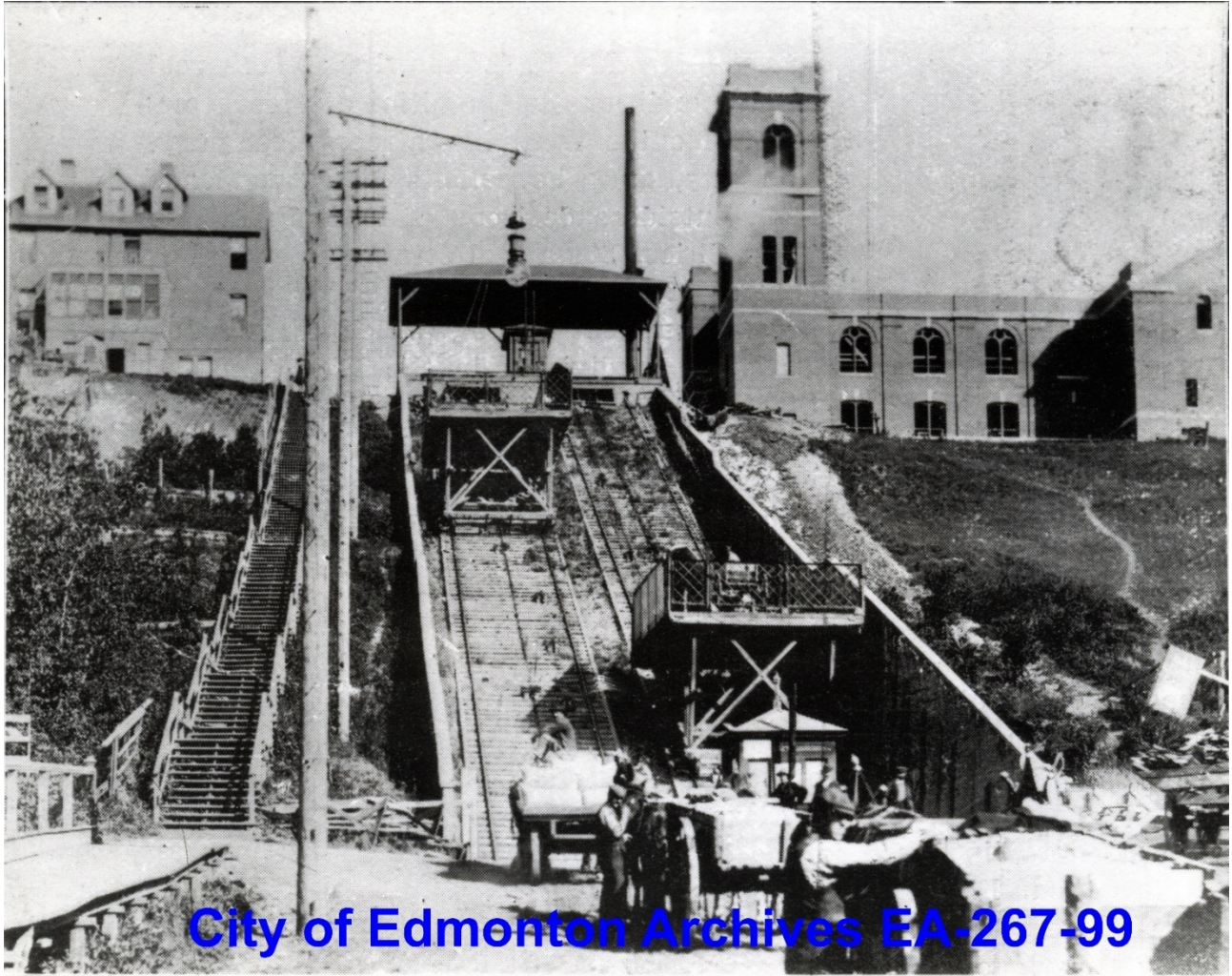


Association of Canadian Archivists
May 2018
theBulletin



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May 2018 *Bulletin*



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President's Report

This has been a year full of initiatives, enthusiasm, and outcomes. At the Ottawa Conference, I announced the creation of two Task Forces, one for the development of a new strategic plan for the ACA and one for the exploration of an alliance with other associations. Early in the fall of 2017 the Strategic Plan Taskforce, chaired by Rebecka Sheffield, and the Associations Alliance Task Force, chaired by Terra Dickson, began their work. The process for and substance of their deliberations are summarised in this Bulletin and will be discussed at the Members' Input Session and at the AGM.

Later in the fall 2017, we welcomed a new Executive Director, Jo McCutcheon, whose commitment, efficiency, and outright brilliancy have allowed us to start the new year in stride.

Three resolutions were approved at the 2017 AGM, two of which related to the TRC Call to Action 70 and one to the ICA Human Rights Principles. All resolutions were addressed. The first requested the Board to investigate the possibility for the ACA of receiving federal money in support of the call to action. The response was negative as such money can only be received by not for profit organizations through one of the tri-Councils grants. Consequently, I, as ACA President, participated in the successful application to SSHRC submitted by the Chair of the Steering Committee on Canadian Archives (SCCA) "Response to the Report of the Truth and Reconciliation Commission Task Force" (TRC-TF), Erica Hernandez-Read, for an Insight grant. The second resolution requested the Board to inform the membership on its activity related to the Call to Action. This was done through the membership list and the Arcan-L list. The third resolution required the Board to consider the ICA Human Rights Principles and make a recommendation to the membership around the basic principles for archivists and records managers in support of human rights at the 2018 AGM. The analysis of the Principles conducted by the ACA Ethics and Advocacy Committees and approved by the Board is printed in this Bulletin. The Board approved the analysis and its conclusion, that the substance of the principles is contained in the draft ACA Code of Ethics and Professional Conduct (CEPC), a Code to be voted by the membership at the 2018 AGM. The Board sent the analysis to the ICA Secretary General, who passed it to the competent committee. The Board asked the Ethics Committee to review also the ICA Draft Guiding Principles for Safe Havens for Archives at Risk. The Board approved its analysis—printed in this Bulletin, and forwarded it to the ICA Secretary General.

Due to the resignation of its Chair, the Advocacy Committee has operated in the past few months under my chairmanship. The Committee has reviewed several issues brought to its attention, in particular the ICA Human Rights Principles, Bill 66, and the Senate Report on the Privacy Act (See Advocacy Committee Report). The Committee's plan for the next three years is summarised in the draft ACA Strategic Plan.

Finally, in the past year, the ACA has co-chaired, with the AAQ, the SCCA, whose work will be presented to the ACA membership on June 7, 2018, right after the Members' Input Session.

I believe that the work carried out in the past year has at the same time stabilised the association and placed it on a path of steady growth. For this I wish to thank all the Directors, who have been relentless in pursuing each and every initiative described in the reports, and much more. Having already mentioned the substantial contribution of Jo McCutcheon, I would like to acknowledge the high competence and tireless grace with

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which Maureen Tracey has handled the difficulties of managing the office under two Executive Directors who were new to the association and its responsibilities. Finally, as the Treasurer, Chris Trainor, and Director at Large SuherZaher-Mazawi will complete their term this year, I would like to thank them for their generous contributions and strenuous support.

Respectfully submitted,

Luciana Duranti



Vice-President's Report

This year's AGM marks six months into my tenure as ACA Vice President. In that time, I have worked closely with the Board and staff to familiarize myself with association policies and procedures, and have learned more about ACA programs and services. In keeping with my duties as chair of the Governance Committee, I have worked on two initiatives, the drafting of a "Bias Response Protocol" and the development of a new cloud-based repository to support ACA board and committee work. One of the primary responsibilities of Governance is to manage the ACA elections. To this end, I am looking forward to the annual elections that will take place at the AGM.

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Over the past year, I have also been involved with strategic planning activities, which have culminated in the identification of key planning priorities for 2018-2021. The Strategic Planning Task Force (SPTF) was formed in Summer 2017 and convened for the first time in October at the ACA's Fall Priorities and Planning meetings. As chair of the SPTF, I have worked closely with representatives from all the ACA standing committees, the ACA President, Treasurer, Directors, and Executive Director, as well as our facilitators, Carol-Anne Moutinho and Geoffrey Thacker of The Portage Group. One of the key outcomes of the strategic planning process was a series of stakeholder consultations, including one-on-one interviews, virtual workshops, and a member survey. Overall, we heard from more than 200 members, both individual and institutional, and learned about how they would like the ACA to support them to achieve their goals.

Moving forward, I will work closely with the Governance Committee to ensure that we build our capacity to meet the needs of members and transform the ACA into a more nimble and responsive member-driven association. One of the first tasks will be to implement a new member services platform with an integrated and refreshed website that will offer more clarity about the ACA and its priorities and services, including the important professional development and advocacy work that the association undertakes. Improving our technical infrastructure will also assist us to communicate with members better and more often.

I feel very fortunate to be involved in the ACA at a time when we are redefining the association to meet the needs of a changing and growing records and archives profession. We know that we have a lot of work ahead of us, but we also know that there is a dedicated and passionate community across the country ready to roll up its sleeves and help out. So, please, look forward to our calls for volunteers and updates on the roll out of new technologies and services as we work to make them available.

Respectfully submitted,

Rebecka Sheffield



Secretary's Report

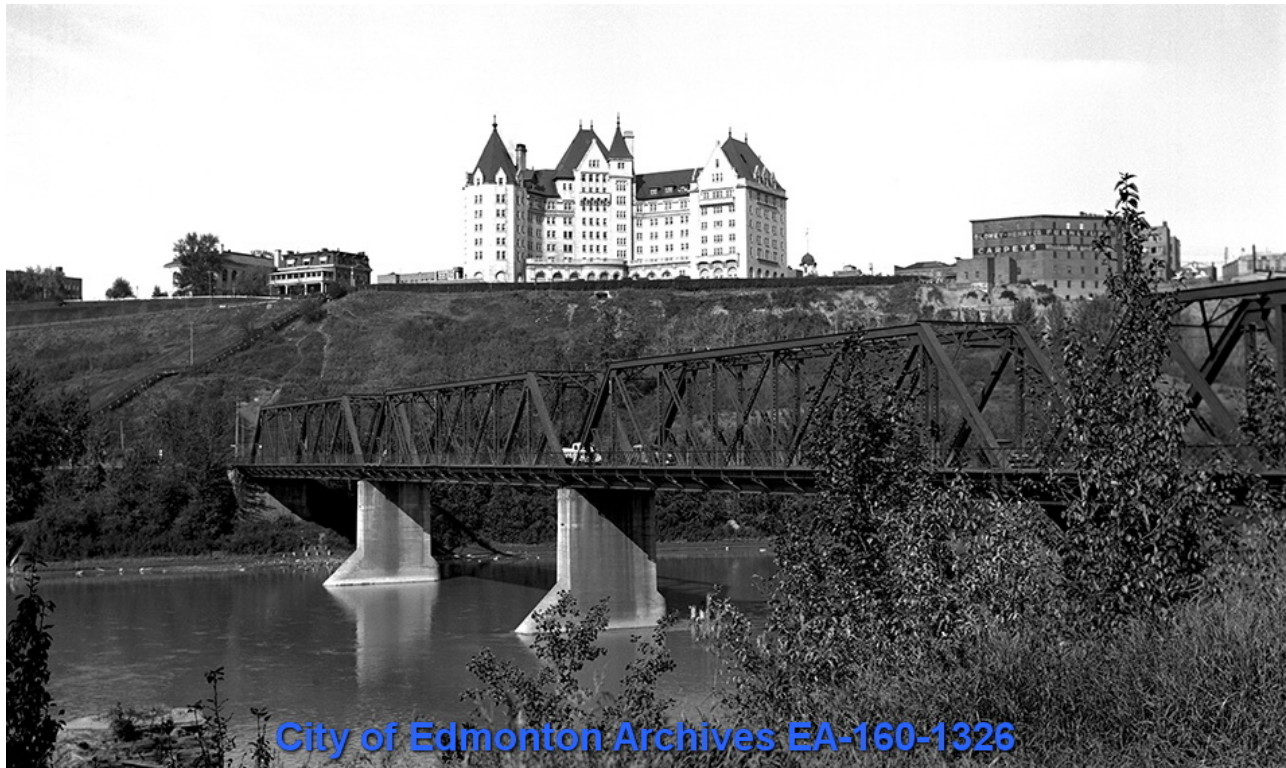
I am pleased to report that the Board and Committees have the expert support of our new Executive Director Jo McCutcheon in setting up meetings and managing our records, as well as the critical ongoing support provided by Maureen Tracey. Jo has enabled Office365 and Zoom teleconference for the board and committees' business, making all our roles easier to carry out. Last year, I participated in two Planning & Priorities sessions – one in Toronto the other in Vancouver. This afforded me the opportunity to provide input into the work and planning of the board.

The Secretary portfolio includes liaison with the Outreach (formerly Communications) and Membership committees. Representatives of both Committees have been valuable contributors on the strategic planning task force. Please see their reports for detail on their activities.

I look forward to working with this dedicated and resourceful Board during the remainder of 2018, and with the incoming board in 2019.

Respectfully submitted,

Jane Morrison



Director at Large Reports

Director at Large – External Stakeholders

The year I served as Director at Large has been one of learning. It taught me about ACA's engagements and activities and offered me the opportunity to understand first-hand how ACA functions, the activities it is involved with, and the issues it faces.

My responsibilities included the task of liaising with external stakeholders, such as the Steering Committee on Canada's Archives (SCCA), Library and Archives Canada (LAC), the Canadian Council of Archives (CCA), and the International Council on Archives (ICA). Representing ACA, I attended monthly SCCA meetings, LAC Stakeholders meetings, and the Annual Meeting of CCA.

Currently, I am completing the work started last year on the website project. After assessing ACA's technological needs, the Board decided to move forward with automating membership management with a Membership Management System that can be integrated with the website interface. It was therefore decided that the website area reserved for ACA members will be part of the Membership Management System implementation initiative. At the time of writing this report, Wild Apricot – a membership management software - has been chosen. Wild Apricot has an integrated website builder that is easy to use. It does not require complex coding skills and makes members' only pages easy to update and manage. Implementing Wild Apricot carries with it several benefits including: it will facilitate online registration, events and conference management, and membership renewals. It will ensure easier communication with members and attract non-membership. The appointment of an implementation Task Force is underway. Work is expected to be completed by October 2018.

I am grateful to all Board members, ACA Office staff, and to colleagues I have interacted with in the different stakeholder groups for their collaboration, support, and encouragement.

Respectfully submitted,

Suher Zaher-Mazawi

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Director At Large Report - ACA Groups

I would like to thank outgoing Director at Large (DAL), Krisztina Laszlo, for letting me be her shadow from the 2017 AGM until the end of December. It was good to get re-acquainted with the ACA Board, Committees, Student Chapters, and Special Interest Sections. I was also very excited to participate in the Strategic Planning Task Force and Planning and Priorities meetings held in October and February. The DAL portfolio includes being the Board liaison for the Student Chapters, the Special Interest Sections, and the Membership Committee. Our six student chapters are located at Dalhousie, the University of Toronto, McGill University, the University of British Columbia, the University of Western Ontario and the University of Manitoba. The Student Chapters have been active this past year, and funding for activities has been provided upon request. I was able to attend the ACA@UBC, 10th annual Seminar and Symposium, entitled “Unresolved: Balancing Access and Privacy in the Digital Age.” The event was a full house, attended by 220 students and information management professionals from across the Lower Mainland and Vancouver Island. I encourage archivists across Canada to take the opportunity to connect with the Student Chapters in their local community. I look forward to working more closely with all of these groups for the remainder of 2018 and 2019.

Respectfully submitted,

Jennifer Mohan



Annual Report of the General Editor, *Archivaria*

Since my last report, two issues of *Archivaria* have been published (Spring 2017 and Fall 2017). As I write this year's report, the Spring 2018 issue is in its final stages of production and should be available to ACA members and subscribers prior to the annual conference in early June.

A focus for me this year as General Editor has been on succession planning for the Editorial Board and Team. At the end of 2017, three members of the Editorial Team completed terms: Jeremy Heil completed his term as Managing Editor, Heather Home her term as Book Reviews Editor, and Amy Furness her term as Exhibitions Reviews Editor. I am enormously grateful for their hard work and dedication to the journal, and pleased that each remains an active member of the Editorial Board. This year the Editorial Board says a fond farewell to outgoing members Suzanne Dubeau, Heather MacNeil, Loryl Macdonald, and Susan McClure. Again, I am grateful for all of the hard work and dedication of our outgoing board members. I am pleased to introduce several new members of the Editorial Board: Rodney Carter, Kathryn Harvey, and Geoffrey Yeo. I'm also happy to introduce new members of the Editorial Team:

- Shyla Seller, Managing Editor
- Alexandra Wieland, Book Reviews Editor
- Catherine MacArthur Falls, Exhibition Reviews Editor
- Émilie Letourneau, French Language Reviews Editor (this position has been vacant for several years and we are thrilled to see it filled again)
- Fiorella Foscarini, Senior Associate Editor

I would like to take this opportunity to note that *Archivaria* is one of the only archival journals that operates entirely on its own, without the support of a larger publisher or aggregator (e.g. Springer, Taylor and Francis). This gives us certain types of freedom and flexibility that both the *Archivaria* Editorial Board and the ACA Board of Directors have agreed are crucial to our mandate and aims, but it also means that the Editorial Team puts in a tremendous number of volunteer hours to produce the journal. The Editorial Board has been gratified to note that in recent member surveys, *Archivaria* has been consistently recognized as a key benefit of membership in the ACA, and I want to take this opportunity on behalf of the membership to thank the Editorial Team and Board for their ongoing commitment to maintaining the quality and integrity of the journal.

In the fall of 2017, *Archivaria* was accepted for inclusion in the Project Muse collection, which will increase the reach and visibility of the journal. We have also continued to work to streamline production, and have hired a new designer to update the journal's look and feel and save costs. Submissions to the journal have increased by approximately 30% in the last year and a half. A priority for 2018-19 will be to continue the work begun by the Marketing Sub-Committee in 2016, with the aim of continuing to improve the quality and delivery of the journal.

Respectfully submitted,

Jennifer Douglas

General Editor, *Archivaria*

ACA Committee Reports

Advocacy Committee Report 2017/2018

Members: Luciana Duranti (Chair), Jean Dryden, Darra Hofman, Maeghan Jerry, John McDonald, Nancy Marrelli, Felicia Pulo, Andrea Tarnawsky.

In February 2017, the ACA Governance Committee called for expressions of interest to ACA members in good standing for service on the newly established ACA Advocacy Committee, whose mandate was to review and respond to issues affecting the ACA, its members, and the larger archival sector.

Activities began in March 2017 with the development of Terms of Reference for the Committee. These were submitted to the Board in May and the Committee received notice of approval in June. The Committee also developed an Advocacy Plan during the summer that was submitted to, and approved by, the Board in July 2017. This provides the foundations for the work of the Committee.

In May 2017 the Advocacy Committee had been asked to represent the ACA at the Ethics Committee of the House of Commons in relation to the review of the Personal Information Protection and Electronic Documents Act (PIPEDA). This was an urgent request and the ACA Ethics Committee undertook to prepare and deliver the ACA statement because of its expertise in the matter.

In June 2017, the Committee prepared a letter jointly issued by ACA and AAQ to the CBC responding to news coverage featuring the concerns of some historians that the federal government was retaining historical archives in “secret archives”, purportedly to prevent public access. There was a short exchange of letters with CBC on the subject.

In July 2017 the Advocacy Committee prepared a statement regarding copyright, in response to a call for comments on NAFTA negotiations. A letter approved by the ACA Board was submitted jointly by the ACA and the AAQ expressing concerns about potential copyright term extension. In a coordinated response, the CCA submitted a separate brief expressing the same concerns.

In September 2017 the Chair, David Alexander, stepped down because of increased work responsibilities. After an unsuccessful search, Luciana Duranti stepped in as Chair.

The Committee was invited to send a representative to the Strategic Planning Task Force (SPTF) meetings in October 2017 and February 2018. The SPTF identified advocacy as the second of four strategic priorities for the ACA, and the Committee worked with SPTF to refine the objectives associated with advocacy. These include the development and implementation of an internal response process that will allow the ACA to respond effectively to advocacy initiatives. Work on this process is underway. The Committee also undertook a long-term project to develop briefs outlining ACA stances on ongoing issues such as Open Government,

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and the Personal Information Protection and Electronic Documents Act (PIPEDA). These briefs will support swift response from the ACA on future advocacy issues.

The Committee has also reviewed and continues to monitor several issues of advocacy interest over the past year, including Bill 66, the Senate Report on the Privacy Act, the ICA Human Rights Principles, the proposed changes to the Vancouver City Archives, and the digitization and destruction of CBC audio archives.

Respectfully submitted
Luciana Duranti, Chair

Education Committee Report

Members: Wendy Duff, Aaron Campbell, Alexandra Mills, Joanna Aiton Kerr, Jaimie Serran, Grek Bak, Amanda Oliver, Elizabeth Shaffer (Chair until April 2018), Jennifer Mohan (Board Liaison and Chair *Pro Term*)

As noted in the previous report, in 2016, the portfolio of the Professional Learning Committee, renamed Education Committee, was changed to focus on both continuing professional development and graduate education. The Education Committee is responsible for fathering information on the educational and professional learning needs of ACA individual and institutional members. In 2017 and 2018, Education Committee members provided input into the Strategic Planning Task Force sessions in October (Ottawa) and in February (Vancouver).

This past year has been a busy year for the Education Committee. Raegan Swanson, who has led the Online Education Sub-committee in researching how to best deploy quality professional development opportunities, has submitted her work and stepped down as chair of the subgroup on online learning. The Committee will ensure that the work that determined educational priorities and recommended the platform to deliver content in webinar and workshop settings leveraging technology will continue. The work completed will be integrated into the 2019 workplan, ensuring that there will be a delivery of structured learning opportunities for ACA individual and institutional members.

Key deliverables for this Committee have been online education and the process of revising the graduate education education guidelines that were adopted in 1990 and also used by the SAA as the foundation for its own guideline. Updated guidelines will be an important element of the ACA's Strategic Plan. The Committee has completed a conceptual map of archival skills and knowledge.

There have been membership changes to the Education committee over the past year. The work of the Committee has been supported by the Director-at-Large, Jennifer Mohan, in particular over the past few months.

Respectfully Submitted,

Jennifer Mohan, Chair *Pro Term*

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Ethics Committee Report

Members: Myron Groover, Alyssa Hamer, Greg Kozak, Corinne Rogers, Jim Suderman (chair), Anna Tidlund

The ACA Ethics Committee was established in the late fall of 2016. At that time, the Board requested the Committee to prepare a revised Code of Ethics and Professional Conduct (CEPC), preferably ahead of the 2017 Conference. The Committee conducted a survey and sought input at the Members' Input session of the 2017 Conference in the development of the CEPC. The draft [CEPC](#) submitted to the Board by the Committee in October, 2017 was accepted by the Board and will be presented to the ACA membership for adoption at the 2018 Conference AGM.

In addition to developing the CEPC, the Committee has reviewed or is reviewing the following documents at the request of the Board:

- ICA Working Group's draft "[Basic Principles on the Role of Archivists and Records Managers in Support of Human Rights](#)" (completed);
- The "[Draft Guiding Principles for Safe Havens for Archives at Risk](#)" prepared by an [ad hoc working group supported by SwissPeace](#) (completed);
- The report of the Standing Committee on Access to Information, Privacy and Ethics, "[Towards Privacy by Design: Review of the Personal Information Protection and Electronic Documents Act](#) (underway)

The Committee's comments are available at the ACA website.

Greg Kozak left the Committee in January 2018. We thank him for his significant contributions to the development of the CEPC. Alyssa Hamer and Anna Tidlund joined the Committee that same month in response to a call for new members, and their contributions to the work of the Committee have been invaluable.

Respectfully submitted,

Jim Suderman

Association of Canadian Archivists (ACA) Comments on Draft Guiding Principles for Safe Havens for Archives at Risk

General Comments

The ACA feels that the principles are generally well articulated and provide valuable guidance to establishing safe haven agreements for archives. The ACA recommends that the Principles be published alongside the commentary, which not only adds value but is essential to a full understanding of the intent of each principle. The notes regarding specific principles below will expand on this general comment.

The term "ownership" is not defined. Clear ownership by the sending institution is essential to

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establishing a fair agreement under these principles. For example, some archival institutions have custody but not ownership of records, e.g., the City of Toronto Archives maintains and provides access to the records of the Toronto Transit Commission, but the records are not owned by the City of Toronto Archives. Contemplating the distributed or post-custodial nature of cloud computing, clarity regarding “ownership” becomes critically important. The ACA recommends defining or at least clarifying the concept of ownership.

The centrality of the concepts of ownership (combined with institutions) and past processes also may constrain the applicability of these principles. The inference is that these principles apply to a particular repository with defined acquisition policy. The holdings of such repositories must also address “the rights of victims and societies as a whole to truth, justice, reparations and guarantees of non-recurrence in the aftermath of grave human rights violations and breaches of international humanitarian law.”¹¹ This general consideration is more specifically addressed in the notes regarding specific principles.

The Preamble outlines a range of circumstances for the application of the Principles, including “grave human rights violations and breaches of international humanitarian law,” referenced in the second sentence. Further in the Preamble are references to “climate change, conscious and unconscious acts, neglect, or storage in inappropriate conditions.” In addition, the commentary to Principle 1 adds circumstances including natural risks, inadequate housing, vermin, pollution, lack of organizational capacity, theft, damage from use, civil disorder, and change of regime.

The ACA believes this range of circumstances is too broad and may itself result in abuses, e.g., an institutional head may seek personal benefits by concluding an agreement with a safe haven repository. The ACA suggests removing from the Preamble and commentary references to circumstances that are more appropriate to the context of disaster and business continuity planning. The ACA believes that the Principles are generally appropriate to circumstances generated by human or civil actions but remains concerned about the term “solution” used in a number of the principles, which could be replaced with another term, such as ‘agreement’ or ‘arrangement.’

The ACA recognizes that the objective of the Principles is to prevent the loss of archives but, unlike the 1954 Hague Convention (referenced in the commentary on Principle 1), the Principles do not advocate engaging a neutral party or witness to any agreement.² The ACA urges the inclusion of some sort of disinterested oversight either in the Principles themselves or in the commentary, assuming the Principles are published with commentary. The value of including a third party is detailed further in the comments on specific principles.

Comments on Specific Principles

1. Purpose of Dealing with the Past Principle – the concept of “past processes” seems awkward or perhaps introduces an unintended limitation on the application of these principles. Arguably all

¹ From the definition of “Dealing with the Past” provided with the Draft Guiding Principles for Safe Havens for Archives at Risk.

² “The 1954 Convention for the Protection of Cultural Property in the event of an Armed Conflict.”

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archives “deal with past processes.” Are archives documenting past processes that are relatively benign (i.e., are not dealing with “grave human rights violations and breaches of international humanitarian law”) outside the scope of safe haven agreements? Put another way, records documenting great artistic, scientific or social achievements surely also warrant the protection of safe haven agreements.

2. Last Resort Principle – the ACA was unable to determine whether the completion of a formal agreement was a necessary pre-condition to the receipt of archives by a hosting institution. Given some of the circumstances outlined in the Preamble and commentary, this expectation may be problematic in fluid circumstances. This principle should also be considered in the context of internal conflicts, indigenous sovereignty, etc. The ACA suggests that this Principle be supported by some sort of post hoc adjudication, which would be facilitated by a broker or other disinterested party, e.g., a UNESCO representative, in the event that actions need to be taken before a formal agreement can be established.
3. Transparency Principle – the ACA questioned the value *over time* of the task set for the hosting institution by this Principle. It imposes a significant burden on the hosting institution and assumes that the sending institution has the capacity, resources, and time to assess the comprehensive juridical analysis required by this Principle at the time it is provided. The ACA assumed that safe haven arrangements would likely be in place for years or decades. While there is value to understanding the juridical context at the point of transfer of the archives, the value of detailed policy and procedural contexts is likely to decline rapidly, particularly given the swiftly changing technological context – which, incidentally, is not referenced in this (or any other) principle or commentary. Commentary for this Principle relating to options for judicial exemptions provides necessary context for its application.
4. Legality and Agreement Principle – the ACA felt that this Principle might be strengthened by: i) inclusion of a disinterested third party to the agreement; and ii) recognizing the spectrum of agreement types used by archival organizations. Inclusion of a disinterested third party might increase confidence that the representations of the hosting and sending institutions are valid. Recognizing a spectrum of agreements might provide greater agility to the institutions in responding to changing circumstances. For example, a *potential* hosting institution might receive records for the purpose of taking them out of harm’s way under a very limited (in time, obligations) receipt agreement so that the institution can better assess whether they would be a good host, e.g., if the archives in question are not well described at a collection level. The Principles and commentary, as written, do not appear to provide guidance for using more limited agreements.
5. Main Goal Principle – the ACA has no comments.
6. Ethics Principle – the ACA felt the three “ideas” included in this Principle are very strong. The first sentence of this Principle might be strengthened by “...should have *and adhere to* a stated ethical code...” The reference in the commentary to the ICA’s Code of Ethics and other documents is essential to understanding the application of this Principle.
7. Fair Agreement Principle – the ACA recommends replacing “solutions” with “arrangements.” It is not unreasonable to think that safe haven agreements will be only partial solutions and may bring problems in their wake.

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8. No Financial Profit Principle – the ACA strongly endorses the inclusion of this Principle.
9. Processes in Agreement Principle – the ACA recommends that this Principle be reviewed from an editorial standpoint, i.e., it appears to be a run-on sentence with inconsistent verb tenses.
10. Ownership Principle – the ACA endorses this Principle as expressed but, as noted in the general comments above, establishing ownership by the sending institution is critical to the objectives of these Principles.
11. Duration Principle – the ACA recommends editorial revision of this Principle, e.g., “...the parties shall include options for extension and closure.” The Principle or commentary might also address options for re-negotiation, or the transfer of the agreement (and archives) to another hosting institution.
12. Anticipating Succession Principle – the ACA recommends editorial revision of this Principle, e.g., “...what will happen if the sending or the hosting institution *either* ceases to exist, or is...” It may also be appropriate to set out conditions and obligations when a safe haven agreement becomes void. Through the participation of a disinterested third party the intentions and integrity of the original agreement are more likely to be sustained over time.
13. Constituent Spirit Principle – the ACA felt that this Principle would be strengthened by the deposit of a copy of any safe haven agreement with a disinterested third party. As outlined in the preceding Principle, in the event that one of the institutions ceases to exist, a deposited agreement may support the integrity of any course of action intended by the surviving institution.
14. Legal Environment Principle – the ACA was uneasy with this Principle. There are nations where the conditions outlined in this Principle exist but might nevertheless be a poor choice. Extraterritoriality currently influences cloud computing decisions. The ACA recommends that the intent of this Principle be reflected in the commentary provided in support of the Last Resort Principle (#2).
15. Control of Material Principle – the ACA has no comments.
16. Physical Characteristics Principle – the ACA has no comments.
17. Professional Standards Principle – the ACA felt that the reference to professional standards is too vague. As with the Legal Environment Principle, the intent of this Principle may be better addressed in the commentary to the Processes in Agreement Principle (#9).

Review of the ICA’s “Basic Principles on the Role of Archivists and Records Managers in Support of Human Rights”

Ethics and Advocacy Committees, Association of Canadian Archivists 30 March 2018

An email from the ACA President to the Ethics, Education, and Advocacy committees, dated 23 October 2017, asked the ACA Ethics and Advocacy Committees committees to review the ICA’s “Basic Principles on the Role of Archivists and Records Managers in Support of Human Rights.” The review by the committees

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would contribute to preparing a recommendation to ACA members, a resolution adopted at the June 2017 AGM. The following text is a compilation of the two reviews.

The Ethics Committee reviewed all 25 of the draft principles first and then transmitted such review to the Advocacy Committee. The review considered the principles on their own merits and in terms of what they might contribute to the ACA Code of Ethics and Professional Conduct (CEPC).³ Generally, the Committee found that the document lacks clarity, contains internal inconsistencies and redundancies, and may be closer to a position paper than a set of principles to guide professionals or institutions.

Critically absent from the BP is a definition of human rights or the prohibited grounds for discrimination. The “Universal Declaration of Human Rights” (United Nations, 1948) is referenced in Principles 3 and 12 but there is no reference to either the International Covenant on Economic, Social and Cultural Rights (ICESCR, 1966), or the International Covenant on Civil and Political Rights (ICCPR, 1976). Eleven of the principles make reference to “violations” of human rights. Of those eleven, four qualify “violations” with “gross” or “massive.”⁴ It is not clear whether the intention of these principles is to guide recordkeepers in relation to

- gross violations, e.g., genocide or systemic discrimination;
- discrimination against individuals, e.g., refusal to rent a residence to an individual based on gender or race;⁵
- harassment of individuals, e.g., unwelcome remarks or jokes referring to any of the eleven grounds for discrimination in Canada;⁶ or
- all of the above.

In the absence of a clear definition, individual professionals, associations, institutions, and educators are left to their own devices to interpret how to apply or be guided by the principles in a recordkeeping context. The Ethics Committee recognized that protection of human rights in Canada is generally strong and comprehensive and, for that reason, did not embed specific human rights principles in the CEPC.

The principles address archivists, records managers, institutions, governments, associations, and educators. These categories of individuals are likewise not defined in the document nor, other than archivist, are these terms defined on the ICA website.⁷ Given the increasing degree of specialization within the archival and information management field, the assumptions held by the ICA’s Human Rights Working Group on what these terms mean should be included in the document. The preamble to the CEPC indicates as its target audience “...all people who participate in archival work—the management, care, custody, preservation, and accessing of records—regardless of their title, employment status,

³ Association of Canadian Archivists, [Code of Ethics and Professional Conduct](#), 18 October 2017.

⁴ Principles 7, 8, 15, and 19. Principle 9 makes reference to “violations” but the phrase “gross violations” appears in the supporting text.

⁵ An allowed exception, see “Are there situations where the Human Rights Code allows unequal treatment?” under *FAQs, Videos, Guides*, [Human Rights Tribunal of Ontario website](#).

⁶ Government of Canada, “Discrimination and harassment” [Human Rights web page](#).

⁷ International Council on Archives, “[Who is an archivist?](#)”

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education, or membership in a professional association.”⁸

The range of addressees indicates a lack of focus within the document. Given that the title of the document addresses “archivists and records managers,” addressing principles to educators, associations, institutions and governments is strange. For example, what are individuals, i.e., archivists, records managers, and educators, or association supposed to do with the six principles addressed to government, of which two (5 and 9) are addressed to government *only*? It is also worth noting that none of the eight principles addressed to institutions are also addressed to government. This may reflect a conscious decision by the ICA Working Group but it may introduce contradictions in the Canadian context where the largest institutions are government institutions, e.g., Principle 1 calls for the creation and maintenance of recordkeeping regimes but government is not included among the addressees. By contrast, Principle 8 of the CEPC urges record keepers to communicate ethical considerations to law- makers and policy developers.

The Committee also believed that some of the Basic Principles were in conflict with the CEPC, in particular as they relate to rights of access to records of or relating to Canada’s Indigenous communities. For example, Principle 9 states that “Governments should ensure that access is provided to their archives concerning violations of human rights and humanitarian law.” This principle may conflict with the principles of ownership, control, access, and possession established by the First Nations Information Governance Centre,⁹⁷ which is specifically identified in the CEPC. These principles provide the basis on which to

1. negotiate terms of access;
2. introduce the concept of community privacy.

The Basic Principles also appear to include internal inconsistencies. For example, it is not clear if Principle 9, referred to in the preceding paragraph, is inconsistent with or modified by Principle 11, which requires institutions, archivists and records managers to “...ensure that safeguards are in place to protect personal information from unauthorized access, in order to ensure respect for rights, fundamental freedoms and the dignity of persons to whom the information relates.” However, Principle 15 urges archivists and records managers to inform “pertinent authorities” about the existence of records they believe contain evidence of “...gross violations of internationally recognized human rights...” Doing so might violate community privacy of an Indigenous community, for example. And while Principle 18 urges cooperation by institutions and archivists (but not records managers, curiously) with individuals in other countries regarding “disputed displaced archives” the principle, although well intended, is also paternalistic in the direction it provides.

Finally, some of the Basic Principles may actually compromise individual archivists, records managers, and professional associations (and possibly educators as well, depending on their protections). Principle 16, which is essentially intended to protect whistleblowers, asserts a “right” to report any

⁸ Introduction to the CEPC.

⁹ First Nations Information Governance Centre, [“The First Nations Principles of OCAP®”](#)

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retaliation following a disclosure of information by an archivist or records manager (but not, curiously, an educator). While the Ethics Commission strongly supports protections for those whistleblowing in good faith, a set of principles cannot assert a right. That authority is limited to the laws and policies of the jurisdiction in which people work. The principle could be modified to urge advocating for appropriate protections for whistleblowers. Another example is Principle 17 which urges respect for the cultural and legal patrimony of countries and communities by not acquiring archives falling outside their jurisdiction. This does not reflect the realities of the Canadian acquisition landscape, e.g., universities acquire records as a means to attract students, which is, in turn, linked to the funding they receive. It is curious that Principle 17 is not addressed to governments given its clearly international scope.

The Ethics Committee

- believes that, with limited and minor exceptions, the objectives of the Basic Principles are met in the CEPC and the human rights protection framework in Canada; and
- recommends that the ACA Board communicate the identified concerns to the ICA and advocate further revision of the Basic Principles.

The ACA Advocacy Committee agrees with the analysis and conclusions of the Ethics Committee. Its review made two additional points about gaps in the principles.

The Committee noted that none of the principles addresses a situation where the government is obliged to destroy/remove judicial records connected with 'historically unjust convictions' (a situation currently addressed in Canada by Bill 66). In other words, the rights of a certain category of individuals can only be respected, in part, through the destruction of a certain class of records. This would seem to suggest that there ought to be a principle that would oblige archivists to ensure that such records are, in fact, destroyed - notwithstanding the interests of historians and other researchers. The ICA principles seem to focus on preservation and access and don't appear to leave much room for situations where archivists could be involved in ensuring the destruction of records to protect the human rights of a certain category of individuals.

This raises an interesting question for the ACA Advocacy Committee. Should it advocate for the destruction of records to support a human rights objective or should it advocate for the preservation of certain of the records to support the interests of researchers? The two positions aren't incompatible if there is a formal retention and disposition process in place to enable the various interests to be brought to the table - ergo, the role of the archival institution that is competent for those records. On the other hand, this situation does raise an interesting question about the position of and archival association's Advocacy Committee on such matters, especially in light of the ICA principles.

This raises to another point about the ICA principles. Aside from a very soft reference in principle #25, the document doesn't cover how the ICA intends to provide support to the efforts of professional organizations such as the ACA in implementing the principles, especially in complex cases having global implications.

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Under what circumstances would the ICA be prepared to step in and support a professional association advocating for a records strategy that might have strong human rights implications? What would be the nature of the support, given that the situation might be about a very sensitive human rights case? Nearly 20 years ago, the Chair of the ICA Electronic Records Committee was asked to issue a position on the Heiner case, which involved the unauthorized destruction of records documenting abuse at a juvenile detention centre in Queensland, Australia. At the time the Chair was advised - rightly or wrongly

- that the ICA shouldn't intervene in a situation that was local and specific to Queensland. As many archivists may recall, the Heiner case stimulated so much interest around the world that, for some, meant it should have been picked up at the level of the ICA. Now, with the issuance of the Principles, it might be useful for the ICA to consider some criteria that would alert archivists about the level of support they might expect from it as they address certain human rights situations. At the local level, such criteria could help professional associations such as the ACA develop their own criteria.

Governance Committee

Members: Rebecka Sheffield – Chair, Brett Lougheed, Loryl MacDonald, Jeffrey Mokler, Jennifer Roberts & Corinne Rogers

The Governance Committee was chaired by outgoing Vice President Jordan Bass until December 31st 2017 and incoming Vice President Rebecka Sheffield from January 1st 2018. The mandate of the Governance Committee is to advise the Board of Directors on the overall governance of the Association, to encourage continuity and consistency in all ACA operations, and to recognize noteworthy accomplishments within the archival community.

The Governance Committee issued its annual call for Board nominations this year, seeking individuals for the positions of President, Treasurer, and Director-at-Large.

Recruitment of volunteers occurred throughout the year. The Committee works with all committee chairs to ensure that there is capacity to undertake association initiatives, and adequate support from the Board and staff. Maintaining a full complement of volunteers that represent all demographics of the Association's membership continues to be primary activity of the Governance Committee.

Looking forward, the Committee will begin a review of the Association's bylaws and Committees' Terms of Reference and refresh them as necessary. We will also be assisting the Executive Director to review and revise the volunteer manual to ensure that information about the Board, Committees and Special Interest Sections is consistent and clearly documented.

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Awards Sub-Committee: Heather Dean – Chair, Bryan Corbett, Susan Hart & Michelle Spelay

The Awards Sub-committee of the Governance Committee issued its annual call for nominations for Fellow of the ACA, Membership Recognition Award, and Honorary Archivist Award. This year, the Sub-committee will also review and refresh criteria for all awards to ensure that they fully represent our members and can be used to celebrate and recognize the accomplishments and dedication of members at any point throughout their careers.

I would like to thank the past Chair of the Governance Committee, Jordan Bass, for his support as well as the members of the Committee for their advice, scrutiny and dedication.

Respectfully submitted,

Rebecka Sheffield, Chair



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Membership Committee Report

Members: Anna Dysert, Sean Hayes, John Lund (Co-Chair), Shamin Malmas (Co-Chair), Jane Morrison (Board Liaison), Gillian Shaw, Jill Teasly, Leslie Thomas-Smith.

The purpose of the Membership Committee is to advise the Board on matters pertaining to the maintenance and growth of the association’s membership. Its goals are to monitor and assess member enrolment numbers and trends, recommend specific segments of the archives community as targets for members recruiting campaigns, undertake a membership drive, and coordinate the mentorship program.

Membership Statistics, 2017 and 2018

| | Total members | Individual | Institutional |
|-------------|---------------|------------|---------------|
| May 18 2018 | 566 | 458 | 108 |
| End of 2017 | 633 | 510 | 123 |

There is typically an uptake in membership prior to the conference. Given this expectation the numbers are aligned with past years.

ACA Membership by Category 2018

| Membership Category | 2018 |
|---------------------|------|
| Institutional | 108 |
| Individual Members | 295 |
| E-Students | 133 |
| Fellows | 15 |
| Complimentary | 10 |
| Associate | 3 |
| Honorary Archivists | 2 |
| Total | 566 |

Comparative 2017 and 2018 Membership by Region

| Membership | Atlantic | Quebec | Ontario | Prairies & NT/NU | BC & YT | USA | International |
|------------|----------|--------|---------|------------------|---------|-----|---------------|
| 2017 | 28 | 59 | 275 | 117 | 117 | 23 | 24 |
| 2018 | 21 | 48 | 232 | 115 | 116 | 15 | 19 |
| | | | | | | | |

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Mentorship Program

- Participants included 47 mentors and 36 mentees
- A survey will be conducted in late June with the aim of gathering feedback from all participants in order to make adjustments for next year

The major focus of our activities this year was supporting the membership drive, coordinating the mentorship program, and participating in the ACA Strategic Planning process.

Upcoming Activities

- Revising the Committee's Terms of Reference (Shamin and John)
- Updating the Committee's Operational Manual (all Committee members)
- Preparing a White Paper for the Board on Institutional membership (Anna and Sean)
- Ensuring representation on the Taskforce for Integrating ACA Website with a Membership Management System (Shamin)
- Conducting a mentorship program survey (Leslie and Shamin)

Respectfully submitted

Shamin Malmas and John Lund, Co-Chairs

Outreach Committee Report

Members: Sean Hayes (Chair), Jasmine Charrette, Leah Sanders, Linda Lei, Melissa McCarthy, Jane Morrison (Board Liaison)

PORTFOLIO CHANGES:

Richard McKibbon, Emily Chicorli, and Lindsay Osmun have stepped down from the Outreach Committee citing time constraints and lapsed ACA memberships. I would like to thank Richard, Emily and Lindsay for their work with the Outreach and Communications Committees.

Facebook and Twitter Update

The Facebook and Twitter accounts have remained active. Jasmine Charette has been posting in English and French regularly during weekdays, and occasionally during weekends, on both platforms. The content of the posts ranges from job postings, exhibit announcements and other national archival news, links to Bulletin articles, photographs from various archives across Canada, general ACA announcements, and regular Throwback Thursday photos. Some popular hashtags that continue to be incorporated with regular posts are

#ArchivesInTheNews #ArchivesJobs and #ThrowbackThursday.

Jasmine has also been regularly collecting statistics on number of posts, re-tweets, shares, likes and other indicators of interaction with social media content. Statistics generally indicate a growth in followers and interaction with our social media platforms. These statistics are shared at our scheduled meetings and recorded in the committee's minutes.

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Flickr, You Tube, Linked In

Emily Chicorli had been managing the Flickr, YouTube, and Linked In sites since April 2016 until she stepped down, leaving this position open.

Outreach Toolkits

There has been some discussion within the group as to whether it would make sense to pick up work on the Outreach Toolkits, or whether we should be focusing on outreach through more interactive means, such as You Tube instructional videos. I feel the latter is more appropriate, but You Tube activity has been minimal. The Committee feels that we should also move away from work on additional information sheets. This topic will be re-tabled when the Outreach Committee will have additional members in the coming months.

Consultants Directory

The consultant's directory was recently updated by the ACA office. The Outreach Committee will be periodically checking the directory to ensure that it is up to date and remains used.

The Bulletin

Leah Sanders has been managing The Bulletin blog, but posting has been largely put on hold while we consider reformatting the publication, with input from the ACA Board. The blog was noted as being in need of revision at the ACA Strategic Task Force Planning session that took place in Vancouver recently. The committee will be working to reformat the blog in the coming months.

Outreach Committee Proposed Activities 2018/2019

Mandate:

The Outreach Committee monitors and improves communications within the Association, and between the Association and its stakeholders. The Committee includes the Editor of the ACA Bulletin. The Committee also advises the Board of Directors on ways to improve public awareness of the ACA and the archival profession.

Accountabilities and objectives:

To evaluate the current state of communication within the Association and its members, and to reach out to new and potential users. To advise the Board of Directors.

PROJECTS CURRENTLY IN DEVELOPMENT

With several recent member departures, and delays in meetings, the Outreach Committee will be looking to regroup and start work on a number of projects in the coming year.

The ACA Bulletin

Leah Sander is the Outreach Committee member who has worked most closely on the maintenance of the blog. Leah will be putting a call out for more submissions to the Bulletin through Arcan-L and other channels, and we will be generating more ideas for the blog in coming months. A collaborative document has been

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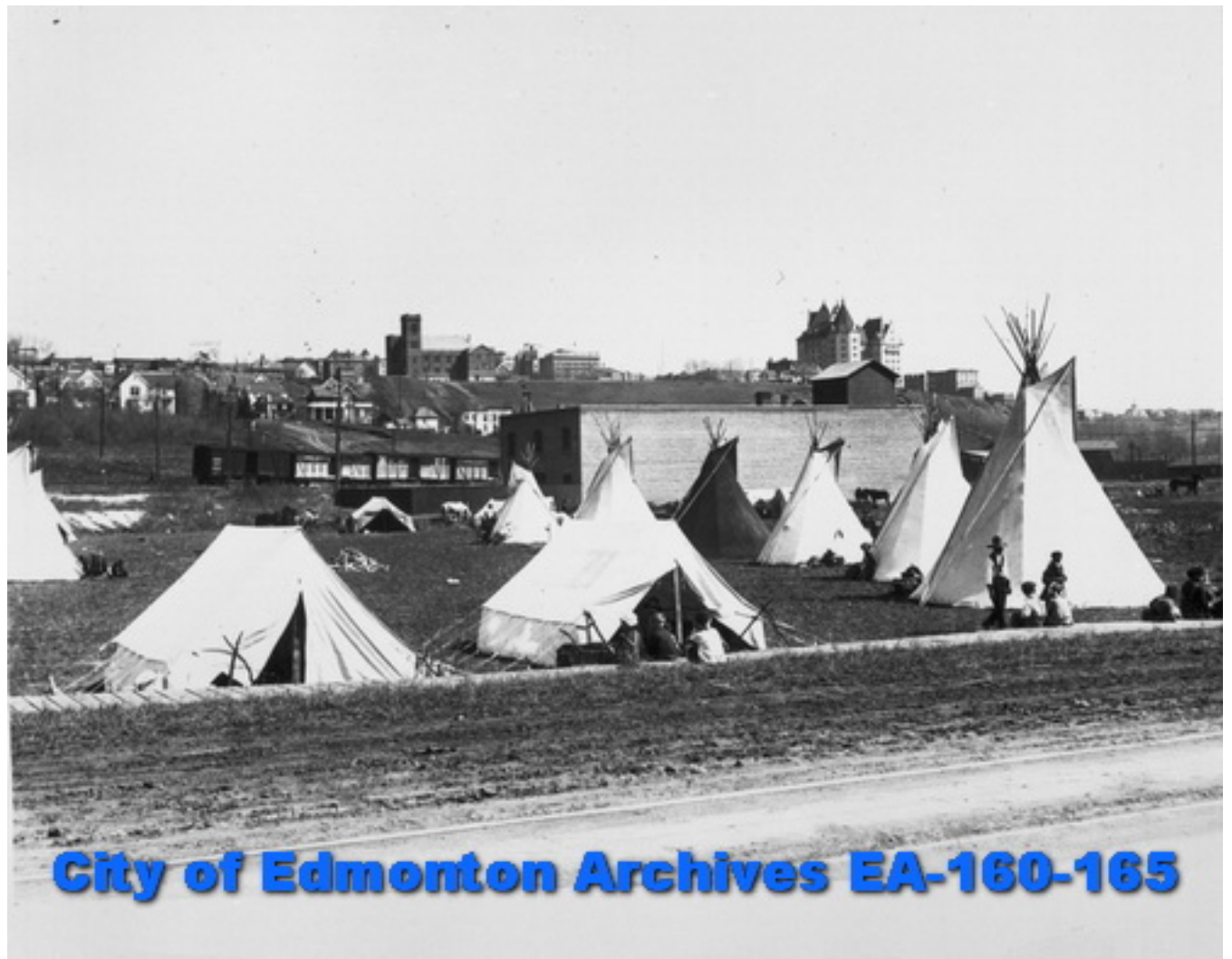
initiated to explore the use of the blog and any potential improvements that can be made to make it more visible and to find ways for more users to engage with content with greater frequency.

YouTube and LinkedIn

With Emily Chicorli no longer with the committee we will be looking to add a member to manage the ACA You Tube and Linked In pages.

Respectfully Submitted,

Sean Hayes, Chair



Moving Forward Together: The ACA Strategic Plan, 2018-2021

The ACA Strategic Planning Task Force is pleased to present its recommendations for prioritizing association planning for the next three years (2018-2021). *Moving Forward Together* is the culmination of a 10-month series of stakeholders' engagements, planning sessions and field research. In all, we have collected feedback from over 200 ACA members, both individual and institutional, through one-on-one interviews, a member survey and e-panel focus groups. The Task Force has met twice in person with facilitation assistance from The Portage Group's Senior Consultant, Carol-Anne Moutinho, and has continued its work online across geographies.

Our stakeholder and field research indicates that the records and archives profession is changing. As the profession continues to diversify and grow, the ACA must also adapt and respond to member needs. The Association's foundation appears to be largely in place. The annual conference is recognized internationally, as is the A+ ranked journal, *Archivaria*. Members are also proud to belong to the ACA and want to see the organization succeed; however, they have clearly articulated a need for improvement across several areas of the organization.

Effective communication was consistently identified by members as a significant area for improvement. Members want to receive more information about the ACA's advocacy work, and regular updates on its operations and financial health. The ACA also has an opportunity to offer more relevant professional development programs for a diverse and dynamic membership at all points of their career and to promote the records and archives profession as a key contributor to society in the eyes of the public, government and allied sectors.

In response to member input, the Task Force has developed an ambitious three-year plan to improve the Association's programs and services, including its own operational performance. Looking forward to 2021, we see the ACA as a more nimble member-driven association that provides a must-have package of benefits to its individual and institutional members.

Sincerely,

ACA Strategic Planning Task Force

Rebecka Sheffield, Chair

Greg Bak, Education

Jennifer Douglas, *Archivaria*

Shamin Malmas, Membership

John Roberts, Institutional Members

Corinne Rogers, Governance

Leah Sander, Outreach

Jim Suderman, Ethics

Andrea Tarnawsky, Advocacy

Chris Trainor, Finance

Lara Wilson, CCA Liaison

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Proposed Strategic Priorities & Key Objectives

| Strategic Priorities | Key Objectives | Lead | Y1 | Y2 | Y3 |
|------------------------------------|--|--------------------------------------|----|----|----|
| 1. Professional Development | 1.1 Refresh guidelines for graduate-level education | Education | X | | |
| | 1.2 Develop suite of professional education programs (a) to run concurrently with the ACA annual conference, (b) that are delivered in person or virtually across Canada and in collaboration with regional associations, and (c) take advantage of programs and services offered by international partners (e.g., ARMA, SAA, ICA) | Education | | X | |
| | 1.3 Explore accreditation of education programs (options paper) | Education | | | X |
| 2. Advocacy | 2.1 Develop robust internal Response Process to prepare, submit for approval, and implement as required, advocacy initiatives that meet the need of the Association, and the archival community | Advocacy | X | | |
| | 2.2 Develop procedures to seek consultation from membership on advocacy issues and to communicate the results of the work of the Committee | Advocacy | | X | |
| | 2.3 Formalize through agreements and/or MOUs partnerships with allied professional associations to coordinate and enhance advocacy activities | Advocacy | | X | |
| | 2.4 Develop materials to promote the archives and records profession to undergraduate and graduate students | Outreach | | | X |
| 3. Membership Development | 3.1 Explore opportunities to provide additional membership benefits to ACA members through relations | Association Alliance Task Force | X | | |
| | 3.2 Refresh criteria for ACA Awards to better acknowledge and celebrate professional accomplishments and volunteer contributions | Awards (Sub-Committee of Governance) | X | | |
| | 3.3 Better understand the current and future needs of institutional members (white paper) | Membership | X | | |
| | 3.4 Better understand baseline information about members and lapsed members | Membership | | X | |
| | 3.5 Develop a diversity framework to broaden and enrich membership demographics | Membership | | | X |
| Enabling Priorities | | | | | |
| 4. Communication | 4.1 Enable collaborative technologies to facilitate work by ACA volunteer | Board/Staff | X | | |

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| | | | | | |
|-----------------------------------|--|--------------------------------|---|---|--|
| | 4.2 Deploy and maintain a fully operational website that is interactive, vibrant and regularly updated | Website Integration Task Force | X | | |
| | 4.3 Produce and disseminate regular communications to members (refresh the ACA Bulletin) | Outreach | | X | |
| 5. Operational Performance | 5.1 Implement a new member services system that is fully integrated with the ACA website, allowing for members-only content and better information sharing | Website Integration Task Force | X | | |
| | 5.2 Refresh the ACA Operations Manual for Staff, Board & Volunteers | Governance/ Staff | X | | |

Associations Alliance Taskforce (AATF) Report

This is an abstract of the Report submitted by the AATF, together with the related survey, to the ACA and ARMA Boards for approval on April 13, 2018. This is only a preliminary communication to the ACA membership, which will be followed by more detailed ones, as per the AATF Report's first recommendation. At its 10 May 2018 meeting, the ACA Board approved the AATF recommendations.

In 2017, the Association of Canadian Archivists (ACA) and ARMA International (ARMA) formed the Associations Alliance Taskforce (AATF). The AATF's mandate was to explore the potential of constructing a formal alliance between the two associations.

The AATF included the following members:

| Member Name | Role |
|-----------------------------------|---------------------------------|
| Terra Dickson | Chair, Member of ACA and ARMA |
| Alexandra Bradley | Representing ARMA International |
| Lois Evans | Representing ACA |
| Christopher Michael | Representing ARMA International |
| Jill Teasley (until January 2018) | Representing ACA |

As part of its mandate to develop a set of recommendations related to a potential alliance (see Appendix), the AATF:

- Gathered information about each association from the associations' websites;
- Reviewed pertinent literature on the topic of alliances;
- Provided the associations with an interim report in February 2018; and
- Conducted a member survey, which had a response rate of approximately 19%.

Recommendations

Based on its research and the survey results, the AATF recommends that the ACA and ARMA form an alliance, starting with a partial alliance and working towards a full alliance. ...

If the associations' leadership choose to pursue an alliance, we recommend that:

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- **A plan be developed that includes communications to members and checkpoints with the other association.**

Early and ongoing proactive communication provides a high level of transparency, which is key to an effective change management process.

The plan should include an early communication to the members of both associations. The joint communication on an agreed-to date should highlight that responses to the survey not only informed this report but also were received and read by the leadership of both associations. The initial communication should highlight:

- The goals of each association;
- How an alliance would help the associations achieve those goals;
- The benefits of an alliance to the members;
- Acknowledgement of member concerns; and
- This report in its entirety.

This early communication should be followed up with further communications as discussions with association leadership continues and decisions are made.

Along with communication with the membership, scheduled and regular check-in points between the associations should be established. The check-ins will help facilitate communication between the associations and provide a means to develop and review next steps and assign tasks related to each step.

- **The alliance be implemented in a phased approach, responding to the limited resources (both financial and people) of the associations.**
- **The associations consider the financial impact of offering a reduction when the two memberships are purchased together.**
- **The associations offer joint membership as an option and not a requirement.**

Not everyone who responded to the survey is in favour of a joint membership. A joint membership, even if a discount is offered for the second membership, is an added cost for the members who do not already belong to both associations.

As part of the joint membership discussion, the associations need to determine if the joint membership will be offered to ACA's institutional members and ARMA's Corporate members or if a joint membership will be offered to individual members only (including the student members).

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- **ARMA introduce a student rate to make the joint membership option more accessible to students who already purchase ACA's student membership.**

The Taskforce understands that the creation of the ARMA Student Program is in progress with rollout scheduled for some time in 2018.

- **The associations consider aligning their membership years for those wanting to purchase a joint membership.**

As indicated earlier in the report, ACA has a calendar-based membership year, and ARMA has a rolling membership year. If ACA moved to a rolling membership year for those who chose to purchase the joint membership, this would allow ARMA members to join ACA without the financial penalty of paying for a full year but only receiving ACA membership for a partial year.

- **The associations review the feasibility of joint, Canadian conferences on a regular or periodic basis.**

As part of the ALARM initiative, joint conferences took place for a couple of years. As the leadership changed, the joint conference was dropped.

As an interim step before considering whether a full, joint conference, hosted by both associations is feasible or desirable, each association could include in its annual conference specific sessions or streams that would be more likely to appeal to members of the other association. This would allow the associations to test drive the idea of a joint conference without dedicating a significant amount of resources to the initiative, beyond what is already done as part of conference planning. An effective way to do this is to include members of the other association on the conference programming committee.

Next Steps

Should the ACA and ARMA leadership accept the recommendation in this report, the first steps include the following:

- 1. Communicate to Members:** Communication to the memberships, including clarification of what a proposed alliance would mean, followed by the release of this report.
- 2. Develop Alliance Plan:** Develop the plan that shows how the associations will work towards developing an alliance. The plan should include activities, milestones and check-in points for association leadership.
- 3. Complete a Memorandum of Understanding (MOU):** The MOU should be circulated to the membership and give them an opportunity to provide feedback.

The MOU should include at the following sections:

- Background on each Association
- Shared Values
- Alliance Objectives
- Alliance Structure and Governance

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- Financial Obligations/Commitments
- Resources Commitments
- Adoption of the Alliance Plan
- Terms of Renewal

4. Offer Professional Development Opportunities at Member Prices: As part of the phased approach to implementing a full alliance and prior to implementing a joint membership, the associations should offer some professional development opportunities for the other association's members at member prices. This enables members of the other association to experience some of the benefits of the other association, which may encourage the purchase of a joint membership when one is offered.

Appendix: AATF Terms of Reference

Associations Alliance Taskforce Terms of Reference

Statement of Intent

The mandate of the Associations Alliance Taskforce is to explore the potential of constructing an alliance between

- The Association of Canadian Archivists (ACA), and
- The Association of Records Managers and Administrators (ARMA International)

Specific tasks of the Taskforce related to the intent include:

- Collect and analyze data on membership demographics for each Association
- Examine the membership categories/levels, benefits and fees of each Association
- Determine the benefits of various forms of collaboration
- Explore the pros and cons of a shared membership between the two Associations
- Develop recommendations for an allied Association model
- Deliver a final summary proposal document to the Associations

Governance and Decision Making

The Associations Alliance Taskforce is a joint initiative of the ACA and ARMA International. A Chair and members of the Taskforce will be appointed through consensus of the Associations.

Quorum of the committee is a majority of Taskforce members.

Decisions will be reached by consensus. Where the Committee is unable to reach consensus, the Chair may call for a decision to be reached by majority vote. In the event of a tie the Chair may cast the deciding vote.

Frequency of Meetings

The Committee will meet monthly or at the call of the Chair.

Committee Structure

The Taskforce will consist of 2 representative from each of the Associations as well as a Chair who is a member of both Associations and additional volunteers as required.

Special Interest Sections

Aboriginal Archives (SISAA)

Genevieve Weber and Raegan Swanson, Co-chairs.

In 2017, Erica Hernandez-Read stepped down as SISAA chair so that she could focus on the SCCA Truth and Reconciliation Commission Task Force (TRC-TF). At that time, Genevieve Weber and Raegan Swanson agreed to be co-chairs.

Many SISAA members have been involved in the work of the TRC-TF and we thank them for the work that they have put into the project. SISAA put out a call for volunteers to assist with the update to the Aboriginal Archives Guide project in the fall of 2017, but unfortunately, it did not receive enough volunteers to move the project forward.

A new project timeline was created for the Aboriginal Archives Guide, that will be assisted by the TRC-TF. This project will take place over the next 3 years. More volunteers will be needed, and anyone interested in working on the project is asked to contact Genevieve and Raegan. SISAA is hoping to become more involved with the ACA conference, and plan to suggest a session at the 2019 conference.

Access and Privacy (SISAP)

Daniel German, Chair

The membership of the Access and Privacy SIS of the ACA has had a great deal to observe in the past year as changes are afoot for the Federal Access to Information Act, and directives on how the present law is to be applied has had an immediate impact upon the workload at Canada's national memory institutions; while threats to records spread internationally as governments appear to attempt hide some of our collective past.

Following our meeting at the 2017 ACA, where a number of members also attended a workshop on the application of Access and Privacy legislation to archival records, the SIS is ready for the next meeting at the 2018 ACA Conference. This time the meeting will take place on the 6th of June, the same day as another SIS supported workshop, this one on the application of Block Review processes to archival holdings. I invite all those interested in the topic to participate in these and other activities across the country and internationally as we all view with wonder some of the changes. Whether concerned over the destruction of the British Windrush cards, curious as to the potential impact of the proposed destruction in Canada of records related to the LGBTQSi community, or just surprised by the recent press coverage of an 80 year extension by Library and Archives Canada to respond to an Access to Information Act request, we all have issues around Access and Privacy. I invite you all to participate in the SIS, whether in person at the Annual meeting, or via the Web; we all have concerns, stories, and issues to share, and maybe, if you have a problem, through sharing it, we might be able to lessen the load.

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Personal Archives (SISPA)

Heather Dean, Chair

The Special Interest Section on Personal Archives (SISPA) will be meeting during the ACA Annual Conference. The first part of the program will be a presentation by Dr. Jaimie Baron (Associate Professor, University of Alberta) on “The Ethics of Appropriating Intimate Audiovisual Documents.” The business meeting will follow Dr. Baron’s presentation and related discussion. The business meeting will be an opportunity to discuss the section’s priorities and projects for the coming year. SISPA is also seeking a secretary for the section.



The Garneau Theatre, Edmonton, 1943 (Provincial Archives of Alberta, A6885).

Student Chapter Reports

Dalhousie Chapter of ACA

The Dalhousie chapter of ACA was excited to welcome a few new members. However, because of the small number of new students in both our ACA chapter and CAPAL chapter, it was decided that many of our events would be held together. One of our first events was a tour of the King's College Library. The King's College Library was beautiful, and their collection contains more than 80,000 volumes. We were excited to tour the library, archives, and special collections, learning all we could about one of the oldest libraries in Halifax. Additionally, the archivist was kind enough to show us some of the more unique items in the archives such as a dried puffer fish as well as some beautiful illuminated manuscripts. The IWK Health Centre's Library hosted our first tour. We were given a very informative tour and were introduced to their various services and abilities. Library and Archive Canada and the Genealogy Centre at Pier 21 hosted our second tour. We were given a lovely tour of their facilities and were able to have in-depth discussions with LAC archivists and the library manager of the Genealogy Centre. We learned a lot about LAC's services and access points here in Halifax and a lot about genealogical research. We also organised a tour of the library and archives at the Atlantic School of Theology. Throughout the year, our members also attended many professional development sessions put on by Dalhousie's School of Management such as cover letters, making career connections, leveraging LinkedIn, effective conference & class presentations, and effective interviewing. On February 13th, we were lucky to attend the Information Without Borders conference, and this year's topic was mass media and information. We enjoyed many engaging speakers, and one of the most common themes through the day was fake news. Also, the Dalhousie School of Information hosted an open house for potential MLIS students, which many of our members attended to talk to future students. The Dalhousie chapter held an associations' social with several other associations in our school. Each society spoke for two minutes about their organisation and what positions were up for election. Overall, we had a very successful and exciting year.

Contacts for next year are:

Alison McLaughlin <al683411@dal.ca>

Ellie Bernard <elphegemae@gmail.com>

Emily Hines <emily.hines@dal.ca>

Respectfully submitted,

Rebekah Prette

Association of Canadian Archivists
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University of Manitoba Student Chapter

Members of the University of Manitoba Student Chapter had an eventful year. The UM Student Chapter supported the Association for Manitoba Archives' (AMA) Call to Action movement when the History Department proposed to make significant changes to the Archival Studies Program. The Archival Studies students unanimously believed that the proposed changes will have a deleterious effect on how archival education is delivered in Manitoba. We stood by the AMA and the archival community to make our opinions heard to the History Department. While no further updates can be provided at this time, we want to thank everyone who supported our movement.

Throughout the academic year, the UM Student Chapter hosted various workshops and guest speakers around balancing access and privacy. Our recent graduate, Mary Horodynski, provided a workshop on FIPPA. Kristina Lillico and Laurena Fredette from LAC discussed LAC's challenges and responsibilities on access and privacy and records in an era of reconciliation. Our most successful event this year was hosting Dr. Tom Nesmith's retirement party. With a mustache theme, open bar and over 130 guests, Dr. Nesmith celebrated his well-deserved retirement party.

Sara Min, Chair



Association of Canadian Archivists
May 2018 Bulletin

ACA@UBC Annual Report 2017-2018

Prepared by Alexandra Alisuskas and Georg Gaenser (incoming 2018-2019 Co-Coordinator)

The ACA@UBC-year is generally oriented towards our main event – the ACA@UBC Annual International Seminar and Symposium. In 2018, we hosted the 10th edition of Seminar and Symposium, *Unresolved: Balancing Access and Privacy in the Digital Age*, which tackled important issues surrounding access and privacy. The event took place from February 15-16 at UBC and was an opportunity for students to learn from and meet with local (and not so local!) information and legal professionals. We were thrilled to welcome a record breaking number of audience members to hear from our 13 international speakers and panelists. Check out the lively twitter feed from the event using [#acaubc2018](#).

Along with Seminar and Symposium, ACA@UBC put together several other exciting events.

- In September, we hosted a welcome tea to bring together students and faculty at UBC's School of Library Information and Archival Studies. The welcome tea also kicked off our mentorship program, which pairs experienced MAS students with members of the incoming cohort.
- We organized several tours of local repositories, including the Western Front Archives, the Lululemon Archives, and Library PARC at UBC. These tours proved to be a great success and gave us important insight into archives and records management approaches of these institutions.
- In December, we hosted an edit-a-thon to provide feedback on the CCA's accession standard draft.

The incoming executive would like to thank the previous executive for all its hard work and for a very successful year! Our year ended as it began – with the organisation of the next ACA@UBC Annual International Seminar and Symposium. We hope to see you in February 2019 for our Symposium which will explore the various uses and roles of policies in today's recordkeeping world.

2017-2018 Executive

Co-Coordinator: Emily Larson and Kathryn Louro

Treasurer: Jennette Chalcraft and Rebekah Taylor

Secretary: Alanna Blackall and Andréa Tarnawsky

Publicity: Sasha Duranseau and Georg Gaenser

Events Coordinators: Emily Guthrie, Kristina McGuirk, Alex Neijens, Eloise Underwood

Communications: Andrea Shaffer

Webmaster/Wordpress: Karen Ng

Graphic Design: Devon Mordell

First Year Representatives: Alexandra Alisuskas and Isabel Melendez

ARMA Representatives: Trang Dang and Georg Gaenser

AABC Representative: Dylan Bremner

MLIS Representative: Abigail Sebaly

Faculty Advisor: Luciana Duranti

**Association of Canadian Archivists
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University of Toronto ACA Student Chapter 2016-2017 Report

The majority of the executive was elected in April 2017, with the remaining positions filled in September 2017. The executive is responsible for setting the priorities of the chapter for the year and is headed by a chair, with the support of the vice-chair. Our faculty representative this year was Professor Fiorella Foscarini. The executives for 2017-2018 were:

- Chair: Maeghan Jerry
- Vice-Chair: Charly Wreggitt
- Treasurer: Aline Zara
- Secretary: Christopher Long
- Events Coordinator: Charly Wreggitt
- Communications: Rachel Moats
- Fundraising Representative: Emily Fowler
- Internal Affairs Representative: Anna Kay Eldridge
- ACA-AMIA Liaison: Louise Curtis
- First Year Representative: Karen Macke
- Members-at-Large: Rebecca Ritchie & Mary-Francis Turk

Association of Canadian Archivists May 2018 *Bulletin*

Events

2017-2018 was an exciting year for our chapter, as we continued to build relationships with professionals in the area.

This year we had the great privilege of hosting Professor Jennifer Douglas, University of British Columbia, to speak to us about her research in the area of archives and bereavement. Dr. Douglas spoke to a full house, with more than 50 students, faculty, and community members in attendance.

Given the positive feedback we received last year, we continued our professional panel series. These panels bring in 3-4 archival professionals from Toronto and beyond to talk to current students about a relevant topic in a panel setting, allowing students to ask questions of the professionals and to gain insight into the everyday workings of archivists. Our first panel of the year, back by popular demand, was on the topic of "Digital Archiving." Two new panels were held, one on "Uncertain Access," featuring professionals from the City of Toronto, and one on "Archival Leadership." These panels all saw attendance of between 15 and 20 students. At the request of our membership, we have also begun the process of developing a panel on "Secondary Trauma," scheduled for the coming year.

Members' interests in networking were met by two events this year. In November, we jointly hosted a pub night with the Toronto Area Archivists Group, providing an informal opportunity to meet local professionals. In March, we held our Third Annual Human Library Event. In this event, current students could "check-out" an archival and records manager professionals for ten-minutes to ask them about their work, issues in the field, or simply to network. This year we had eleven professionals from a variety of institutions including the Archives of Ontario, University of Toronto Archives, Ontario Securities Commission, and the Sony Centre Archives.

We also conducted tours of archives in and around Toronto. Tours this year included: the Royal Ontario Museum, the Art Gallery of Ontario, and Exhibition Place Archives. Finally, at our September meeting, the membership voted unanimously to pass an amendment to our constitution that solidified the responsibilities of the ACA-AMIA Liaison position.

In making these great events possible we want to thank the following for their generous financial support:

- Faculty of Information for their support in hosting Dr. Jennifer Douglas
- Master of Information Student Council for their support in organizing the Human Library Event
- All the donors at our Halloween and Valentine's Day Bake Sales

ACA Treasurer

Results from 2017: ACA finished the year with a small surplus of \$ 6,778.06, which is an improvement from the anticipated deficit of \$ 29, 936.40 approved at the 2016 AGM. Due to transitions and changes that have taken place in the ACA office, the ACA audit will be completed in May 2018 and documents will be provided to members in advance of the AGM and made available as well online.

1. Revenue highlights: Revenue: \$436,985.41

- Investment income was transferred to operating expenses to cover additional office expenses for the 2017 year.
- Membership and conference revenue were lower for 2017 than 2016, but higher than projected.
- *Archivaria* exceeded its income goal, with a modest increase in individual subscription numbers. The actual income from reprint sales was more than budgeted.
- Education income included one pre-conference workshop held in Ottawa before the conference in 2017.
- One non-operational item contributed to ACA finishing with a surplus in 2017: moving investment income to the ACA operating budget.

2. Expenditure highlights: Expenses: \$430, 207.35

- Board of Directors & committee expenditures were lower than estimates due to reducing attendance to the Fall P&P, and cutting meeting costs. Advocacy expenses were less than budgeted for the year.
- The annual conference costs were higher than estimated due to stronger attendance; some services were reduced as a result of fewer participating sponsors, while the Host Team did a great job in selecting food and beverage options at a lower cost.
- One of two pre-conference workshops were cancelled while the other two events were under budget.
- *Archivaria* costs were lower due to smaller sized issues and reduced numbers printed while higher mailing costs offset some of the savings.

Preliminary Outlook for 2018: Although a budget deficit of \$16k or 3% was approved at the 2016 AGM, the Board, while supporting priority initiatives, continues to work to constrain costs to match revenues with current estimates.

Revenue: budget \$363,910.00

- Early renewal by members was down from past years, and subscription renewals have been slow.

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Expenses: budget \$ 357, 617.37

- The President, VP and Treasurer are continuing a detailed income and expense review, yielding cost savings for the Association.
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

Draft Estimates for 2019:

Revenue: budget \$390,500.00

- It is hoped that the conference in Toronto will have a larger number of attendees, and that we will be able to accommodate all those who wish to attend the diversity of events and sessions without limited attendance.

Expenses: budget \$390,108.04

- A change to our membership system software and website platform will yield long term savings and provide for an easier user experience.
- It is hoped that with future surpluses and investment revenue, the ACA will develop funds and programs to assist members who are at different stages in their careers.

Respectfully Submitted,

Chris Trainor, ACA Treasurer

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Financial Statement and Budget

Association of Canadian Archivists
Financial Details 2017 to 2019

| | Actual 2017 | | Budgeted 2018 | | Budgeted 2019 |
|---------------------------------------|-------------------|------------------------------|-------------------|-----------------------------------|-------------------|
| REVENUE | | | | | |
| Members | | | | | |
| Membership Fees | 127,991.00 | Membership Fees | 129,910.00 | Membership Fees | 125,000.00 |
| Sustaining Mbr Donation | 972.44 | Sustaining Mbr Donation | 500.00 | Sustaining Mbr Donation | 500.00 |
| Total | 128,963.44 | Total | 130,410.00 | Total | 125,500.00 |
| CONFERENCE | | | | | |
| Conference Registration | 118,208.00 | Conference Registration | 85,000.00 | Conference Registration | 128,000.00 |
| Conference Donations & Sponsors | 14,500.00 | Conference Donations & Sp | 15,000.00 | Conference Donations & Sponsc | 12,000.00 |
| Conference Advertising | 250.00 | Conference Advertising | 0.00 | Conference Advertising | 6,000.00 |
| Exhibitors Fees | 7,864.40 | Exhibitors Fees | 6,500.00 | Exhibitors Fees | 7,500.00 |
| Social Events Ticket Sales | 9,903.00 | Social Events Ticket Sales | 9,500.00 | Social Events Ticket Sales | 15,000.00 |
| Conference Souvenir Sales | 0.00 | Conference Souvenir Sales | 0.00 | Conference Souvenir Sales | 0.00 |
| Conference Misc | 12.43 | Conference Misc | 0.00 | Conference Misc | 0.00 |
| Total | 150,737.83 | Total | 116,000.00 | Total | 168,500.00 |
| ARCHIVARIA | | | | | |
| Archiv. Membership_ | 17,385.00 | Archiv. Membership_ | 15,000.00 | Archiv. Membership_ | 15,000.00 |
| Archivaria Subscriptions | 54,185.00 | Archivaria Subscriptions | 55,000.00 | Archivaria Subscriptions | 55,000.00 |
| Archivaria Grants(SSHRC) | 0.00 | Archivaria Grants(SSHRC) | 0.00 | Archivaria Grants(SSHRC) | 0.00 |
| Archiv. Reprints & Back Issue Sales | 3,028.34 | Archiv. Reprints & Back Issu | 2,500.00 | Archiv. Reprints & Back Issue S | 2,500.00 |
| Archivaria Postage | 11,015.11 | Archivaria Postage | 10,000.00 | Archivaria Postage | 10,000.00 |
| Total | 85,593.45 | Total | 82,500.00 | Total | 82,500.00 |
| Professional Development (PLC) | | | | | |
| PLC Institute & Wkshps (Conf) | 6,500.00 | PLC Institute & Wkshps (Co | 3,000.00 | PLC Institute & Wkshps (Conf) | 3,000.00 |
| Educational Contributions & Grants | 7,000.00 | Educational Contributions & | 7,000.00 | Educational Contributions & Gra | 7,000.00 |
| PLC Institute & Wkshps (Reg) | 0.00 | PLC Institute & Wkshps (Re | 0.00 | PLC Institute & Wkshps (Reg) | 0.00 |
| Online Learning registration fees | 0.00 | Online Learning registration | 0.00 | Online Learning registration fees | 0.00 |
| Total | 13,500.00 | Total | 10,000.00 | Total | 10,000.00 |

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Association of Canadian Archivists Financial Details 2017 to 2019

| Other Income Items | | | | | |
|-------------------------------------|-------------------|-------------------------------|-------------------|---------------------------------|-------------------|
| Publications | 20.00 | Publications | 0.00 | Publications | 0.00 |
| Inserts/ads Bulletin/Arch/Dir | 0.00 | Inserts/ads Bulletin/Arch/Dir | 2,000.00 | Inserts/ads Bulletin/Arch/Dir | 4,000.00 |
| Other Grants(PCH,CCA) | 0.00 | Other Grants(PCH,CCA) | 0.00 | Other Grants(PCH,CCA) | 0.00 |
| U.S. Exchange | 0.00 | U.S. Exchange | 0.00 | U.S. Exchange | 0.00 |
| Investment Income | 71,538.90 | Investment Income | 23,000.00 | Investment Income | 0.00 |
| Bk Int & Other Income | 149.62 | Bk Int & Other Income | 0.00 | Bk Int & Other Income | 0.00 |
| Total | 71,708.52 | Total | 25,000.00 | Total | 4,000.00 |
| TOTAL REVENUE | 450,503.24 | TOTAL REVENUE | 363,910.00 | TOTAL REVENUE | 390,500.00 |
| Expenses | | | | | |
| BOARD OF DIRECTORS | | | | | |
| Board Of Directors-Travel | 5,217.59 | Board Of Directors-Travel | 5,000.00 | Board Of Directors-Travel | 5,000.00 |
| Communications | 488.98 | Communications | 600.00 | Communications | 1,000.00 |
| Board of Dir - Printing | 61.00 | Board of Dir - Printing | 0.00 | Board of Dir - Printing | 0.00 |
| Board of Dir - Special Projects | 2,753.31 | Board of Dir - Special Projec | 0.00 | Board of Dir - Special Projects | 2,500.00 |
| Board P & P Meeting Travel | 8,044.54 | Board P & P Meeting Travel | 5,000.00 | Board P & P Meeting Travel | 5,000.00 |
| P & P Meeting Space F & B | 10,343.76 | P & P Meeting Space F & B | 7,500.00 | P & P Meeting Space F & B | 7,500.00 |
| Board Cmtees(Governance & Fin) | 50.88 | Board Cmtees(Governance | 0.00 | Board Cmtees(Governance & F | 2,500.00 |
| ACA Foundation Donation (per MOU) | 387.04 | ACA Foundation Donation (p | 387.04 | ACA Foundation Donation (per) | 387.04 |
| Total | 27,347.10 | Total | 18,487.04 | Total | 23,887.04 |
| SELECT COMMITTEES | | | | | |
| Ctes/Task Force/Proj Grp-l/m/a | 4,908.53 | Ctes/Task Force/Proj Grp-l/r | 21,000.00 | Ctes/Task Force/Proj Grp-l/m/a | 5,000.00 |
| Ctes/Task Force/Proj Grp - Projects | 12.15 | Ctes/Task Force/Proj Grp - i | 0.00 | Ctes/Task Force/Proj Grp - Proj | 0.00 |
| Total | 4,920.68 | Total | 21,000.00 | Total | 5,000.00 |
| SPECIAL INTEREST SECTIONS | | | | | |
| SIS - Projects | 0.00 | SIS - Projects/Support | 1,000.00 | SIS - Projects/Support | 1,500.00 |
| Total | 0.00 | Total | 1,000.00 | Total | 1,500.00 |

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Association of Canadian Archivists Financial Details 2017 to 2019

| | |
|---------------------------------------|------------------|
| Professional Development | |
| PLCtee T/M/A & call Exp | 0.00 |
| Instructional Material | 0.00 |
| Equipment & Supplies | 0.00 |
| Phone, Fax, Postage | 523.53 |
| Facility Rental | 0.00 |
| Instructors' Honoraria & Exp | 0.00 |
| Online Learning Committee | 0.00 |
| Online Education Projects | 227.58 |
| Online Education Events | 0.00 |
| Total | 751.11 |
| OUTREACH & GOV'T RELATIONS | |
| Outreach Cmtee Exp(t/m/a calls) | 1.21 |
| Advocacy Cmtee Exp (t/m/a calls) | 63.82 |
| Advocacy Activities | 0.00 |
| Outreach Activities | 0.00 |
| ACA Display | 0.00 |
| Outreach pamphlets & booklets | 0.00 |
| Int'l Cmtes ICA/SPA/NAANICA | 0.00 |
| Total | 65.03 |
| COMMUNICATIONS | |
| Communication Cmtee T/M/A & Calls | 5.23 |
| Bulletin & Pub Prod | 0.00 |
| Bulletin Contract Services | 0.00 |
| Bulletin Postage | 0.00 |
| Bulletin Editor expense | 0.00 |
| Web Sites | 14,423.20 |
| Total | 14,428.43 |
| CONFERENCE | |
| Conference Social Functions | 53,819.87 |

| | |
|------------------------------|-----------------|
| Education | |
| PLCtee T/M/A & call Exp | 0.00 |
| Instructional Material | 0.00 |
| Equipment & Supplies | 0.00 |
| Phone, Fax, Postage | 0.00 |
| Facility Rental | 0.00 |
| Instructors' Honoraria & Exp | 0.00 |
| Online Learning Committee | 0.00 |
| Online Education Projects | 0.00 |
| Online Education Events | 0.00 |
| Total | 0.00 |
| Committees | |
| Outreach Cmtee Exp(t/m/a c | 100.00 |
| Advocacy Cmtee Exp (t/m/a | 100.00 |
| Advocacy Activities | 250.00 |
| Ethics Cmtee Exp | 100.00 |
| ACA Display | 0.00 |
| Outreach pamphlets & bookl | 0.00 |
| Int'l Cmtes ICA/SPA/NAANICA | 0.00 |
| Total | 550.00 |
| COMMUNICATIONS | |
| Communication Cmtee T/M/ | 0.00 |
| Bulletin & Pub Prod | 0.00 |
| Bulletin Contract Services | 0.00 |
| Bulletin Postage | 0.00 |
| Bulletin Editor expense | 0.00 |
| Web Sites | 5,375.00 |
| Total | 5,375.00 |
| CONFERENCE | |
| Conference Social Functions | 55,000.00 |

| | |
|--------------------------------|-----------------|
| Education | |
| PLCtee T/M/A & call Exp | 500.00 |
| Instructional Material | 500.00 |
| Equipment & Supplies | 500.00 |
| Phone, Fax, Postage | 0.00 |
| Facility Rental | 500.00 |
| Instructors' Honoraria & Exp | 1,200.00 |
| Online Learning Committee | 0.00 |
| Online Education Projects | 2,000.00 |
| Online Education Events | 1,800.00 |
| Total | 7,000.00 |
| Committees | |
| Outreach Cmtee Exp(t/m/a calls | 100.00 |
| Advocacy Cmtee Exp (t/m/a call | 100.00 |
| Advocacy Activities | 250.00 |
| Ethics Cmtee Exp | 100.00 |
| ACA Display | 0.00 |
| Outreach pamphlets & booklets | 0.00 |
| Int'l Cmtes ICA/SPA/NAANICA | 0.00 |
| Total | 550.00 |
| COMMUNICATIONS | |
| Communication Cmtee T/M/A & | 100.00 |
| Bulletin & Pub Prod | 5,000.00 |
| Bulletin Contract Services | 1,200.00 |
| Bulletin Postage | 1,600.00 |
| Bulletin Editor expense | 400.00 |
| Web Sites | 1,500.00 |
| Total | 9,800.00 |
| CONFERENCE | |
| Conference Social Functions | 75,000.00 |

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Association of Canadian Archivists Financial Details 2017 to 2019

| | |
|--|-------------------|
| Conf Value in Kind | 0.00 |
| Conf Publications & Materials | 6,418.17 |
| Conference Cte Travel | 1,116.88 |
| Conf Keynote/Presenter Assist | 1,729.08 |
| Conf Rentals A/V etc. | 12,790.00 |
| Conf Souvenirs & Promotional items | 0.00 |
| Conference Misc | 2,905.00 |
| Total | 78,779.00 |
| MEMBER SERVICES | |
| Software | 910.00 |
| Membership Cmtee exp | 201.98 |
| Member Cmtee proj | 5,686.80 |
| Student Chapter exp | 600.00 |
| Directory production | 0.00 |
| Total | 7,400.78 |
| ARCHIVARIA | |
| Archiv Contract Services | 14,832.25 |
| Archivaria Production | 3,404.24 |
| Archivaria Shipping & Handling | 1,129.56 |
| Archivaria Editorial Board expenses | 581.00 |
| Lamb & Taylor & Dodds Prizes | 529.30 |
| e-Archivaria prod & hosting | 1,351.65 |
| Archivaria Promotion | 0.00 |
| Total | 21,826.00 |
| OFFICE | |
| Salaries, Costs and Benefits | 222,137.63 |
| Office Rent, Support, Supplies and Utilities | 32,905.33 |
| Corporate Insurance (CGL, D&O) | 2,298.24 |
| Staff Training & Dev | 1,535.00 |
| Total | 258,876.20 |

| | |
|-------------------------------|-------------------|
| Conf Value in Kind | 0.00 |
| Conf Publications & Material | 5,000.00 |
| Conference Trave / Accommr | 7,500.00 |
| Conf Keynote/Presenter Ass | 1,000.00 |
| Conf Rentals A/V etc. | 17,500.00 |
| Conf Souvenirs & Promotion | 0.00 |
| Conference Misc | 2,500.00 |
| Total | 88,500.00 |
| MEMBER SERVICES | |
| Software | 6,000.00 |
| Membership Cmtee exp | 1,000.00 |
| Member Cmtee proj | 2,500.00 |
| Student Chapter exp | 600.00 |
| Directory production | 1,000.00 |
| Total | 11,100.00 |
| ARCHIVARIA | |
| Archiv Contract Services | 16,000.00 |
| Archivaria Production | 2,500.00 |
| Archivaria Shipping & Handli | 1,500.00 |
| Archivaria Editorial Board ex | 1,500.00 |
| Lamb & Taylor & Dodds Priz | 500.00 |
| e-Archivaria prod & hosting | 1,500.00 |
| Archivaria Promotion | 0.00 |
| Total | 23,500.00 |
| OFFICE | |
| Salaries, Costs and Benefits | 141,100.00 |
| Office Rent, Support, Suppl | 27,405.33 |
| Corporate Insurance (CGL, I | 2,400.00 |
| Staff Training & Dev | 1,000.00 |
| Total | 171,905.33 |

| | |
|----------------------------------|-------------------|
| Conf Value in Kind | 0.00 |
| Conf Publications & Materials | 5,000.00 |
| Conference Trave / Accommoda | 10,000.00 |
| Conf Keynote/Presenter Assist | 2,000.00 |
| Conf Rentals A/V etc. | 10,000.00 |
| Conf Souvenirs & Promotional it | 2,500.00 |
| Conference Misc | 2,500.00 |
| Total | 107,000.00 |
| MEMBER SERVICES | |
| Software | 5,321.00 |
| Membership Cmtee exp | 1,000.00 |
| Member Cmtee proj | 2,500.00 |
| Student Chapter exp | 1,200.00 |
| Directory production | 1,500.00 |
| Total | 11,521.00 |
| ARCHIVARIA | |
| Archiv Contract Services | 17,000.00 |
| Archivaria Production | 3,000.00 |
| Archivaria Shipping & Handling | 1,500.00 |
| Archivaria Editorial Board expen | 2,500.00 |
| Lamb & Taylor & Dodds Prizes | 500.00 |
| e-Archivaria prod & hosting | 1,500.00 |
| Archivaria Promotion | 500.00 |
| Total | 28,500.00 |
| OFFICE | |
| Salaries, Costs and Benefits | 148,000.00 |
| Office Rent, Support, Supplies & | 29,750.00 |
| Corporate Insurance (CGL, D&C | 2,400.00 |
| Staff Training & Dev | 1,000.00 |
| Total | 181,150.00 |

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| Association of Canadian Archivists Financial Details 2017 to 2019 | | |
|--|-------------------|--|
| Corp Expenses | | |
| Audit/Legal Fees | 8,551.00 | |
| Bank & Credit Card Charges | 11,257.16 | |
| Misc. Expenses | 65.00 | |
| Total | 19,873.16 | |
| TOTAL EXPENSE | 434,269.49 | |
| NET INCOME | 16,233.75 | |
| Corp Expenses | | |
| Audit/Legal Fees | 5,000.00 | |
| Bank & Credit Card Charges | 10,000.00 | |
| Memberships | 1,200.00 | |
| Total | 16,200.00 | |
| TOTAL EXPENSE | 357,617.37 | |
| NET INCOME | 6,292.63 | |
| Corp Expenses | | |
| Audit/Legal Fees | 5,000.00 | |
| Bank & Credit Card Charges | 10,000.00 | |
| Memberships | 1,200.00 | |
| Total | 16,200.00 | |
| TOTAL EXPENSE | 390,108.04 | |
| NET INCOME | 391.96 | |

Generated On: 05/24/2018

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Association of Canadian Archivists Foundation Report

The current Board of Directors for the Foundation is:

Chris Trainor, Chair, Jennifer Roberts, Director, Ian Forsyth, Director, Kelly Stewart, Director

The ACAF focused on assessing different methods and potential avenues for fundraising, which factored in looking at different online tools that we could utilize, types of messages to the community, and resources we can tap into from the archival community. The goal of raising \$100,000 for the Endowment Fund is our main aim and we are always impressed with the generosity of the community in helping us reach our yearly goal of \$10,000 in donations, and encouraging 70 new individual donors.

By year-end, the ACAF had successfully raised over \$10, 192.00 in donations and gifts.

Donations to the Endowment Fund = \$8,865.00

Donations to the Unrestricted Fund = \$140.00

Fund-raising activities = \$1,077.00

The ACAF disbursed \$2,500 in bursaries to the three graduate students who presented at Ottawa and \$2500 to help three students to come and present here in Edmonton.

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The second winner of the Ancestry Continuing Education Award was decided in 2017 as well. The successful student, Ms. Leesha Cowan, is a graduate at the University of Saskatchewan History department. The award will help support her study in the field of archives and records management. We are very impressed with Ms. Cowan's thoughtful application and her passion for archival work. In 2018 we will be accepting applications and look forward to supporting more diversity in the Canadian archival system by increasing the number of Indigenous archivists.

The ACAF Endowment Fund, supported by donors' directed donations, is now over \$ 60,355.00. An additional goal for 2018 is to encourage more donations specifically to this fund while maintaining a good balance in our Unrestricted Fund. Over the past few years members have been very generous in supporting the two funds. In looking at the future, there is no better investment than to help encourage newcomers to join our archival family, in particular new professionals.

Participation at the Members-Input session as well as at the ACAF Annual General Meeting during the ACA conference is planned as usual and I would welcome any questions members may have about the Foundation and its initiatives. I look forward to the decisions that will be made by the membership on the strategic vision for the association and our member's values and priorities first and foremost.

I would especially like to highlight all the hard work that each and every Director puts into making sure that the ACAF is able to reach its goals and foster support for the future of the archival community.

The ACAF audit to December 31, 2017 will be completed in June 2018 and will be provided to members via the ACA website.

Respectfully submitted,

Chris Trainor, ACAF Chair

ACA Office

What an amazing, challenging and exciting time the past six months have been for me since joining the ACA Office in November 2017! I am continuing to learn the many facets of the work that the ACA Board, its many volunteers and the community members undertake throughout the year. The ACA Annual Conference will afford me with the opportunity to meet many more members in person and I am very much looking forward to Edmonton 2018. While there have been many changes in the past year, I hope that, with the support of ACA members' experience and expertise, we will continue to leverage technology and tools to further diversify, engage and serve the membership with efficiency (e.g. electronic voting) and transparency (e.g. more accessible information).

I have had the opportunity to support the work of ACA Committees and I look forward to future meetings and new members as the ACA embarks on implementing the Strategic Plan later this year.

Association of Canadian Archivists
May 2018 Bulletin

Many of you have had the opportunity to talk with Maureen Tracey, our Client Services Coordinator since April 2014. Edmonton will be her fifth ACA Conference, and she has been an amazing support to me and the Board as I navigate the membership system, conference planning and registration. She has been extremely busy ensuring that we have all of the materials for the conference, and especially supportive in organizing information with regard to sponsors and exhibitors this year.

Following the conference, the ACA Office will move to the downtown core and share accommodation with the Canadian Council of Archives and the Canadian Historical Association. This change will provide a more dynamic office environment within which to exchange ideas and expertise.

In the coming months, the ACA will launch a new membership system that will have more payment options and will be easier for members and the secretariat to use. We are looking forward to starting this new system and implementing a rolling membership for the Association.

Security, especially addressing the many internet scams that name ACA volunteers and Board members, has been an ongoing issue for the Secretariat. We continue to work with our website provider, IT support professionals, and ACA members to identify spam/masking/ spoofing emails that ask for immediate assistance, wire transfers, gift card and account balances. The ACA never contacts volunteers or Board members for these “urgent” requests. In addition to identifying and blocking these senders, members can also make a report to the Canadian Anti-Fraud Centre, a collaborative endeavor of the RCMP/OPP and Corporations Canada.

Finally, I would like to thank the Board of Directors for their guidance and support. I have greatly appreciated the generosity and kindness they have shown with their experience, knowledge and time. Luciana Duranti, Chris Trainor and Rebecka Sheffield in particular have taken a lot of time to make my transition much easier. They have been enthusiastic and both kind and patient with my many questions. I very much look forward to meeting each and every ACA member!

Sincerely,

Jo McCutcheon, Executive Director



Association of Canadian Archivists Code of Ethics and Professional Conduct

The Association of Canadian Archivists' Code of Ethics and Professional Conduct ("the Code") is intended as a guide for all people who participate in archival work—the management, care, custody, preservation, and accessing of records—regardless of their title, employment status, education, or membership in a professional association. The Code is aspirational in intent; it seeks to represent an ideal to work toward. For these reasons, the principles set out below use an inclusive "we."

The Code guides individuals where decisions relating to the management of records and archives are not clear cut. This can emerge when there are conflicting priorities or values, or when new situations arise. The Code provides both a structure for defining an issue, e.g., is the issue practical or professional in nature, and a means to evaluate what is behind the issue and guide how to move forward.

The Code supports work with both public and private materials in the Canadian context and strives to provide a balance between the needs of an open and democratic society and those of the communities represented in records or archival holdings so as to ensure the ethical management of culturally sensitive materials.

Underpinning the Code is the understanding that making records available and protecting them for future use is a societal good. The principles in the Code aim to guide our decisions toward outcomes that preserve the records' context over time and respects values specific to the Canadian context.

Some of the terms used in the Code may be unfamiliar. Readers are encouraged to seek clarification from records and archives specialists, including archivists, records managers, information and privacy officers, conservators, and records management and archival science educators.

The Code is structured in two parts. The first five principles address what we do and the remaining four address who we are.

1. CONTEXT: We gather, maintain and communicate knowledge about the context in which records are created, used, and preserved.

- a. We exercise due caution and diligence in documenting and preserving the relationships between records and the activities that created them, as well as between records and the aggregations in which they belong, recognizing that these relationships are a necessary component of the records themselves.



- b. Recognizing that records originate in and are influenced by a complex interplay of legal, administrative, informational, and cultural factors over time, we strive to continuously improve our preservation and representation of these contexts.
- c. We draw guidance for gathering, maintaining and communicating records' context from:
 - i. established principles of archival theory, such as *respect des fonds* and respect for original order;
 - ii. institutional policies and guidelines governing records and our responsibilities to them;
 - iii. laws and regulations, particularly with regard to privacy and data protection;
 - iv. discourses adjacent to—or distinct from—traditional archival ideas but still relevant to archival work (see also principle 6.a); and
 - v. the communities from which the records originate, or that they represent.
- d. We recognise that discrimination, trauma or violence may be inherent in the circumstances of records creation and transmission, and that these considerations may have a bearing on how the records are described, preserved, and accessed.

2. PRESERVATION: We preserve the identity and integrity of records for which we have responsibility—in relation to the activities set out in principle 4—and have a fundamental duty to ensure they are capable of being preserved through time in a usable and understandable manner.

- a. Recognizing that preservation is the first condition of access, we strive to maintain an appropriate balance between preserving records and providing access to them.
- b. We collaborate with those having specialized knowledge on how best to preserve records and maintain the ability to reproduce them.
- c. Where the integrity of records cannot be preserved, we accurately record the changes consequent to each preservation action. In such cases, we also document the elements of a record that have been lost or changed and the likely effects on the reliability, accuracy and authenticity of the records.
- d. If it is not possible for our institution to preserve the integrity of records, we seek to transfer custody of the records—and, as appropriate, responsibility for them—to other organizations that have the means and the mandate to preserve the records.
- e. We document all decisions to deaccession or destroy records, in keeping with principles 1.a and 7.b.

3. ACCESS: We make records available to the widest possible audience in a manner consistent with their content, source, and the statutory obligations that govern the jurisdiction in which we work.



- a. We respect the privacy of the individuals who created or are the subjects of records, especially persons and communities who had no voice in the creation, transmission, disposition, or preservation of the records.
- b. In providing and managing access to records, we are sensitive to the evolving contexts of individuals (living or dead), organizations, or communities that are the subjects of the records, reconsidering access conditions as necessary in light of that sensitivity. As set out in principles 1.a and 7.b, we document all such decisions.
- c. We respect the social, cultural, historical, and linguistic contexts of records for which we have responsibility. This might mean, for example, using Indigenous demonyms in describing and making accessible materials pertaining to Indigenous communities (see also principle 5), or using terminology specific to marginalized or minority groups.

4. VALUE: We have a duty of care in the selection, acquisition, description, deaccessioning, destruction, and provision of access to records.

- a. We document our decisions regarding the selection, acquisition, description deaccessioning, destruction, and provision of access to records, as set out by principle 7.b below, detailing in particular:
 - i. the evidentiary nature of the records, including their regulatory context (juridical, administrative, institutional, etc.) and any changes to that context over time; and
 - ii. the meaning conferred on the records by the circumstances of their creation, use, and transmission (see also principle 1.a).
- b. We ensure, to the extent that it is within our power, that records authorized for destruction are destroyed promptly and in a way consistent with their significance and sensitivity so that they cannot be recovered without resort to extraordinary measures.

5. SOVEREIGNTY: Twenty-first-century Canada recognizes not only the sovereignty of the Crown but also that of the Indigenous Peoples of Canada. Records and information relating to Indigenous Peoples is administered in a way that is consistent with guidance provided by and in consultation with Indigenous communities.

- a. We are familiar with, and stay apprised of developments in contemporary published guidance on information governance as it pertains to Indigenous communities, including, but not limited to:
 - i. The [final report and calls to action](#) of the Truth and Reconciliation Commission of Canada
 - ii. The principles of [Ownership, Control, Access, and Possession](#) (OCAP) articulated by the First Nations Information Governance Centre
 - iii. The [Considerations and Templates for Ethical Research Practices](#) articulated by the National Aboriginal Health Organization



- iv. The [*Protocols for Libraries, Archives, and Information Services*](#) articulated by the Aboriginal and Torres Strait Islander Library, Information, and Resource Network

6. KNOWLEDGE: We continually seek to increase our knowledge of records—their creation, maintenance, use, and preservation—and the individuals, societies, communities, and organizations they document.

- a. We share our expertise and experience and are open to new insights into records and archival work, regardless of their source.
- b. We recognize and respect non-documentary approaches to maintaining cultural and organizational evidence and memory.

7. RISK MANAGEMENT: We consider, analyze and evaluate the processes, methods, and technologies used to create, use and manage records with the intent of balancing our responsibility to optimize the value of records—and users' access to them—against any risks and costs associated with doing so.

- a. We actively support openness, transparency, and information sharing initiatives.
- b. We promote and contribute to the establishment of documentation policies and practices supporting accountability—including documentation of our own processes and decisions, both in the organizations for which we work and in society as a whole.
- c. We are mindful of, and document wherever possible, the biases inherent in records and information processing systems.
- d. We strive to ensure that the resources needed to maintain and provide access to records and archives are sustainable over the long term. (See also principle 2.d).

8. SOCIETAL BENEFIT: We use our specialized knowledge and experience for the benefit of society as a whole.

- a. We communicate and emphasize ethical considerations to law- and policy-makers where laws and policies affect or relate to the creation, transmission, use, maintenance, preservation, and accessibility of records.
- b. We proactively engage with colleagues in other fields, particularly those related to information technology, in order to increase mutual understanding and consideration of the medium- to long-term consequences inherent in innovation and technological change, particularly as they relate to the obsolescence of existing technologies.



9. PERSONAL INTEGRITY: We conduct our work in a way that does not discriminate against, harass, or take advantage of others.

- a. We conduct ourselves in a collegial manner in professional interactions.
- b. We actively support plurality, diversity, and inclusion.
- c. We do not inappropriately reveal or profit from information gained through our privileged access to records.
- d. We do not use or disclose our privileged knowledge of individuals' research interests or findings without their consent.

FINAL: 18 October 2017