

MAIGazine

Newsletter of the Municipal Archives Interest Group
Issue 4

August 2008

**Dufferin County Museum & Archives
2008 MAIG OPEN HOUSE
Sept.27, 2008; 11:00 – 3:00**

Steven Brown, Archivist

The 10th Annual MAIG Open House -
Hosted by the Dufferin County Museum and
Archives.

On September 27, the Municipal Archives
Interest Group will be holding its 10th Open
House. This year's event will be at the
Dufferin County Museum and Archives and
is hosted by Steve Brown.

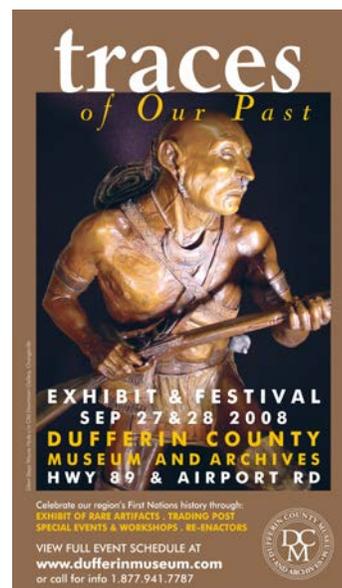
The Open House already is showing promise
as an exciting excursion. It coincides with
the DCMA's third annual "Traces Festival"
which celebrates pre-contact and early-
contact times in central Ontario. So not only
will we get to tour the facility and meet with
colleagues, but we will also be entertained
with a Royal Newfoundland Regiment
encampment, cannon and musket firings,
period weaving demonstrations and more.

The Dufferin County Museum and Archives
was opened in 1994 in a purpose-built
facility that looks like a huge green bank
barn with a red roof and silo. The archives
is located in the "pig pen and straw shed"
built on the side. In addition to records from
the municipalities of Dufferin County, the
collection includes the Abstracts of Title and
Copy Books from the Dufferin County Land
Registry Office, school records from the
Dufferin County Board of Education, as

well as the growing general archives
generated in the community. To learn more
about the DCMA, and to check a detailed
schedule of "Traces" activities, visit their
website at www.dufferinmuseum.com.

Everyone is welcome to attend. If you plan
on coming to the MAIG Open House on
September 27, please RSVP with Steve
Brown (archivist@dufferinmuseum.com) or
David Sharron (dsharron@brocku.ca).
Please let us know if anyone will be
accompanying you. Non-AAO members
will be asked to pay a cost-recovery based
fee for attending the Open House. This
\$12.00 fee will cover costs associated with
catering.

Keep an eye out to the listserv for more
information about the Open House. Hope to
see you there.



From the Chair

David Sharron

One of the best things about being involved with the Municipal Archives Interest Group is that you know that your efforts are directed at a group of archivists who are passionate and keenly aware of the world of municipal records. Nothing could be more satisfying. With this in mind, this is a great opportunity to reflect on the overarching theme of the 2008 AAO Annual Conference – that is, partnerships. It is getting more and more obvious that formulating strong partnerships with like organizations are becoming more and more critical in a world of trim budgets and increasing demands. Many large projects begin by looking for such collaborative opportunities and any granting agency of a sizable nature practically demands it.

What is the best way to foster these collaborations? Through consistent communication with an informed professional community. It is one of MAIG's roles to create occasions wherein this kind of effective communication can take place amongst archivists. One instance of this is the annual Open House. Hosted by the Dufferin Museum and Archives this year, the Open House is one of the rare opportunities for municipal archivists to gather together to share ideas and information. So not only is this event a great social occasion but it carries with it the potential for bigger and better things for us. And if you cannot catch the Open House, another gathering to take advantage of takes place at the AAO annual conference.

Another venue to foster this communication is through the use of the AAO Listserv. I have stated it before but this is the best way to promote ourselves and our work. Please continue to post news items about your work on the Listserv. Whether or not it receives direct or immediate replies from the archival community, it does plant the seeds for a discussion in the future with a fellow archivist or generates new and exciting ideas where they had not existed before. Take advantage of this tool of ours and let us know what you are up to via the Listserv. Why wait for the next Open House or annual meeting to share your knowledge and success?

If there are any issues that arise that the MAIG executive should be aware of, we are here to support you. Do not hesitate to write us and let us know what we can do to help.

In the meantime, I hope to see you at the Open House. And thank you for your support of municipal archives over the years.



2008 MAIG Annual Meeting
Windsor Public Library

Executive Election

During the 2008 MAIG Annual General Meeting, a new officer was elected to the Executive. Ann-Marie Collins was acclaimed for a three-year term, and in 2008-2009 will act as the MAIG Secretary. Ann-Marie will continue the duty of *MAIGazine* editor as well as compiling the *Directory to Municipal Archives in Ontario*.

Ann-Marie is the Archivist at the Bruce County Museum & Cultural Centre in Southampton, Ontario. Ann-Marie started at Bruce as the Archival Assistant on a training grant and has worked her way through the AAO Post Appointment Training courses, having only one course remaining to have completed all three certificates. She has also taken two Records Management certificate courses through the University of Toronto. The Bruce County Archives is not only the official repository for records of the County, but of the minor municipalities therein. Ann-Marie was appointed Acting Archivist January 1, 2008.

Ann-Marie is looking forward to working with Dave again and getting to know Dan. Ann-Marie can be found at:
acollins@brucecounty.on.ca
(519) 797-2080 ext. 114

Dan Zelenyj holds an M.A. specialized in Archives Administration from the University of Windsor, and is City Archivist at the City of Vaughan (it's the City above Toronto). He has held various positions at the City of Vaughan Archives during the past 18 years and has also worked at the Archives of Ontario and Wayne State University Archives. He has served on the AAO Board, is a past IDC Chair, and is presently MAIG Vice-Chair. He believes that the development and expansion of municipal archives in Ontario can only be

achieved by demonstrating to resource controllers and stakeholders that municipal archives are not only cultural agencies, but principally information management business units critical to statutory/regulatory compliance, business efficiency, cost savings, and government accountability and transparency. Dan can be reached at:
dan.zelenyj@vaughan.ca
(905) 832-8585 ext. 3129

Acting as Chair for another year is David Sharron, University Archivist at the James A. Gibson Library Special Collections and Archives, Brock University. David has been at Brock for two years and Chair of the MAIG for the same amount of time. Although he is no longer technically a municipal archivist, municipal records are housed at Brock that has become a critical collection in the area. He hopes that being Chair will effectively keep him in the municipal loop. David is also happy to actively contribute to the profession. Let David know of any news, comments, suggestions or concerns that you may have:
dsharron@brocku.ca
(905) 688-5550 ext. 3264

The MAIG executive would like to thank Ellen Millar for her years of dedicated service in the Secretary position on the executive. Ellen was presented with a certificate of recognition at the Annual General Meeting. She has promised to make the changeover as painless as possible and is looking forward to being the host committee Chair for the 2009 AAO Conference. Contact Ellen at:
ellen.millar@county.simcoe.on.ca
(705) 726-9300 ext. 1288

If you would like more information about serving a three-year term on the MAIG executive please contact David, Dan or Ann-Marie.

2008 MAIG AGM Review

The MAIG Annual General Meeting was held at Windsor Public Library, Windsor on June 4, 2008. David Sharron, Chair, called the Municipal Archives Interest Group 2008 Annual General Meeting to order at 4:30 p.m., and welcomed all of the attendees.

Minutes of the 2007 Annual General Meeting were approved as amended. (If you would like copies of the minutes please contact Ann-Marie Collins.)

The **2007-2008 Financial Report** was received and approved, and the 2008-2009 Budget approved.

Financial Report 2007-2008

REVENUE

Initial Grant from AAO	500.00
Additional Grant from AAO	<u>100.00</u>
TOTAL	<u>600.00</u>

EXPENSES

Open House	400.00
Publishing/Mailing	183.01
Other Meetings	<u>11.39</u>
TOTAL	<u>594.40</u>

Budget 2008-2009

REVENUE

Grant from AAO	<u>700.00</u>
TOTAL	700.00

EXPENSES

2008 Meetings	100.00
2008 Open House	400.00
Publishing/Mailing	<u>200.00</u>
TOTAL	700.00

Open House

The 2008 MAIG Open House will be held Saturday, September 27, 2008 between 11:00 a.m. and 3:00 p.m., at the Dufferin County Museum and Archives. Lunch will be provided free for MAIG members and at

\$15 for guests. Attendees will have an opportunity to tour the facility. During that weekend Dufferin County Museum and Archives is celebrating the region's First Nations history through an exhibit and festival entitled "Traces of Our Past." Mary Charles volunteered to host the 2009 MAIG Open House at the Peterborough Centennial Museum and Archives.

If you would like to showcase your community archives at future Open Houses please contact a member of the MAIG Executive.

MAIG Directory Updated

The *Directory to Municipal Archives in Ontario*, 4th Edition, Revised, was uploaded to the MAIG pages of the AAO Website during the summer. In addition, six copies were printed and given toCarolynn Bart-Riedstra for distribution. Thank you to everyone who participated. The next revision will be done over the course of the late winter and early spring. For more information, or to request a submission form, please contact Ann-Marie Collins.

Best Practices Reference Tool

Mary Charles spoke about the need for municipal archivists in Ontario to prepare a document of some kind that will assist the municipal officers and staff in understanding what archives are about. Information about what does, and does not, constitute an archival record, accessibility, privacy. She suggested that MAIG members expand on the *Resource Guide* that was written by Mark Walsh in 2002, as well as what Alex Ross did approximately 15 years ago. There should not be as many interpretations of the record-keeping section of the *Municipal Act* as there are municipalities in Ontario. It was proposed that a working group be established to prepare a proposal for the funding of a pamphlet that will guide those

creating and working with municipal records. Mary Charles, Anne Hepplewhite, Liz Mayville and Ellen Millar all volunteered to work on the project.

Draw for a Subscription to *Municipal World*

The draw was won by Sharon White. Congratulations Sharon, we hope you are enjoying this enlightening publication.



Sharon White and David Sharon

Election of Officers

In accordance with MAIG's Constitution, Ellen Millar retired from the MAIG Executive. Ann-Marie Collins agreed to allow her name to stand for election to the Executive. Hearing no further nominations from the floor, nominations were declared closed and Ann-Marie Collins was acclaimed to the executive.

Certificate of Recognition

Before adjournment, David Sharron presented a "Certificate of Recognition" to outgoing Secretary, Ellen Millar, for the dedication, leadership, and knowledge shown during her five consecutive years on the MAIG executive.

A MUNICIPAL MOMENT

Frequently asked questions about
Municipal Archives
Carolynn Bart-Riedstra
AAO Archives Advisor.
archivesadvisor@rogers.com

Part of the job of the archives advisor is to provide information about many facets of archives management. In many cases when I don't have the information available I have been able to refer institutions to different municipal archives for their experiences and advice. I would like to thank these municipal archives that have helped municipalities in the past by answering questions about storage, salaries, etc.

During the last four years I have begun to see patterns of what is of importance to municipal archives. I thought I would share with you some of the information that is requested. I just want to note that these questions are not the only ones asked about municipal archives but they have been the most popular.

1. What is the storage cost per square foot for archival storage?
 - This one I have looked at ARMA and records management guidelines for assistance. A good question for a survey would be about space, budgets and per square foot costs if known.
2. How much square footage should be allowed for records?
 - Again I suggest looking at ARMA or records management statistics. I also refer people to Iona McCraith, preservation consultant, as she has experience working with facilities that have undertaken feasibility studies.

3. What is the salary range for archivists and archives assistants?

- I wanted to let AAO members know that I have been collecting the various job descriptions that have been circulated on AAO list and ARCAN—L. If anyone needs a job description, salary range or even education suggestion, please let me know and I can forward you the information that I have.
- I have also referred people to the FIS website that deals with a survey of salaries for graduates. Archives are included and even though there is more of a reflection for librarians than archivists it is still a good resource to have.

4. How many staff should be hired to look after the archival material?

- I try to explain the responsibilities of archival staff and if they are to be part of a records management department I indicate that where possible a separate position should be created. I provide information about archives with similar mandates and in most cases suggest that people contact the archivists directly.

5. What kind of databases should be used?

- This is a question that is applicable not just for municipal archives. Recently the Council of Nova Scotia Archives began a study of databases that were available and they are doing a federal study about several commonly used databases and asking for help from institutions. I was asked to provide information about institutions that might use specific databases. Sharon White, ARCHEION Coordinator, provided useful information

to the CNSA about programs that were compatible with ARCHEION and some that had not been included in the original CNSA posting. The CNSA is hoping to make the results of their survey available on their website so I encourage you to send your comments and feedback to Amanda Stevens at cnsaarchives@gmail.com

6. Other questions include what kind of shelving should be purchased, what kind of fire suppressant, environmental control options and more recently I have received several requests for sample RFPs about constructing archives buildings and creating programs.

Obviously I don't have all of the answers and I rely very much on my colleagues for help. Thank you to all of those municipal archives and archivists who are willing to answer questions either by me or people that I refer to you. If you have information about any of the above topics that you would like to share with me please let me know. If you have questions that you would like to see included in a MAIG survey please let me or David Sharron, MAIG Chair, know about your concerns. I can be reached at archivesadvisor@rogers.com or at 519-271-0404

If you have a suggestion or contribution for "A Municipal Moment" please contact Ann-Marie Collins.

