bruce Curtis and Scott Franz case; Architectural records and buildings; Cassettes, films and video; and Photographs.

## Municipalities

### Typical Series

- Correspondence, petitions, council minutes, and reports,
- Legislation, deeds and legal documents,
- Financial and accounting records,
- Tax assessment and collection records,
- Public health and welfare records,
- Council officers', election and employees' records,
- Infrastructure and transportation records,
- Technical drawings, photographs, plans and ephemera.

### Examples

#### 1.21. Municipality of the District of Argyle (1879-1926) fonds

*Administrative history:*

The Municipality of the District of Argyle was incorporated in 1879, and the first municipal election was held on 18 November 1879. There were initially five municipal electoral districts and six councilors elected (the largest district, Tusket, elected two councilors). A year later the second municipal election was held. Elections were held every two years until 1892. Beginning in 1895, the present practice of holding municipal elections every three years was initiated. The Municipal Clerk and Treasurer were the two most important officials employed by the Council. The Clerk was responsible for recording the minutes of the Council meetings and administering to the day-to-day affairs of the municipality. The Municipal Treasurer was responsible for the final and formal book-keeping. In 1913, the positions of Clerk and Treasurer were combined by a motion of Council.

Council members served on several committees, established to deal with various Municipal activities. These activities involved: property assessment & tax collection, financial management, care of the poor, construction & maintenance of roads & bridges, public health, railway construction, animal control, fire prevention, administration of justice, joint expenditures, elections, and town officers.

*Custodial history:*

All Municipal Council meetings were held at the Argyle Township Court House at Tusket since the Municipality's incorporation in 1879. A Council business office was not established until 1945. Previous to this time, Municipal Clerks and Treasurers kept the majority of the records at their homes or place of business. It is unclear how the records came to be held at the Court House. From 1945-1976, a proper staff was on hand in the Court House. The majority of the records in this fonds were left in the building when the Municipality of Argyle removed its offices to the renovated Tusket School building in 1976. The Archives was subsequently established in the Court House building with these and other abandoned municipal records forming the core of its holdings. A small portion of the records in the fonds were transferred to the Archives from the Municipal Office in approximately equal portions in 1990 and 1996.

*Scope and content:*

Fonds consists of records created or received by the Municipality of Argyle while carrying out its normal business activities, which includes elections, administration of roads and general administration. The fonds has been arranged chronologically. The Municipal records have been arranged into 4 fonds for practical reasons, as the original order of the pre-1926 records has been lost. The post-1926 order had not been compromised, and thus the proper rules for description and arrangement was applied. In 1997, it was decided that based on the fact that the Municipal Taxation records had been separated from the other Municipal records and their order compromised, that they would form another separate fonds. Fonds consists of eighteen series: Argyle Municipal Council Minutes; Reports to Municipal Council; Provincial and Municipal Legislation; Deeds and Legal Documents; Financial Records; Municipality of Argyle Officers' and Employees' Records; Correspondence; Petitions; Election records; Road and Bridge Records; Overseers of the Poor Records; Poor Farm Records; Public Health Records; Military tribunal correspondence; Railways; Fire Prevention records; Animal Control records; and Jury Lists.

## 1.22. Deeds

*Scope and content:*

Sub-series forms part of the General Municipal Records series and consists of six deeds which conveyed property from private individuals to the Municipality of Argyle.

### 1.23. Municipality of the District of Digby fonds

*Administrative history:*

The Municipality of the District of Digby was founded in 1879 with the passing of the County Incorporation Act. Prior to 1879, the geographical area of the Municipality was known as the County of Digby, which was formed in 1837 when the western district of Annapolis County was renamed Digby County. The County consisted of two sessional districts, the District of Digby (Digby, Hillsborough, Westport and Weymouth Townships) and the District of Clare (Clare Township). These Districts were under the administration of the Court of the General Sessions of the Peace which was established in 1800 when the township grant, originally granted in 1784, was revoked.

*Scope and content:*

Fonds consists of assessment rolls, collector rolls, one minute book of the Council, alms house patient registers, general correspondence of the clerk/treasurer (Rosco Handspiker), accounts and names of bus drivers, minutes of the Road and Bridge Committee, debentures for the Municipality, minutes of the board of health and miscellaneous financial records (mainly receipts and cancelled cheques).

### 1.24. Municipality of the District of Victoria County fonds

*Administrative history:*

The Municipality of the Victoria County was created in 1879 when the Nova Scotia government passed the County Incorporation Act, the forerunner of the later Municipal Act. Twenty-four rural municipalities were created on the basis of the existing sessional boundaries of twelve counties and twelve districts in six divided counties. The new municipalities were run by elected councils. Generally, the rural municipalities assumed all of the local government powers of the Sessions, which included: poor houses; licenses for intoxicating liquor; ferries, wharves, and markets; paying for the administration of justice; tax collection; contracts; salaries; presiding officers; and general supervision. When the County Incorporation Act was replaced by the Municipal Act, the basis of county administration remained very much the same. The town of Baddeck has served as the seat of municipal government.

*Scope and content:*



Fonds consists of minutes of the municipal council, poor accounts, rate books, Department of Public Welfare accounts and reports presented to council. Some records of the Alderwood Rest Home are also included as the home was operated by the Municipality.

#### 1.25. Alfred J. Bell fonds

*Biographical sketch:*

Alfred Jardine Bell was born at Brule, Colchester County, N.S. in 1899; the son of James William and Sarah (Jardine) Bell. He first married Elsie Lane Graham, and then married Leona Ogden MacLeod and he had three stepdaughters, Doris, Joan and Donna, and two stepsons, Frank and Vincent. Alfred worked as an assessor for the Municipality of Pictou County and for a time worked as foreman of highways for the area. He resided in Thorburn, N.S., and was a member of the I.O.O.F. Lodge, Tatamagouche and the Union Presbyterian Church. He died circa 1970.

*Custodial history:*

Following Alfred's death, his home was sold and on three separate occasions records were found by the new owners and were given to Ivan Weatherby to donate to the North Shore Archives.

*Scope and content:*

Fonds consists of numerous obituaries and articles regarding people and events of the Tatamagouche and New Annan area collected by Bell, notes on the history of Wentworth Grant and Fishers Grant, and wage books kept by Alfred while working as highway foreman in the Tatamagouche area. Fonds also contains notes regarding appraisals done by Bell for the Municipality of Pictou County and assessment records which often contain detailed information about houses and farms in Pictou and Colchester Counties.

## Glossary

**Access point:** A name of a person or place, or a term, by which a descriptive record may be searched and identified.

**Collection:** An artificial accumulation of documents of any provenance brought together on the basis of some common characteristic, e.g., mode of acquisition, subject, language, medium, type of document, name of collector, to be treated for description purposes as a descriptive unit under a common title.

**Cooperative Acquisitions Strategy:** A strategy developed by the CNSA whereby its institutional members strive to acquire archival materials on a co-operative basis, at the local, regional and provincial levels.

**Creator:** see Provenance

**De-accession:** The act of removing material permanently from the physical control and ownership of the archives.

**Description:** The recording of information about the nature and content of records in archival custody which is presented in a standardized form.

**File:** A level of description. An organized unit of documents, usually within a series, brought together because they relate to the same subject, activity, or transaction.

**Finding aids:** Descriptive tools, e.g., registers, guides, inventories, containing information that establishes control over records and facilitates their retrieval.

**Fonds:** The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or corporate body in the course of that creator's activities or functions.

**Provenance:** The person(s) or office(s) of origin of records, i.e., the person(s), family (families), or corporate body (bodies) that created and/or accumulated and used records in the course of that creator's activities or functions.

**Series:** Records within a fonds arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, or arising out of their receipt and use.

**Sub-series:** A group of related material within a series, usually identified by subject, type of material, function, or filing arrangement.

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