



Nova Scotia

ANNUAL REPORT  
of the Board of Trustees

*for the fiscal year  
ending March 31, 1993*

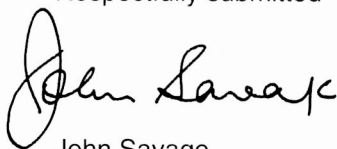
Public Archives  
of Nova Scotia

To His Honour  
The Honourable J. James Kinley  
Lieutenant-Governor of Nova Scotia

May It Please Your Honour:

I have the honour to submit the report of the Provincial Archivist to the Board of Trustees of the Public Archives of Nova Scotia for 1 April 1992 to 31 March 1993 together with a statement of receipts and disbursements.

Respectfully submitted

A handwritten signature in black ink, appearing to read "John Savage". The signature is written in a cursive style with a large, looping initial "J".

John Savage  
Premier

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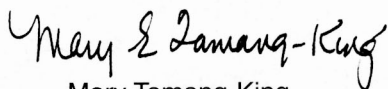
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Provincial Archivist



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## **INTRODUCTION**

### **BOARD OF TRUSTEES**

In addition to the two regular meetings, the Board of Trustees met in late April to discuss PANS' budget situation. As a result, meetings were held with the Minister and Deputy Minister of Tourism and Culture on this issue. The Minister also attended the June Board meeting. Management Board approved an additional appropriation to our 1992–93 budget in August 1992, permitting us to continue with no further reduction in operations this year.

### **BUSINESS ANALYSIS STUDY**

One important initiative this year has been the business analysis study emanating from Nova Scotia Records Management in the Department of Supply and Services. This study is reviewing the entire spectrum of information management in the Government of Nova Scotia and will focus on the three primary stages of records and information: records creation and use in departments, storage and control in the semi-active stage, and the disposition stage where records of enduring value are transferred to the Public Archives and the remainder destroyed if they have no lasting value.

This project began with a detailed study of PANS' operations insofar as they relate to the acquisition, control, care, and public use of government records that have long-term value. Phase I was completed this year and the result is a series of 22 recommendations that touch every facet of PANS' operations in respect to government records. The Phase I report and its recommendations provide valuable information for the future direction of PANS. In Phase II, PANS is developing an in-depth study of its procedures, forms, and operations. This is a time-consuming yet valuable exercise for our institution. Once the next stages of the business analysis study have been completed, PANS will have totally reviewed and revised its policies and procedures not only with respect to government records but also relating to private sector records. We are indebted to Mr. Reuben Ware, Director of Nova Scotia Records Management, for his strong support and input into this project.

## GENERAL

The divisional reports detail our acquisitions, arrangement, description, public service, and special projects over the year. The staff activities report demonstrates the wide area of professional commitment of our staff and management's desire to provide opportunities for staff growth and development as well as providing assistance to the archival and cultural communities.

We continue to be very appreciative of the generosity of Nova Scotians and others who have donated archival records to us over the past year. In addition, organizations such as Heritage Trust of Nova Scotia have assisted our acquisitions efforts through generous donations. The Dr. C. B. Fergusson Trust Fund has also been used to acquire valuable archival and library material.

Various provincial and federal programs have been tapped for resources to assist specific PANS operations as noted in the divisional reports. These programs provided much-needed help over and above our own operating resources. The Canadian Council of Archives' funding programs, using resources made available by the National Archives of Canada and the federal Department of Communications, offered valuable help. On the negative side, the loss of National Archives' assistance to support the acquisition and care of locally generated CBC radio and television productions has forced us to cease our acquisition and description activities in this area.

We face many challenges; however, I am confident that the strength of our staff and the cooperation exhibited by other government players close to our operations will allow us to proceed forward in our endeavour to serve the Government of Nova Scotia, the people of the province, and those many other researchers who depend on the Public Archives for their information needs.



Carman V. Carroll  
Provincial Archivist

June 1993

### MANUSCRIPTS DIVISION

Lois Yorke, Rosemary Barbour, Darlene Brine, Barry Cahill,  
Linda Cookson, Julie Morris, Tina Parsons

During the year ending 31 March 1993, the Manuscripts Division has been able to maintain a steady level of productivity, as indicated by the following appendix of principal accessions and divisional activities. Again, much of this progress has resulted from the commitment of divisional staff to their work, and from their enthusiasm in undertaking new challenges.

As of 1 March 1993, Tina Parsons was transferred into the division to provide full-time secretarial support for Manuscripts staff. With the exception of Barry Cahill, whose term as General Editor of *Archivaria* has been extended to September 1993, there have been no other staff changes or secondments.

A major initiative of the division during 1992 was the securing of a Canada Employment and Immigration/Section 25 Job Creation grant (see below, Special Projects). This grant enabled staff to undertake several projects identified as fundamental to the modernization of divisional access and inventory control systems, but for which there would otherwise be neither sufficient time nor staff.

Another major project involved merging the old "Genealogy" (family) Card Catalogue with the larger "Biography" (individual) Card Catalogue. This merger will simplify researchers' use of access and retrieval systems housed in the Third Floor Reading Room. This was completed over a 12-week period in the summer of 1992 by Milly Riley, who was assigned to the division under the annual Provincial Employment Program.

Researcher access to divisional microfilm holdings will be improved via a current project designed to integrate the formerly separate series of microfilm finding aids into the regular divisional ones (see below, Microfilm Unit). All Manuscripts staff are assisting with this project, which is both time- and labour-intensive.

Staff members also contributed to a "Conservation Policy and Procedures" document, produced specifically for divisional use with regard to textual records. This project evolved from Ruth Legge's Council of Nova Scotia Archives (CNSA)-sponsored visit to PANS in 1992. Ms Legge, a

professional conservator, met with Manuscripts Division staff and outlined basic procedures that could be implemented at minimal cost within regular processing activities. The document has been approved by management and was implemented as divisional policy in January 1993.

The much-welcomed decision to assign Tina Parsons as full-time secretarial support will enable the establishment of routine operating procedures within the division. Already, a two-year backlog of finding aids and index cards is being processed and added to the Third Floor finding aids and access points system.

It is further hoped that the turn-around time for replies to written enquiries can now be reduced to three weeks on average from the present five. The number of such enquiries processed by divisional staff remains constant at about 1500 annually, 80 per cent of which are genealogical in nature. Approximately 30 per cent of all written enquiries are now accommodated by an almost exclusively reference-based system of form-letter responses/enclosures providing expert advice on general research direction.

Over 42 metres of new material (exclusive of microfilm) were accessioned and/or processed by the division during 1992–93. Among the more significant accessions were those of Mary E. Black, Chief Judge Nathan Green, the McManus-McCullough family, the McQueen and Lowden family, B.C. and Marietta (MacDonald) Silver, the Stairs family, Sir William Young, the Federation of Nova Scotian Heritage, and the Maritime Commercial Travellers' Association. Such issues as lawyer/client confidentiality, copyright with respect to unpublished textual records, the monetary appraisal of multiple media archival fonds, and the legal implications of donation were pertinent to all of the above, and are emerging as important challenges for divisional staff to address and resolve.

The following appendix indicates the principal acquisitions, but does not reflect either the variety or the time-intensive processing of many small holdings accessioned by divisional staff during 1992–93.

## **PRINCIPAL ACCESSIONS—1992–93**

### ***MG 1 - Papers of Families and Individuals***

**Barrett, Peter** (b. 1841). An autobiographical reminiscence, 1879, recounting the immigrant experience in Halifax, Albion Mines [Stellarton], provincial gold-mining communities, the U.S., and Springhill. (Vol. 3196a; 54 pp.; transcript available.) Finding aid: fonds description.



**Black, Mary E.** (1895–1988). Draft manuscript for *The Key to Weaving*; associated correspondence, fabric samples, and miscellaneous material; 1940s–70s; 3 m. Accessioned; accrual.

**Bronson, Anna Judson Baldwin** (d. 1915). Diaries, 1912–15. (Vol. 3196C; 3 vols.) Finding aid: fonds description.

**Campbell, Dr. John Gibson, M.D.** (1846–1934). Account book/medical diary for the Wallace/Goose River/Northport areas, Cumberland County, 1876–78, and draft manuscript biography of Dr. Campbell. (Vol. 3196; 190 pp.) Finding aid: fonds description.

**Coppin, James** (fl. 1880). Business records, receipts, press clippings and miscellaneous ephemera contained in the minute-book (1845–47) of Salem Chapel (Baptist Church), Halifax, N.S. (Vol. 883, #3). Finding aid: fonds description.

**Fox, Nellie** (d. 1991?). Personal papers, including genealogical and historical research notes, correspondence, clippings, and draft manuscripts; 1936–90. (Vols. 3372–3374; 75 cm.) Books transferred to Library. Finding aid: file list.

**Goldie, Camilla G.** (1916–91). Correspondence, photocopies of selected documents and publications, research notes, and family charts concerning Cumberland County families and their New England roots; 1930s?–87. (Vol. 3240; 23 cm.) Accrual. Finding aid: fonds description and file list.

**Grantmyre, Barbara** (1908–77). Short story manuscript submissions, correspondence, notebooks and miscellaneous material; 1920s–50s. (Vol. 2478; 20 cm.) Accrual. Finding aid: fonds and series descriptions, file list.

**Green, Nathan** (1913–82). Client files and some administrative records of the Halifax law practice of Chief Judge Nathan Green, 1936–59; and his successor Allan Green, 1959–69; 6.9 m. Accessioned. Restrictions on access.

**Haliburton, Gordon M.** Research files, photocopies of original textual records, and published material, all concerning the Haliburton/Halliburton family and the Rev. Duncan Ross; 1960s–80s; 30 cm. Accessioned.

**Harvey, Daniel Cobb** (1886–1966). Personal papers and library, including picture post cards (transferred to Photography/Documentary Art Division), medals and pins (transferred to Artifacts Collection), books (transferred to Library), correspondence, diaries, and ephemera; <10 cm. Accessioned; accrual.

**Johnston, Elbridge E.** Ten bound scrapbooks, containing press cuttings of "Occasional's Letter" and other items of general interest in Nova Scotian history; 1920–28; 56 cm. Finding aid: file list.

**Jones, Charles Hugh LePalleur** (d. 1949). Personal papers, chiefly scrapbooks containing newspaper and magazine clippings, certificates, etc.; 1897–1949; 10 cm. Accessioned.

**Longworth, Israel** (d. 1902). Draft manuscript for *Memorial of the ... Anniversary of the Settlement of Truro ... 1882*; 1893–94; 139 pp. Accessioned.

**Macdonald, Roderick** (d. 1918) **and Lena** (d. 1955). Legal documents and miscellaneous material re: expropriation of "Oaklands" property, Halifax, 1913 (The King vs. Roderick Macdonald; Exchequer Court of Canada, 1915); ca. 1915. (Vol. 1310; 10 cm.) Photographic album and map transferred to appropriate divisions. Associated Lena Macdonald series loaned to Microfilm Unit for filming. Finding aid: fonds and series descriptions, file list.

**McManus-McCullough Family.** Personal papers, consisting chiefly of correspondence of family members in Montreal and Halifax, 1873–1970; includes graphic materials (photographs and picture postcards), as well as a series of pre-war European letters written by novelist Hugh MacLennan; 1873–1970; 1.4 m. Accessioned. Restrictions on access.

**McQueen and Lowden Family.** Personal and business correspondence, professional and business records for two Pictou County families; subjects include education and teaching; medicine, epidemics, mental health, and general health; marriage, childbirth, and childcare; temperance; household management; iron, gold, and oil development; 1832–1935. (Vols. 3345–3351; 70 cm.) Graphic and cartographic items and published material transferred to appropriate divisions. Finding aid: fonds description and file lists.

**Murray, Jon** (b. 1948). Administrative, operational and project files of Halifax architect; 1972–89. Series transferred from main fonds in Map/Architecture Division. (Vols. 3352–3358; 1.5 m.) Finding aid: file list.

**Parker, Mike** (b. 1952). A sub-series of textual records collected and used in the writing of *Guides of the North Woods: Hunting and Fishing Tales from Nova Scotia, 1860–1960* (1991); much of the material concerns the Nova Scotia Guides' Association; ca. 1909–88; 30 cm. Transferred from main fonds in Film and Sound Division. Finding aid: fonds and series descriptions, file list.

**Silver, B.C.** (1894–1991) **and Marietta MacDonald Silver** (1890–1988?). Correspondence, memorabilia, ephemera, research material, writings of poetry, fiction, and non-fiction, a journal, newspaper clippings, and published material (music, books, booklets, pamphlets, serials, and newspapers). One architectural drawing and one map were transferred to Map/Architecture Division. Fonds includes extensive research materials on education, music teaching, music history, and local history. (Vols. 3377–3385; 2.18 m.) Finding aid: fonds and series descriptions, file list.

**Sperry, Aubrey H. and Clyde W.** Personal papers and business and professional records of merchant Aubrey Herbert Sperry of Petite Riviere and lawyer Clyde Winston Sperry of Halifax; 1846–1977. (Vols. 3365–3370; 1.4 m.) Finding aid: fonds description and file list.

**Stairs Family** [multiple media]. Personal papers of descendants of the Halifax merchant William Machin Stairs (1789–1865), as well as records of the family firm Wm. Stairs Son & Morrow; 1777–1973. (Vols. 3250–3290; 8 m.) Finding aid: fonds and series descriptions; file lists in preparation.

**Stewart, John, M.D.** (1848–1933). Correspondence, newspaper clippings and various miscellaneous items. (Vol. 3196G; 41 items.) Finding aid: fonds description.

**Townshend, Charles** (fl. 1930). Legal records accumulated in the law office of C. Wray Townshend, barrister, Windsor; 1757–1940. (Vol. 558; 10 cm.) Finding aid: fonds description.

**Waite, Peter B.** Transcripts made from the Sir John Thompson Papers (chiefly the letterbooks), National Archives of Canada, during research for *The Man from Halifax: Sir John Thompson, Prime Minister*, 1970s–80s; 4 binders/1255+ pp. Accessioned.

**Young, Sir William** (1799–1887). Personal papers and financial records of Chief Justice Sir William Young and members of his and his wife's (Lady Anne, née Tobin) family; 1820–1919. (Vols. 3362–3364; 69 cm.) Finding aid: fonds description and file list.



**Zinck, George E.** (fl. 1945). Appraiser's estimates, damage reports, miscellaneous items re: claims submitted for civil property damage sustained in Halifax-Dartmouth from the Naval Magazine Explosion, Bedford, 18/19 July 1945; 1945–46; 4 cm. Accessioned.

### ***MG 20—Corporate Records (Societies and Organizations)***

***Ad Hoc Committee for the Preservation and Access of Nova Scotian Newspapers.*** Files generated by PANS staff and others involved in the Nova Scotia Newspaper Project; ca. 1981–89. (Vols. 1664, 1665; 46 cm.) Accessioned.

***Dance Nova Scotia.*** Administrative and operational records; also includes some program records, such as the Dance in Canada Conference: Halifax, 1985; 1976–89; 1.9 m. Accessioned.

***Federation of Nova Scotian Heritage.*** Administrative, operational and program records, 1970–92; includes audiocassettes; 8 m. Accessioned.

***Kings County Barristers Society.*** Minutes of meetings, correspondence, ledgers, and other financial records, as well as some photographs; 1947–91; 46 cm. Accessioned.

***Maritime Commercial Travellers' Association.*** Minute-books, annual reports, financial statements and actuarial records, cash-books, membership applications, correspondence; 1881–1989; 1.1 m. Accessioned.

***Micmac Association of Cultural Studies.*** Administrative and operational records, including three audiocassettes and four monographs; 1971–90; 68 cm. Accessioned.

***Nova Scotia Coalition on Arts & Culture*** [multiple media]. Administrative and operational records consisting chiefly of textual documents, but also including moving image and graphic materials (videocassettes, photographs); 1984–88; 69 cm. Accessioned.

### ***MG 50 — Genealogical Manuscripts Collection***

Some 40+ new items or aggregate acquisitions catalogued. (Vols. 15–17; 45 cm.) Finding aid: file lists.

**MG 100 — Miscellaneous Manuscripts Collection**

Some 90 new items or aggregate acquisitions catalogued. (Vols. 95–98, 252–256; 90 cm.) Finding aid: file lists. Acquisitions include:

**Davidson, David Dennison** (fl. 1852). Transcripts and original journal of trip to the Australian goldfields in 1852. (Vol. 98, #50; 35 pp.)

**Gill, Dorothy R.** (b. 1911). Certificates, citations, correspondence, and photographs re: professional career as a Registered Nurse and volunteer activities. (Vol. 256, #21; 12 items.)

**Paisley, C.H.** (fl. 1992). Documents, 1829–62, re: Alexander F. Sawers, M.D. (ca.1805–53), Health Officer for the Port of Halifax, 1851–53; and the militia appointment of George H. Starr (1812–87). (Vol. 253, #11; 8 items.)

**Smith, Rev. Dr. James** (1788–1871). Personal papers, including letters, indentures, etc.; 1806–62. (Vol. 98, #55; 10 items.)

**SPECIAL PROJECTS****Canada Employment and Immigration/Section 25  
Job Creation Program**

A major initiative of the Manuscripts Division in 1992 was the design, implementation, and management of a CEIC/Section 25 Job Creation grant, obtained via third-party sponsorship provided by the Genealogical Association of Nova Scotia. The \$23,000 grant enabled the hiring of two archival assistants (Tom Henderson and Janet Doyle) for a 24-week period, accompanied by one clerk-typist (Dorina Graves) during the final 13 weeks; the project ended on 18 December.

A detailed physical survey/inventory was produced for original holdings of private-sector corporate records (400 linear m. in Manuscript Group 20, consisting predominantly of records for various societies and organizations). A similar physical survey/inventory was done for the institution's collection of microfilm negatives (8800 reels, excluding newspapers), and for church records on microfilm (1000 reels; approx. 250 congregations). The clerk-typist then entered the data generated by the latter two surveys into an institutional database being developed for PANS microfilm holdings.

Sponsorship such as that offered by the Genealogical Association is much appreciated, because it allows the division to undertake certain projects essential to its mandate, but otherwise beyond the resource capabilities of the institution.

### **Churches and Communities (MG 4) Project**

Julie Morris & Rosemary Barbour

The present Manuscript Group 4 finding aid is being examined and revised. Two finding aids or guides will evolve: one for community records and one for churches and related organizations; the development of a guide for churches has been identified as our first priority. In 1992 the Manuscripts Division received a CEIC Grant, part of which was used to create and verify name authority records for various churches in the province. The time allotted for this component was insufficient to identify and establish all the names of parishes and pastoral charges, in addition to the determination of hierarchical relationships and changes within congregations. However, the project worker, Janet Doyle, was able to cover most of the United Church of Canada Pastoral Charges in mainland Nova Scotia.

### **Descriptive Standards Coordinating Committee**

Lois Yorke, Chair

The Descriptive Standards Coordinating (DSC) Committee has remained generally inactive during the period from 1 April 1992 to 31 March 1993. Meetings held early in 1993 resulted in a draft action plan and remedied the continuing unavailability of two committee members by appointing Julie Morris to one vacancy and designating the other a rotating position. The involvement of all members of the Management Committee in the NSRM Life Cycle of Recorded Information project has superseded many of the objectives identified by the DSC Committee as current priorities, and has generally precluded any action concerning them for the time being.

### **Nova Scotia Historical Review**

Barry Cahill, Editor; Lois Yorke, Literary Editor

Volume 12, Number 1, published in June 1992, was (at 181 pages) the largest issue of the *Review* yet published. Volume 12, Number 2 (175 pages), published in December 1992, was the third and last to be printed

under the current three-issue tender. At the end of the year it remained unclear whether the Department of Tourism and Culture would maintain its \$10,000 annual subvention, without which the periodical will be obliged to cease publication.

Renewals, together with new subscribers, continue to account for about 600 subscriptions, both institutional and personal. Last year's increase in the subscription rate from \$10 to \$20 per annum had no appreciable negative impact on either direct retail sales or the number of subscribers, which has remained more or less constant.

An Index of Names to the *Nova Scotia Historical Quarterly*, 1971–80, and the *Nova Scotia Historical Review*, 1981–91, has been compiled by Margaret Fay, MLS; it is hoped that sufficient funds will become available to ensure publication of the index, which is frequently requested by institutional subscribers.

Added to the staff of the *Review* this year was Francine Hannam who, as secretary, is responsible on a freelance contractual basis for all word processing of articles. The Book Review Editor remains Allen B. Robertson, Ph.D., and the Business Manager is Stephen Crowell.

## **MICROFILM UNIT**

Rosemary Barbour, Linda Cookson

During the past year, guidelines for microfilm procedure and administration ("Microfilm Procedures and the Administration of Microforms at the Public Archives of Nova Scotia") were approved and implemented. Filming was scheduled for a full year from requests compiled by each division head. A draft microfilm policy statement has also been drawn up and submitted for approval. A number of meetings have been held with Nova Scotia Records Management to discuss quality control issues.

Between 6 July and 1 October, Ms. Janet Doyle was employed in the Microfilm Unit under a CEIC Section 25 grant, sponsored by the Genealogical Association of Nova Scotia. Under this project, 8800 PANS negative microfilm were given a numerical reference number and a 1 per cent sample was checked for general condition and signs of deterioration. As well, a database was compiled for all Manuscript and Public Record positive and negative microfilm, using the negative number, title,

positive microfilm number, accession number, and source of film. This database will continue to be used to record information on each microfilm reel, to produce finding aid/ conversion lists for microfilm holdings, and to provide ready access to information on any given reel of film.

Since the early 1970s, a separate finding aid series has been maintained for material held in microform. The divisions concerned have agreed to disband this system and to integrate the content lists into existing finding aids of divisional holdings. All content lists have been annotated for this purpose and will be transferred in the upcoming year. The old microfilm finding aids will then be closed. A transfer list, produced from the microfilm database noted above, will correlate old to new references and indicate the location of content lists.

Reels of microfilm available on open-shelf service now number 12,075 and include all microfilm newspapers, many microfilm publications, and most unrestricted Manuscript and Public Record microfilm holdings. During the upcoming year, the remaining unrestricted Manuscript and Public Record microfilm will be transferred to open-shelf service.

During the past fiscal year, Linda Cookson, micrographer, filmed and inspected 93 reels of 100-foot 35-mm microfilm. Thirteen fonds/collections were borrowed for filming during the past year, 12 of which have been filmed. Of this amount (23 reels or 24 per cent of the total), almost half were filmed for conservation reasons; 100 per cent of the filming of PANS holdings (70 reels, or 76 per cent of the total in-house filming) was done for conservation reasons.

In addition to reels filmed in-house, 147 reels were donated by the Genealogical Society of Utah; 139 reels were received through the National Archives of Canada Diffusion Program; 3 reels were purchased from the Beaton Institute, Cape Breton; and 6 reels were transferred from a provincial government department.

On an experimental basis, PANS Library staff are using an ABR auto-feed microfilm camera to film the Cape Breton Newspaper Card Index. Fourteen reels of 16mm film have been filmed since the project started in November 1993.

Seven hundred and eighty-nine reels of microfilm were duplicated for purchase orders received by the PANS. The sale of these films produced a gross income of \$39,450.



Requests for inter-institutional loans remained high, with 135 patron requests for 264 items; 117 in-coming requests (a 45 per cent increase over last year) were redirected.

### **Material Borrowed for Filming**

***Anglican Church in Canada. Digby Parish.*** Vestry book; 1785–1862. PANS mfm 655-X; 1 reel. Accrual. Finding aid: file list.

***Anglican Church in Canada. Saint John's (Fairview).*** Registers of baptisms, marriages, confirmations, burials, and services; 1919–88. PANS mfm 617-X to 619-X; 3 reels. Finding aid: file list.

***Atlantic Advocate*** (Halifax, Nova Scotia). Vol. 1; 1917. PANS mfm 3207.

***Church of Christ. North Street Christian Church (Halifax).*** Minutes, accounts, registers of members, baptisms, marriages, deaths, and Sunday school and church association records; 1869–1978. PANS mfm 612-X to 616-X; 5 reels. Finding aid: fonds description and file list.

***Girl Guides of Canada. Nova Scotia Council.*** Minutes; 1923–90. PANS mfm 561–563; 3 reels. Finding aid: fonds description and file list.

***Macdonald, Lena Churchill*** (1930–). Each month scrapbook; 1930–37. PANS mfm 552; 1 reel. Finding aid: series description.

***North, William*** (1771–1851). Account book; 1821–50. PANS mfm 545; 1 reel. Finding aid: fonds description.

***Powers, Ada Silver*** (1859–1942). Diaries, notebooks, and correspondence; 1916–39. PANS mfm 541; 1 reel. Finding aid: fonds description and file list.

***Presbyterian Church of Canada. Pictou Presbytery.*** Minutes; 1980–90. Accrual. PANS mfm 595; 1 reel. Finding aid: file list.

***Presbyterian Church of Canada. Zion Church (Ferrona).*** Minutes, registers of baptisms, marriages, burials, communion rolls; 1892–1992. PANS mfm 771-X; 1 reel. Finding aid: fonds description and file list.

***United Church of Canada. Stewiacke Pastoral Charge.*** Minutes, membership lists, records of WMS and UCW; 1919–90. Accrual. PANS mfm 590-X to 591-X; 2 reels. Finding aid: fonds description and file list.

***United Church of Canada. Windsor Pastoral Charge.*** Minutes, registers of members, baptisms, marriages, and burials; 1772–1985. Accrual. PANS mfm 592-X to 594-X; 3 reels. Finding aid: fonds description and file list.

#### **Microform Purchased**

***United Church of Canada. Louisbourg Pastoral Charge.*** Minutes, registers of members, baptisms, marriages, and burials for St. James Methodist Church, Calvin Presbyterian Church, St. James United Church, Calvin United Church, and First United Church, all in Louisbourg, and the Louisbourg Pastoral Charge; register of communicants and burials, and minutes for MacMillan Memorial Church, Catalone; 1890–1983. PANS mfm 535-X to 536-X; 2 reels. Finding aid: fonds description and file list.

***United Church of Canada. Trinity United (Sydney).*** Statistical returns for St. Mark's Presbyterian Church, Sydney; register of baptisms, marriages and burials, and minutes for St. James Presbyterian Church; register of baptisms, marriages, and burials for St. James United Church; accounts for Victoria Methodist Church and for Victoria United Church; registers of baptisms, marriages, and burials and minutes for Trinity United Church, Sydney; 1901–82. PANS mfm 538-X to 540-X; 2 reels. Finding aid: fonds description and file list.

***United Church of Canada. Warden United (Glace Bay).*** Register of baptisms, marriages, and burials for the New Aberdeen and Dominion circuits of the Methodist Church; registers of baptisms and burials for Warden Presbyterian Church, Glace Bay; register of baptisms, marriages, and burials for Warden United Church, Glace Bay; 1903–86. PANS mfm 537-X; 1 reel. Finding aid: fonds description and file list.

#### **PANS Holdings Filmed**

***Index to Vital Statistics from the Presbyterian Witness, 1865–87.*** Alphabetical index to vital statistics published in the *Presbyterian Witness*, compiled by Shirley MacCormick; 1991. PANS mfm 3664–3667; 4 reels.

***MG 1, Vol. 795.*** Edward Ross fonds; 1839–96. PANS mfm 597–598; 2 reels.

**MG 1, Vols. 2440–2444; 2653–2657; 3241–3247.** John Duncanson fonds; 1960–91. PANS mfm 601-605, 773–785; 22 reels. Finding aid: fonds description and file list.

**MG 1, Vols. 2591–2598.** Lois Kernaghan fonds; 1971–86. PANS mfm 578–589, 651, 606; 14 reels. Finding aid: file list.

**MG 4, Vol. 86.** Presbyterian Church in Canada. St. Andrew's (Lunenburg). Transcript register of baptisms, marriages, and burials, 1770–1870; ca. 1925. PANS mfm 620-X; 1 reel.

**MG 4, Vols. 88–89.** Lutheran Church. Zion Evangelical Lutheran Church (Lunenburg). Transcript registers of baptisms, marriages, and burials, 1772–1825; ca. 1925. PANS mfm 621-X to 622-X; 2 reels.

**MG 4, Vol. 91.** Anglican Church of Canada. St. John's (Lunenburg). Transcript register of baptisms, marriages, and burials, 1752–1869; ca. 1925. PANS mfm 623-X to 624-X; 2 reels.

**MG 5, Vols. 22–23.** PANS Cemeteries Collection; 1986–91. PANS mfm 599–600; 2 reels. Finding aid: file list.

**MG 7, Vol. 9C.** Log book of Brigantine *Argo*; 1867–68. PANS mfm 596; 1 reel. Finding aid: item description.

**PANS 1991-214/001-038.** Bridgewater assessment rolls; 1899–1976. PANS mfm 625-635; 11 reels. Finding aid: fonds description and file list.

**PANS 1992-062/001.** Weymouth township book; 1834–64. PANS mfm 564; 1 reel. Finding aid: fonds description.

**Progress Enterprise** (Lunenburg); 1909–32. PANS mfm 3232–3243; 11 reels. Finding aid: kardex.

**RG 39, 'J', Vols. 1–50.** Halifax County Supreme Court judgment books, 1763–1848. PANS mfm 637–650; 14 reels. Finding aid: file list.

**Springhill Record** (Springhill); 1955–65. PANS mfm 3217–3218, 3221, 3223; 4 reels. Finding aid: kardex.



**Microform Received by Donation or through the National Archives of Canada Diffusion Program**

**Canada. Department of Agriculture.** Nominal returns of 1901 federal census; 1901. PANS mfm 565–576; 12 reels. Finding aid: fonds description and file list.

**Genealogical Society of Utah.** Annapolis County Court of Probate, 1780–1979; Antigonish County Court of Probate, 1914–25; Colchester County Court of Probate, 1798–1935; Digby County Registry of Deeds, 1879–1904; Digby County Court of Probate, 1814–1934; Guysborough County Registry of Deeds, 1785–1884; Lunenburg County Court of Probate, 1914–15; Pictou County Court of Probate, 1812–1926; Shelburne County Court of Probate, 1907–14; Yarmouth County Court of Probate, 1843–1991. Accrual. 147 reels. Accessioned.

**Great Britain. High Court of Admiralty.** PANS mfm 668–705; 38 reels. Accessioned.

**National Archives of Canada. British Naval and Military Records Collection.** PANS mfm 706–769; 64 reels. Accessioned.

**Nova Scotia. Primary Forest Products Marketing Board.** Minutes of Board meetings; 1972–91. PANS mfm 546–551; 6 reels. Finding aid: fonds description and file list.

**PUBLIC RECORDS DIVISION**

Kent Haworth, Georges Dupuis

John MacLeod, Wendy Thorpe, Tina Parsons

The Public Records Division is responsible for the appraisal, acquisition, arrangement, description, conservation, and use of government records possessing archival value. The on-going re-vitalization of the Nova Scotia Records Management (NSRM) program required responses from the division that will affect the management and disposition of government records. In addition, the division continued to produce new inventories as a part of the new descriptive system for government records implemented last year.

**Staffing**

During this year Wendy Thorpe, Public Records Archivist, went on long-term disability leave in October. Tina Parsons moved from Public Records to Manuscripts Division in March 1993.

**Appraisal**

Appraisal reports for 10 record series (Appraisal Report #s 1992-15 to 1993-02) were reviewed and disposition recommendations approved or amended by the Provincial Archivist. The total linear extent of records recommended for destruction amounted to 123.33 metres.

**Acquisitions/Accessioning**

The division received 120 accessions in the reporting period, comprising 849 boxes and consuming 251.50 linear shelf metres. While the increase in the number of accessions of government records increased by 17 per cent over the previous year, the volume decreased by 50 per cent. The volume of records accessioned in 1992-93 realized the prediction in last year's report that there would be no shelf space available within PANS by the end of 1992. Only as a result of the appraisal process were we able to save space for the storage of government records at our off-site location. A list of accessions received from government departments in this reporting year follows. Perhaps the most notable acquisition of the year was the 1901 census for Nova Scotia received from the National Archives as part of its Diffusion Programme.

**Selected Accessions: 1 April 1992–31 March 1993**

1992-181—***Cape Breton County Supreme and County Court***. Supreme and County Court Cases. 1841–1972 [predominant 1960–72] (5.5 m.; 18 boxes).

1992-075—***Genealogical Society of Utah***. Digby County Probate Court Estate files #1144-1980; 1889–1917. 1991 (10 reels; .51 m.).

1992-061—***Halifax (N.S.)***. Halifax Mayor's Court Proceedings. 1852–58 (.45 m.; 1 bound volume).

Various—***Lunenburg County Supreme and County Court***. Court case files, Supreme and County Court files. 1834–1971 (13.65 m.; 45 boxes).

1993-146—***N.S. Dept. of Attorney General***. Registrar under the Securities Act—Withdrawn Issues. 1980–82 (8.5 m.; 29 boxes).

1992-044—***N.S. Dept. of Consumer Affairs***. Deputy Minister's administrative files, fed. government correspondence files, complaint files, departmental program files, etc. 1979–87 (.6 m.; 2 boxes).

1992-229—***N.S. Dept. of Economic Development***. Sysco federal-provincial agreements, files, reports, economic assessments, etc. 1972–85 (1.5 m.; 5 boxes).

1992-244—***N.S. Dept. of Economic Development***. Departmental files dealing with Sysco. 1975–87 (5 m.; 16 boxes).

1992-270—***N.S. Dept. of Economic Development***. Departmental files pertaining to Sysco. 1982–87 (.6 m.; 2 boxes).

1992-225—***N.S. Dept. of Education***. Correspondence, speeches, publications of the Minister, T.R.B. Donahoe 1980–85; correspondence of the Minister of Environment, G. Kerr, relating to the Canada–Nova Scotia agreement off shore oil and gas resources management and reverse sharing 1980–82. 1980–86 (4.55 m.; 16 boxes).

1992-662—***N.S. Dept. of Education***. Files from the N.S. Advisory Council on Educational Television, the Atlantic School Broadcast Committee and the Council of Ministers of Education Coordination Committee on Media. 1962–74 (1.25 m.; 4 boxes).

1993-041—**N.S. Dept. of Education.** Minister's, Deputy Minister's and Senior Management correspondence. 1986–87 (9 m.; 30 boxes).

1992-121—**N.S. Dept. of Finance.** Nova Scotia Royal Commission on Pensions—Task Force on Pensions files and published reports. 1971–86 (5 m.; 13 boxes).

1992-489—**N.S. Dept. of Government Services.** Minister's files. 1975–80 (2 m.; 7 boxes).

1992-163—**N.S. Dept. of Health and Fitness.** General departmental files includes Community Health, Environmental Health files and Minister's/Deputy Minister's files. 1971–89 (3 m.; 11 boxes).

Various—**N.S. Dept. of Health and Fitness.** Minister's files. 1976–90 (7.26 m.; 24 boxes).

1993-033—**N.S. Dept. of Mines and Energy.** Minister's files. 1983–87 (.6 m.; 2 boxes).

1993-128—**N.S. Dept. of Mines and Energy.** Files of Assistant Deputy Ministers. 1979–86 (2 m.; 7 boxes).

1992-509—**N.S. Dept. of Municipal Affairs.** Minister's files. 1956–61 (1.75 m.; 11 boxes).

1992-271—**N.S. Executive Council.** Reports and recommendations (Series 1019): Order-In-Council records. 1953–70 (5.63 m.; 43 boxes).

1992-282—**N.S. Office of the Premier.** Files relating to Atlantic Premiers conference 1964–65, First Ministers conference 1985, Legislative Assembly Throne Speech/House Opening 1985, Board and Commissions report 1983, and colour photographs of the Sysco modernization site activities 1988–89. 1964–89 (0.3 m.; 1 box).

1993-096—**Public Utilities Board.** General files. 1920s–50s (1.5 m.; 5 boxes).

1992-062—**Weymouth Township (N.S.).** Weymouth Township Book of Births, Deaths and Marriages [includes record of cattle marks]. ca. 1840–60s (.03 m.; 1 bound volume).



### **Arrangement/Description**

By the end of the reporting year 37 inventories were generated in the new descriptive system for government records. In addition, 346 series level descriptions were also generated, together with access points that make government records accessible to users through the Inventory Index. The acquisition of the 1901 census demonstrated the efficiency and effectiveness of our new descriptive practices. The description of the series of which the census forms a part remains essentially the same as the 1891 census, except for the date and extent statement. As a result, the 1901 census was fully described and the description available to users on the day it was received.

### **Preventative Conservation**

Conservation microfilming was undertaken, based on the list of microfilming priorities established by the division last year.

### **Records Management Advisory Services**

The division continues to provide advice and assistance to departments that are developing their retention schedules or who require information from the division about the services we provide. Departments and crown agencies to whom such services were provided during the year included the Attorney General, Education, Natural Resources, Health, Municipal Affairs, Housing, Community Services, and the Solicitor General.

Advice and assistance was provided to several local governments. The acting division head visited Bridgetown, Yarmouth, and Digby with a view to developing a regional network of local government repositories for archival records. The acting head of the division also discussed with officials of the Nova Scotia Association of Municipal Administrators the development of a standardized records classification and disposition schedule for local government records in conjunction with Nova Scotia Records Management (NSRM).

The division continued its participation in NSRM's working groups, including the Classification and Scheduling Working Group and Records Management Users Group. In addition the division contributed to the analysis of institutional functions as part of the on-going business functional analysis of the life-cycle of recorded information sponsored by NSRM. Division staff, as well as the Public Programs Archivist, presented an introductory session on archives as part of the NSRM training program in records management.

## REFERENCE SERVICE

### *Public reference*

Desk duty in the Library and for Manuscripts and Public Records occupies 160 hours a week or 38 per cent of available staff time to reference/retrieval service. This figure does not include evening and weekend duty required of professional staff, nor does it factor in vacation or sick leave. When other reference functions are added (e.g., answering reference letters, providing tours, or fulfilling school records requests), the amount of staff time spent on public reference averages between 48 per cent and 62 per cent. This leaves approximately 50 per cent of available hours for all other essential functions (appraisal, accessioning, description, preventive conservation, and liaison with Nova Scotia Records Management). No statistics are kept of the quantity of items (regardless of form) generated from government departments that are consulted by the public.

### *Departmental use of government records*

The division amended its policy with respect to departmental use of records deposited with the Archives. Departmental officials wishing to consult their records preserved in the Archives must now consult them in the reading room or PANS will provide copies. Archival records no longer will be removed from the premises unless specifically requested by a court order.

### *School records*

The number of searches of school attendance registers, primarily for the purposes of delayed or amended birth registrations, totalled 319; of these, 184 were received by telephone and 135 by mail. Unsuccessful searches made up 108 of the total or 34 per cent. Income generated from this service totalled \$1,595.

### **LIBRARY**

Gwen Whitford, Rebecca Arsenault,  
Lillian Leonard, Milly Riley, Anjali Vohra

The past year saw many changes in Library personnel. It is a credit to the professionalism of our Library staff that the many staffing adjustments had no visible impact on the quality of service provided to users of the Library/Newspaper holdings. Gwen Whitford, Librarian, went on long-term disability leave in July 1992. Since then Allan Dunlop has acted as Head of the Library. Rebecca Arsenault's contract position as Library Assistant was extended from June to the end of the reporting year. The Newspaper Specialist, Anjali Vohra, took study leave in September 1992 to complete her Masters of Library and Information Studies degree at Dalhousie University. Milly Riley was the successful candidate to fill the Newspaper Specialist's position. The Provincial Employment Program provided the Library with one and one-half positions which permitted work on:

- a self-service finding aid for newspapers
- reorganization of the newspaper vault
- a shelf read of the Library oversize collection
- public service

A student from the Dalhousie University Masters of Library and Information Studies program, Jennifer James, spent her two-week practicum in our Library, providing public service and cataloguing a portion of the Cox collection of rare Nova Scotiana. These items are now available for public use. Virginia Clark won a competition for a 10-week position and commenced work 22 February 1993, providing public service in the Library. Finally, our part-time evening/weekend staff continued to carry out basic but essential projects.

An improvement for both users and staff has been the implementation of open-shelf microfilm service. A significant number of the almanacs, directories, and periodicals in our Library holdings are now available in the Second Floor Reading Room. The approval in June of a Library Collection Policy has permitted a more focused use of our scarce acquisition budget. In addition, the Heritage Trust of Nova Scotia, the Elderhostel program and several private donors have provided funds for much-needed Library material. The introduction of a computer for internal Library operations has permitted the generation of finding aids for newspapers and self-service microfilm, the electronic creation of Library



catalogue cards and the automation of the acquisitions component of the Library operation. Little of the foregoing could have been accomplished without automation. However, given existing resources it is highly unlikely that an on-line catalogue of our holdings is possible in the foreseeable future. Knowledge and use of the richest holding of Nova Scotiana in the province will thus be limited to those who are able to visit our facility.

New methods for measuring the amount of material used and for collecting cataloguing and acquisition statistics have provided more accurate, if lower, indications of activities within the Library. Acquisition of materials decreased by 15 per cent over the previous year; for the same period the number of items catalogued dropped by 65 per cent.

Within the Newspaper Division, transfer of 6,700 microfilm reels to open-shelf service was completed. New microfilm acquisitions of newspapers are added to this open-shelf system as soon as they are received. A tremendous backlog exists in original form newspapers which must be filmed before they deteriorate further. Public use of many newspapers in original form has been prohibited until they have been microfilmed. The major conservation microfilming project for the past year was the filming of the Lunenburg *Progress Enterprise* (1901–61). These originals were kindly loaned by the Fisheries Museum of the Atlantic. Twelve reels, covering the years 1901–32, were completed. In addition, card indexes of nineteenth century Cape Breton newspapers and Nova Scotia newspapers for the early 1980s are being microfilmed. Some 636 reels of microfilm have been duplicated or are in the process of duplication to fill purchase requests in the past year. During the same period 30 reels were filmed in-house and an additional 122 microfilm reels of newspapers were received through purchase or exchange.

Original newspaper issues from around the province are acquired on a regular basis. Seventy-nine current Nova Scotia newspapers were received. Two new newspapers began publication—*Cape Bretoner*, Vol. 1, No. 1, September 1992, and *The Patriot* (Dartmouth), Vol. 1, No. 1, Oct. 15–21 1992. In addition, back issues of 21 newspapers were added to the collection.



**Statistics****Acquisitions — 1992–1993**

Purchase:	711
Donations:	1,399
N.S. Government:	<u>676</u>

**Total:** 2,786

Items Catalogued: 380

## FILM AND SOUND DIVISION

JoAnn Watson, Margaret McBride

Participation in the Nova Scotia Records Management Life Cycle project played a prominent role in the activities of the acting head of the division this year. In general, focus turned away from private records towards the acquisition of provincial government records and concerns regarding their description and storage.

The division's holdings continue to be requested and used by production companies in Canada and the United States. In particular, original kines from the CBC fonds were used extensively for the national program, *The Singalong Years*, which was a nostalgic retrospective of the Don Messer and Singalong Jubilee series originally aired in the 1960s. This series will be continued in CBC's national 1993 fall program schedule. Also, the series *Nova*, aired on the Public Broadcasting System, used footage from the division's holdings for a documentary on the death of the east coast fishery.

The Film and Sound Division was successful in receiving three grants this year. A summer Provincial Employment Program grant provided a student (shared with the Map Division) to make listening cassettes for researchers of original 1/4-inch tapes in the Helen Creighton Collection. A grant from the Helen Creighton Foundation provided the funding for the purchase of the cassettes. In March, the division was awarded a CEIC Section 25 Unemployment Insurance grant. This grant, originally applied for in 1991, is sponsored by the Royal Nova Scotia Historical Society and will produce a conservation inventory of the division's entire film holdings. The CEIC funding has provided the division with three contract employees for six months, as well as monies to purchase archival quality inert plastic cans.

### Principal Acquisitions

**Department of Education. Media Services. Video Studio.** 16 mm film, 2-inch quad videotape, 3/4-inch videocassettes and 4 boxes textual records totalling ca. 36 linear feet. Material reflects Educational Television programming from the 1960s to the 1970s produced by the Video Studio and aired on CBC. Fonds is currently undergoing appraisal and conservation survey.

**Nova Scotia Film Development Corporation.** 37 1/2-inch videocassettes. Material in this fonds reflects the activities of the Corporation, since one video copy of any film/video production that received funding from the Corporation is deposited with the Public Archives.

**Bill Maden.** 63 1/2-inch videocassettes (ca. 135 hours). Material in this fonds represents the Bill Maden Show aired on Halifax Cable, as well as coverage and commentary of various sporting events covered by Maden from the 1980s to the 1990s. Finding aid prepared.

**Mike Parker.** 150 sound cassettes and ca. 30 cm text. Material reflects original research and oral history interviews conducted for two books by Parker: *Guides of the North Woods* and *Wood Chips and Beans*. Finding aid prepared.

**Allen Fraser.** 14 16-mm films with a total running time of ca. 1:45:00. These films date from the 1920s to 1953 and represent the oldest semi-professional film footage in the division's holdings. Subject content is very eclectic and original. Finding aid prepared. Films from the 1920s to the 1930s are closed for preventive conservation.

**CBC Halifax.** As funding to support the arrangement and description of CBC Radio and Television was discontinued in April 1992, there were no accruals to this fonds.

## FILMOGRAPHY

Sandra Haycock was contracted to facilitate the coordination of the final phase of this project which included: proofreading the database's numbering system, generating name and subject indexes, and making determinations regarding graphics and text to be used in the publication. Completion is scheduled for the next fiscal year (1993-94).

## MAP AND ARCHITECTURE DIVISION

Garry Shutlak, Gail Judge

During 1992–93, the Map and Architecture Division continued to carry out its mandate of collecting past and contemporary maps and architectural plans in both the private and government sectors. The division was fortunate in obtaining the services of a PEP student (Carl Getto), to be shared with the Film and Sound Division. This temporary appointment helped alleviate staff shortages caused by vacations over the summer months. During the year seven new horizontal drawer map cabinets were purchased for the division.

### MAJOR ACQUISITIONS

***Byrne Architects fonds*** (1871– ) architects, Halifax.

Accession No. 1992-436

There are 432 projects represented in the latest transfer from the firm formerly known as Dumaresq & Byrne. The projects span the period 1922–79. The projects are well balanced between schools, churches, public buildings, industrial structures, and residences, covering the province.

***Mahon Architects Limited fonds*** (1975– ) architects, Halifax.

Accession No. 1992-626

There are 131 projects (1955–88) represented in this fonds. The primary focus and principal concentration of the firm is metropolitan Halifax. At present the fonds consists only of the architectural records. Further accruals are expected of both business records and projects.

***Jon Murray fonds*** (1948– ) architect, Halifax.

Accession No. 1992-688

There are 22 projects (1975–91) represented in this fonds. This latest accrual includes architectural records, textual documents, and graphic material including award-winning house designs. Further accruals are expected.

***Keith L. Graham Architects fonds*** (1955– ).

Accession No. 1992-689

There are 70 projects (1961–92) represented in this fonds. This latest accrual includes architectural records, textual documents, graphic material, and books, including several award-winning designs.

PANS also collected 457 maps and another 12 architectural projects during the year by purchase, transfer, or donation.

### **Special Projects**

Since October of 1991 Mr. Shutlak was involved with "A vision of regeneration': Reconstruction after the Halifax Explosion, 1917-1921," an exhibition which opened in November 1992.

#### ***City of Halifax, Building Inspection Department***

During the reporting period 511 projects were catalogued, of these 407 projects were retained and 104 destroyed. Projects destroyed were small-format or unreadable drawings of no archival value and duplicates.

#### **Statistics**

Maps Cleaned and Encapsulated:	35
Maps Catalogued:	181
Architectural drawings catalogued:	678

For all other statistics see the Public Programs section of this report.

### **Reproduction Services**

During the year the division processed 49 orders for large-format photocopying and/or photographic orders sent for off-site reproduction.



**PHOTOGRAPHS AND DOCUMENTARY ART DIVISION**

Margaret Campbell, Eric Boutilier-Brown,  
Gail Judge

In addition to the usual activities of acquiring, appraising, arranging, describing, and copying graphic materials, a number of special projects and activities were carried out within the division. The division was fortunate to have the services for 16 weeks of a student intern from the Masters of Archival Studies program at the University of British Columbia, which enabled us to substantially reduce our backlog of photographs awaiting accessioning, arrangement, and description. We also received through the Council of Nova Scotia Archives a Canadian Council of Archives conservation grant for making preservation copies of several significant holdings of nitrate negatives. Division head Margaret Campbell was actively involved in all aspects of preparation of the exhibition "A vision of regeneration," while Photo Technician Eric Boutilier-Brown did the photographic copy work and most of the matting and framing. Finally, in February, the division head began a term as one of two in-house coordinators of PANS' life cycle project.

**Principal Acquisitions and Finding Aids*****Janet Kitz Collection.*** Accession no. 1992-359

Album of photographs commissioned by the Halifax Relief Commission to document reconstruction after the 1917 explosion; 1918-21; 78 items.

***Bob Brooks fonds*** (b. 1930). Accession no. 1992-481, 768

Photographs and related documentation reflecting the career of a prominent Nova Scotian photojournalist; 1946-91. 2 m. (addition to existing fonds, updated inventory prepared).

***James Tremills fonds.*** Accession no. 1992-525

Black and white negatives of Nova Scotian houses taken by Tremills, mainly for the Heritage Trust; ca. 1968-ca. 1972; ca. 190 items.

***George Piercey Collection.*** Accession no. 1992-782

Documentary art works by Kate A. Lear of Halifax as well as one attributed to her sister Isabel Lear; ca. 1895, 189-?; 4 items.

***Meagher family fonds.*** Accession no. 1993-22

Oil portraits by E. Wylie Grier of Nicholas Meagher, 1923 and of his wife Honora A. (Hogan) Meagher, 1923 (?), probably from a ca. 1865 photograph (related textual records also to be received through same estate); 2 items.

***Kennedy family fonds.*** Accession no. 1993-171

Black and white photographs depicting highway and bridge construction as well as scenic views in Nova Scotia; 1909–54; ca. 150 items.

**Academic Internship Program**

During her 16 weeks of internship, UBC MAS student Rhianna Edwards was involved in many aspects of divisional operations, including appraisal, accessioning, arrangement, description, and preventive conservation. She carried out two specific projects, the arrangement and description of the Bob Brooks fonds and the preparation of a location index for all Photograph/Documentary Art fonds and collections. In addition, she visited other divisions to learn about their procedures and operations.

**Canadian Council of Archives Conservation Grant**

The grant enabled our photo technician, using our lab outside of his normal half-time hours, to make archival film positives of nitrate negatives, as follows:

<b>Names of fonds</b>	<b>No. of negatives</b>
Buckley family	763
W. R. MacAskill	1124
Zwicker family	83
Total	<hr/> 1970

**Photo lab**

During the regular operations of the photo lab, the photo technician produced 247 copy negatives and 550 copy prints for in-house conservation, reference and exhibition purposes. He also produced 170 copy negatives and 871 copy prints to fill public requests for reproductions.

Rush orders for 93 individuals were sent to Castle Photographic Services, resulting in the addition of 111 copy negatives to our holdings.

## **PUBLIC PROGRAMS**

Philip Hartling

The Public Programs Archivist's activities included conducting tours and genealogical orientation sessions; collaborating with other archivists on a major in-house exhibition entitled "A vision of regeneration"; coordinating exhibitions; giving lectures; serving on various committees and associations; and participating in other outreach projects such as American Association of State and Local History awards and Colchester Historical Society awards programs.

### **Tours**

Forty-six groups, totalling 795 individuals, toured the Public Archives in 1992-93; they included 16 school classes, 8 university classes, and 22 general or specific interest groups. See accompanying statistics for details. Forty-three groups were from metropolitan Halifax-Dartmouth (Halifax City — 29, Dartmouth — 7, Halifax County — 5, and Sackville — 2), while two groups were from Lunenburg County and one was from Colchester County. These statistics are similar to last year's statistics; most groups in 1991-92 were also based in metropolitan Halifax-Dartmouth. The Public Programs Archivist conducted 41 tours; 9 were in conjunction with fellow archivists. These archivists organized and gave five other tours.

On 18 June 1992, 60 grade 12 students from several Halifax schools undertook research on the fifth floor. They were divided into three groups; each group analysed photographs and insurance and architectural plans for a Halifax site. After the students perused these sources, they had to answer questions for their geography exam.



**Tour Statistics**

<b>Groups</b>	<b>Grades</b>	<b>Number of Tours</b>	<b>Total</b>
Elementary Classes			7
	4	3	
	5	1	
	6	3	
Junior High Classes			8
	7	1	
	9	7	
High School Classes			1
	12	1	
University Classes			8
Dalhousie University		2	
Mount Saint Vincent University		3	
Saint Mary's University		3	
Cultural and Recreational Groups			3
Elderhostel		3	
Professional Groups			7
(school teachers, librarians,			
Nova Scotia Women's Directorate,			
Nova Scotia Agricultural College's staff,			
PANS orientations for part-time and contract			
staff, Taxi Tour Company staff)			
Special Programs			12
(Black Learning Centre, Choices,			
Futures Training Network,			
Henson College, St. Pat's High			
School - Young Adults Career Centre)			
<b>Total</b>			46

## **Genealogical Orientation Sessions**

Traditionally, the Public Archives is extremely busy during the summer and 1992 was no exception. User-visits in June, July, and August were approximately 20 per cent higher than the monthly average for 1992–93. Large numbers of tourists undertaking genealogical research projects visited the Archives during the summer. In order to familiarize these family historians with major genealogical sources, the Public Programs Archivist held eight genealogical orientation sessions — six during the summer, one in the autumn, and one in the winter. The fall session was specifically for members of the Queens County Family History Centre; the winter one was for Cornwallis Junior High School students, Halifax, who were taking a half-year class in genealogy. Ninety individuals attended the eight sessions.

Each Genealogical Orientation Session began with opening remarks which included basic rules and regulations. The 15-minute audio-visual presentation followed. Various genealogical sources were then explained and the session concluded with floor-to-floor tours of the second, third, and fifth floors where the various card catalogues, kardexes, and other finding aids were identified for the patrons. Each genealogist was given a six-page hand-out entitled “Finding Your Nova Scotian Ancestors: Genealogical Sources at the Public Archives of Nova Scotia.”

## **Exhibitions**

Various institutions and individuals commemorated the seventy-fifth anniversary of the tragic 1917 Halifax Explosion with a symposium, television documentary, play, exhibits, publications, research projects, and special ceremonies. In 1991–92, the Provincial Archivist chaired an ad hoc committee for the seventy-fifth anniversary of the explosion which consisted of Margaret Campbell, Allan Dunlop, Philip Hartling, and Garry Shutlak. Throughout 1991–92, the committee selected the themes, combed many sources at the Public Archives and elsewhere to make its selection, wrote the captions and catalogue, designed the layout, and mounted the exhibition entitled “‘A vision of regeneration’: Reconstruction after the Halifax Explosion, 1917–1921.” Eric Boutilier-Brown copied, matted, and framed the photographs, and provided other technical support.

Press kits included a covering letter and information sheet, a catalogue, and four photographs; they were mailed to radio, television, and print media. Articles or notices appeared in the *Kentville Advertiser*, *The*

*Daily News*, *Metro Weekly Telecaster*, *Dartmouth This Week* and the "What's Happening?" "Round and About," and "Entertainment" columns of *The Chronicle-Herald* and *The Mail-Star*. Following Elissa Barnard's review on the "Entertainment" page, articles appeared in *The Globe and Mail*, *The Financial Post* and *The Ottawa Citizen*. *The Mail-Star*, 30 December 1992, reported that "Anyone interested in houses, city planning and history will enjoy this large, well-constructed exhibit — a walk through time and the city's North End."

Although the Public Archives is normally closed on Sundays, the Chase Exhibition Room was open on 6 December 1992, in recognition of the seventy-fifth anniversary of the Halifax Explosion. In spite of inclement weather earlier in the day, 54 people visited the Archives between 1 and 5 p.m. Approximately 1,738 individuals viewed the exhibition between 12 November 1992 and 31 March 1993. One teacher even utilized "'A vision of regeneration'" for his exam! Students were given questions which could only be answered by carefully viewing the exhibition. Due to the exhibition's continuing popularity, it has been extended until 31 August 1993.

The Public Archives has also been the venue for three displays and four other exhibitions during 1992–93. Approximately 1,000 people saw Michael Hockney's images of "The Heather Isles"; two National Archives of Canada's travelling exhibitions, "Capital Offences" and "The Glover Album," were viewed by 401 and 320 individuals respectively. See accompanying listing for titles and dates.

### **Exhibitions and Displays**

"Tenth Anniversary of the Genealogical Association of Nova Scotia," 25 April–26 August 1992.

"'Patents for useful Inventions': Inventors and Inventions, 1833–1918," September 1992–January 1993.

"A building 'worthy of the Capital': The Construction of Government House, Halifax, Nova Scotia," 1 February–31 May 1993.

"The Heather Isles: a journey through the Outer Hebrides," 27 March–12 June 1992.

"Capital Offences: Canadian Cartoonists Look at Parliament Hill," 9 July–25 August 1992.

"The Glover Album" (photographs assembled by Governor Sir John Hawley Glover of Newfoundland); 1 September–27 October 1992.

"'A vision of regeneration': Reconstruction after the Halifax Explosion, 1917–1921," 12 November 1992–31 August 1993.

"Bird Paintings—Watercolours by S. Edgar March," 4 March–31 May 1993.

### **Publicity**

The public is informed of the Public Archives' exhibitions and displays by public service announcements and by notices and articles in the *Chronicle-Herald*, *Daily News*, *Dartmouth Patriot*, *Dartmouth This Week*, *Financial Post*, *Globe and Mail*, *Kentville Advertiser*, *Mail-Star*, *Metro Weekly Telecaster*, and *Ottawa Citizen*. The *Nova Scotia Travel Guide*, *Mobil Travel Guide*, and *Museums in Nova Scotia* include basic information on the Public Archives and its holdings.

The Public Programs Archivist answered 53 letters primarily regarding genealogy, exhibitions, tours, and various historical topics. The Public Archives loaned three *Titanic* artifacts to the Marine Museum of Fall River in Massachusetts in March 1992. While on exhibition there, they were viewed by members of Titanic Historical Society who were holding a conference in Boston. The artifacts were returned to Halifax in May.

## **ADMINISTRATION**

The Administration Division continued to refine the automation of the Accounts Receivable functions during the year.

In March 1993 the division also took responsibility for the clerical work for the Public Records Division, including the production of finding aids and correspondence. This workload, now carried by the Clerk/Typist and the Secretary to the Provincial Archivist, is in addition to clerical support for the Provincial and Associate Provincial Archivists, the Administrative Officer, the Public Programs Archivist, the Film and Sound Division, and the Council of Nova Scotia Archives.

The Administration Division administered the Provincial Employment Program for the four staff funded under the Program.

Ventilation improvements to the photographic lab were undertaken by the Department of Supply and Services. The accessibility of the two passenger elevators to wheelchair users was improved with the installation of new control panels.

A Records Management Policy and Plan were formulated for the Public Archives and forwarded to Nova Scotia Records Management. As part of the records management process a records survey was undertaken by division heads. As designated Records Manager for the PANS, the Administrative Officer attended Records Management User Group meetings throughout the year.

### **Weekend and Evening Operations Committee**

There has continued to be a low turnover in part-time weekend and evening staff over the first full-year of reduced public service hours. The Committee was not required to interview at all during the past year, filling any vacancies from previous part-time staff.



## ACTIVITIES

**Carman V. Carroll, Provincial Archivist**, was appointed to the Canadian Cultural Property Export Review Board in September 1992 for a three-year term. After serving as Chair of the Canadian Council of Archives Conservation Committee, he resigned in late 1992 but will continue as a corresponding member. He continues on the Board of Governors of the Nova Scotia Museum and as an ex-officio member of the executive of the Council of Nova Scotia Archives.

Mr. Carroll spoke to the annual meeting of the Genealogical Association of Nova Scotia, to the Sheet Harbour Board of Trade, and to the Saskatchewan Council of Archives. He delivered a two-day workshop on archival subjects to the Association of Newfoundland and Labrador Archivists. He also addressed the annual meeting of the Canadian Association of Music Librarians. He also lectured to the Dalhousie University Masters in Library and Information Studies students in their archives course.

He attended the International Congress on Archives in Montreal when he completed his duties as a member of the conference program committee. He also attended the annual meetings of the Council of Nova Scotia Archives and the Association of Canadian Archives. He represented the CNSA at the two general assembly meetings of the Canadian Council of Archives.

Mr. Carroll spoke to the Nova Scotia Association of Municipal Administrators on the Public Archives. He continues to serve on the Dr. Helen Creighton Foundation.

**Allan C. Dunlop, Associate Provincial Archivist**, on 10 April 1992 spoke to Springhill High School students and to the Springhill Heritage Group on the life of one of Springhill's forgotten settlers, Peter Barrett. On 25 May he represented the Archives at the annual general meeting of the Federation of Nova Scotian Heritage. On 29 October he was guest speaker in Stellarton at the first open house held by the Museum of Industry and Transportation. His topic was the journal of Peter Barrett, miner, and his reaction to the Drummond Mine explosion of 13 May 1873. On 6 November he visited Tatamagouche and addressed the annual meeting of the North Shore Archives Society.

On 10 February and 15 March 1993 he spoke to classes of the Dalhousie University School of Library and Information Services on public service and reference work. He again attended the Heritage Day activities of the Colchester County Historical Society on 25 February 1993.

Mr. Dunlop is serving as Acting Librarian for the Archives and continues to Chair the Public Service Committee and to sit on the Occupational Health and Safety Committee. He is also in his final year as Chair of the Archives Committee of the Maritime Conference of the United Church of Canada.

**Rebecca Arsenault, Library Assistant**, attended the Atlantic Provinces Library Association conference in Dartmouth, 8–10 May 1992. In January 1993 she participated in an in-house workshop on Nutshell Plus and attended a Nova Scotia Government Libraries Council (NSGLC) workshop on electronic searching. She also attended NSGLC meetings as the representative of the Archives and is a staff representative on the Union/ Management Relations Committee for the Archives. She also is working part-time towards her MLIS degree from Dalhousie Library School.

**Rosemary Barbour, Microfilm Archivist**, continues to serve as a member of the PANS Public Service Committee, the Anglican Diocesan Archives Committee, and the Council of Nova Scotia Archives Conservation Committee. With Julie Morris, Manuscripts Archivist, she is a member of the local management team for the production of a guide to the archives of the Ecclesiastical Province of Canada, for which the Anglican Church of Canada General Synod Archives is being funded by the Social Sciences and Humanities Research Council of Canada (SSHRC). She attended the Canadian Libraries Association "Preservation Microfilm Workshop" on 24 September 1993.

**Darlene Brine, Archival Assistant** (Manuscripts Division), attended the Council of Nova Scotia Archives Spring Conference in Halifax, 22–24 April, as well as an in-house workshop on the use of Nutshell Plus Software, 18–19 November, and a presentation on records management given on 10 March by Reuben Ware, NSRM. Ms Brine continues as Treasurer of the Council of Nova Scotia Archives, and as a member of the Conservation Committee for the same.

**Barry Cahill, Manuscripts Archivist**, in May 1992 presented a paper entitled "How far English Laws are in force here": Nova Scotia's First Century of Reception Law Jurisprudence," at the Law, State and Society in History Conference, Law Society of Upper Canada, Osgoode Hall, Toronto. In June he travelled to Montreal to attend a meeting of the ACA Standing Committee on Publications, of which as the General Editor of *Archivaria*, he is an ex-officio member. In September he attended the consecutive ICA International Congress and ACA Annual Conference in Montreal. In October he delivered a centenary lecture entitled "First Things in Africadia: The Trauma of being a Black Lawyer in Late Victorian Saint John" at the Faculty of Law, University of New Brunswick (Fredericton). Also in October he presented a paper entitled "The African Methodist Episcopal Zion's Church, 1846–1915: The Lost Early History of Halifax's *Other* Black Church" at the Religious Mosaic of Atlantic Canada Conference, UNB (Saint John). In November he delivered a lecture entitled "Colonel Blucke and Captain Booth: William Booth's 'Rough Memorandums' [1789] as a Source for the History of the Black Experience in Early Shelburne" to the Shelburne County Cultural Awareness Society. In December he travelled to Ottawa to chair the annual meeting of the editorial and production staff of *Archivaria*. In January he participated in a week-long invitational "On-Site Analysis" of the Black Cultural Centre, Westphal, N.S. conducted by Len Giffin Associates. Also in January he travelled to Calgary to attend a meeting of the ACA Publications Committee. In February he delivered a public lecture entitled "Black Tories and White Liberals: Electoral Politics and the 'Preston Affair' of 1911," as part of the official Black History Month program. In March his article entitled "The Coloured Barrister: The Short Life and Tragic Death of James Robinson Johnston, 1876–1915" was published in (1992) 40 *Dalhousie Law Journal*.

Mr. Cahill continues to serve as General Editor of *Archivaria*, the journal of the Association of Canadian Archivists; as Managing Editor of the *Nova Scotia Historical Review*; and as a member of the Nova Scotia Barristers' Society Committee on Legal Archives Preservation. In-house, he was appointed a member of the Weekend and Evening Operations Committee.

**Margaret Campbell, Head, Photographs and Documentary Art**, attended the conferences of the International Council of Archives and Association of Canadian Archivists, Montreal, 10–14 September 1992. She also attended the symposium "The 1917 explosion: collision in Halifax Harbour and its consequences," Halifax, 3–6 December 1992.

**Linda Cookson, Microfilm Technician**, attended the Canadian Libraries Association "Preservation Microfilm Workshop" on 24 September 1993.

**Georges Dupuis, Archival Assistant**, participated in the Spring Conference of the Council of Nova Scotia Archives and continued his association with the Royal Nova Scotia Historical Society as its Membership Secretary. He also served as substitute Treasurer for the Council of Nova Scotia Archives for the month of March.

**Katherine Gagne, Clerk/Typist**, attended two in-house workshops on Nutshell Plus.

**Francine Hannam, Secretary**, attended two in-house workshops on Nutshell Plus.

**Philip Hartling, Public Programs Archivist**, is the treasurer as well as the Public Archives' representative for the Black History Month Coordinating Association, the umbrella group which coordinates the month's activities. This year the Association organized and held a press conference, Opening Night performance, and Gala Night dinner and performance. It also designed and arranged for production of Black History Month T-shirts and posters that listed the month's activities. Planning sessions were held weekly, fortnightly, or monthly throughout the year.

Philip Hartling continues to serve as a Board member for Heritage Trust. He was also a member of the nominating committee in 1992.

Mr. Hartling compiled the documentation and nominated the Colchester Historical Society in 1992 for the AASLH awards program. The Society was awarded a Commendation of Merit for contributions to cultural and historical heritage through its Heritage Awards Program.

The Public Programs Archivist once again served on a committee with Allan Dunlop and Allan Marble, who judged the published genealogies and local history categories of Colchester Historical Society's annual Heritage Awards Program.

On 9 February Mr. Hartling gave four one-hour presentations to Duncan MacMillan High School, Sheet Harbour, students on the "Public Archives of Nova Scotia and researching and writing a local history." He used overhead transparencies of sundry community documents held by the Public Archives.



Mr. Hartling gave a two-hour presentation to Dalhousie University's School of Library and Information Studies Archives class on 31 March. He spoke on his responsibilities as Public Programs Archivist at PANS and on public programs in general.

In March, Mr. Hartling gave the Archives component of three day-long "Introduction to Records Management" seminars that were held at the Public Archives. He will continue to participate in similar seminars during 1993.

Mr. Hartling is a member of the Public Archives Weekend and Evening Operations Committee.

In December 1992, Mr. Hartling attended "The 1917 Explosion: Collision in Halifax Harbour and its Consequences" conference that was held at Saint Mary's University.

**Kent Haworth, Acting Head, Public Records Division**, continued to serve as Chairman of the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards.

**Gail Judge, Secretary**, on the 23 and 29 of April attended all-day workshops on computer training as the division received its first computer. Ms. Judge served as Corresponding Secretary for the Genealogical Association of Nova Scotia and Corresponding Secretary-Registrar-Treasurer of the Genealogical Institute of the Maritimes.

**Mary King, Administrative Officer**, attended two in-house workshops on Nutshell Plus. She also attended a three-day course on Microcomputer Repair offered through the Technical University of Nova Scotia, Level 1 and Level 2 of Records Management Courses offered through the Civil Service Commission, and Desktop Publishing with WordPerfect offered through Henson College. She attended the Spring Conference of the Council of Nova Scotia Archives and a seminar on employment opportunities offered by the Society of Deaf and Hard of Hearing Nova Scotians.

**Lillian Leonard, Library Clerk**, took an introductory course on DOS and WordPerfect 5.1. On 7 May 1992 she attended an APLA lecture entitled "Women and Technology" and on 18 November 1992 she attended an in-house presentation on Nutshell Plus. She continues to serve on the Occupational Health and Safety Committee.



**John MacLeod, Public Records Archivist**, served on PANS' Public Service Committee and assisted in three-day orientation session for staff using Nutshell Plus, a data base program used by several divisions. John also aided with the planning and program arrangements for the annual meeting of the Council of Nova Scotia Archives.

**Margaret McBride, Acting Head, Film and Sound Division**, was nominated to the Executive of the Council of Nova Scotia Archives as *Newsletter* editor in April. She also is a member of the Board of the Fred Redden Society for Traditional Music. Her in-house activities include Management Committee and secretary of both the Occupational Health and Safety and the Public Service committees. Ms McBride attended the annual Canadian Folklore Association conference in May and the Atlantic Film Festival in September.

**Julie Morris, Manuscripts Archivist**, attended the Council of Nova Scotia Archives 1992 Spring Conference, Halifax, 3–5 April (co-presented a workshop on Archival Arrangement); the ICA International Congress, Montreal, 6–11 September; and the Association of Canadian Archivists Annual Conference, Montreal, 10–14 September (co-presented a workshop on Subject Indexing). She also presented a paper on genealogical sources available at the Public Archives of Nova Scotia to members of the Irish Society of Nova Scotia in Halifax, 20 March 1993.

As a member of the Association of Canadian Archivists' Standing Committee on Education, Ms Morris attended meetings in Ottawa (26–28 June) and in Montreal (11 September). In addition, she represented the Committee at a booth in the Salon of Canadian Archives during the International Congress of Archives. Since then she has resigned from the Committee but continues as a corresponding member. She served as a member of the CNSA Training and Development Committee and resumed the position of Chair in November for a two-year period, in which capacity she liaises with Mary Ledwell, the CNSA Itinerant Archivist, providing assistance when required.

Ms Morris continues to serve on the Board of Directors of the Church Conservancy Society of Nova Scotia and as a member of the Anglican Diocesan Archives Committee; and is on the local management team for the Anglican Church of Canada General Synod Archives project, funded by SSHRCC, to compile a guide to archival holdings in the Ecclesiastical Province of Canada. In April 1992, she finished her term as Treasurer for the Genealogical Institute of the Maritimes.

With the end of her three-year term as President of the Genealogical Association of Nova Scotia in May 1992, Ms Morris served on the executive as Past President and continues to liaise with the Association. She is also a member of the Restoration Task Force of St. George's Anglican Church and is the historical resources person in preparation of their application to the Canadian Parks Service for historical restoration support.

**Tina Parsons, Secretary (Manuscripts Division)**, has taken on the position of PANS Employee Campaign Chairperson for the Metro United Way. She also attended the in-house workshop on the use of Nutshell Plus Software, 18–19 November.

**Garry Shutlak, Head, Map/Architecture Division**, attended and presented a paper at the 1917 Explosion Conference, Gorsebrook Institute, St. Mary's University, Halifax, N.S., 3–6 December 1992.

He also gave three illustrated talks on "The Titanic and the Halifax Connection" during the year and was the guest speaker at the annual dinner of the Royal Nova Scotia Historical Society where he gave an illustrated talk on the "Reconstruction after the Halifax Explosion, 1917–1921."

**Anjali Vohra, Newspaper Specialist**, attended the Atlantic Provinces Library Association conference in Halifax, 8–10 May. In September she took a study leave to complete her Masters of Library and Information Studies. She continues to serve as a member of the Nova Scotia Newspaper Project Network Coordinating Committee.

**JoAnn Watson** returned to the division in February as **Film and Sound Archival Assistant** for a three-month period.

**Lois Yorke, Head, Manuscripts Division**, attended the XII International Congress on Archives in Montreal, 6–11 September, and the Association of Canadian Archivists Annual Conference, also in Montreal, 11–13 September.

In May, she participated in the Law, State and Society in History Conference, sponsored by the Law Society of Upper Canada, Osgoode Hall, Toronto; her presentation examined the career of Mabel Penery French (1881–1955), first woman admitted to the bars of New Brunswick (1907) and British Columbia (1912). A variation entitled "Flirting with Feminism:

A Woman Lawyer and Women's Rights, 1902–1910,” was given on 1 October in Fredericton, in conjunction with the centenary celebrations of the University of New Brunswick Faculty of Law. On 1 February, she spoke to the Dalhousie University Society for the History of Medicine, concerning “Maria L. Angwin, M.D., Nova Scotia’s First Registered Woman Physician.”

Ms Yorke continues as Literary Editor of the *Nova Scotia Historical Review*; a member of the Editorial Board of *Archivaria*; a member of the ACA Standing Committee on Public Awareness; Vice-President of the Genealogical Institute of the Maritimes; and a member of the Board of Examiners for the latter organization. During 1992 she was elected Vice-President of the Nova Scotia Council of Archives, and was appointed a Councillor for the Royal Nova Scotia Historical Society.

In-house, Ms Yorke continues as Chair of the Descriptive Standards Co-Ordinating Committee, and as a member of the Management Committee (in which capacity she participated in the NSRM Life Cycle of Recorded Information project); she also serves on the ad hoc Desk Scheduling Committee.

**PUBLIC SERVICE STATISTICS**

1 April 1992–31 March 1993

	<i>1992–93</i>	<i>1991–92</i>
Number of researchers registering at first floor security desk	18,480	21,241

In October 1991 the Public Archives adopted a new registration system. Henceforth, the total researches count is taken from this registration point and not from all research floors as previous counts included.

THE PUBLIC ARCHIVES  
OF NOVA SCOTIA

Financial Statements  
For the Year Ended  
MARCH 31, 1993



**AUDITORS' REPORT**

August 23, 1993

To The Board of Trustees of  
The Public Archives of Nova Scotia

We have audited the statements of revenue and expenses and surplus of The Public Archives of Nova Scotia for the year ended March 31, 1993. These financial statements are the responsibility of the Archives' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the revenue and expenses and surplus of the Archives for the year ended March 31, 1993 in accordance with the accounting principles set out in the notes to the financial statements.

**THE PUBLIC ARCHIVES OF NOVA SCOTIA  
STATEMENT OF SURPLUS****For the year ended March 31**

	1993	1992
<b>Surplus, beginning of year</b>	<b>\$135,894</b>	\$ 241,820
Excess of revenue over expenses (expenses over revenue) for the year	<u>7,886</u>	<u>(105,926)</u>
<b>Surplus - End of Year</b>	<b>\$143,780</b>	\$ 135,894
<b>Represented by:</b>		
Cash on hand and at bank	<b>\$135,696</b>	\$ 135,894
Grant receivable - Province of Nova Scotia	<u>8,084</u>	<u>—</u>
	<b>\$143,780</b>	\$ 135,894

Signed on Behalf of the Board of Trustees  
of the Public Archives of Nova Scotia

*Carmar. Carroll*  
Provincial Archivist

*Mary E. Lamont-King*  
Secretary

# THE PUBLIC ARCHIVES OF NOVA SCOTIA STATEMENT OF REVENUE AND EXPENSES

For the year ended March 31

	1993	1992
<b>Revenue</b>		
Government of Nova Scotia (salaries and benefits)	<b>\$1,165,716</b>	\$1,273,849
Government of Nova Scotia (operating grant)	<b>258,084</b>	149,951
Government of Nova Scotia (capital grant)	<b>38,000</b>	38,400
Other funding	<b>29,669</b>	46,154
Sales, publication, etc.	<b>43,359</b>	43,578
Interest	<b>5,684</b>	14,904
	<b>1,540,512</b>	1,566,836

## Expenses

Building maintenance	<b>25,922</b>	31,302
Conferences and seminars	<b>4,447</b>	7,518
Electricity	<b>72,137</b>	72,284
Equipment	<b>40,475</b>	42,911
Equipment repair and maintenance	<b>23,194</b>	22,187
Freight and express	<b>2,287</b>	1,591
General operating expense	<b>51,312</b>	58,340
Heating fuel	<b>20,562</b>	15,285
Honoraria	—	650
Membership dues	<b>(537)</b>	3,284
Miscellaneous	<b>2,569</b>	2,696
Other services	<b>31,706</b>	38,928
Postage	<b>6,025</b>	6,196
Printing and stationery	<b>11,114</b>	14,594
Professional services	<b>1,730</b>	2,414
Rentals	<b>11,708</b>	12,254

**Expenses (cont.)**

	1993	1992
Salaries and benefits	1,165,716	1,273,849
Security	25,093	30,326
Staff training	1,765	165
Subscriptions and periodicals	7,887	7,933
Telecommunications	21,288	22,434
Travel	4,072	3,277
Water	2,154	2,344
	<u>1,532,626</u>	<u>1,672,762</u>

**Excess of Revenue over Expenses**

(expenses over revenue)

for the year

\$7,886\$(105,926)

**THE PUBLIC ARCHIVES OF NOVA SCOTIA  
NOTES TO FINANCIAL STATEMENTS****For the year ended March 31, 1993****1. Status and nature of activities**

The Archives is an Agency incorporated by Act of the Legislature of the Province of Nova Scotia, and operates an archives and research centre.

**2. Content of financial statements**

These financial statements include only the operating revenue and expenses of The Public Archives of Nova Scotia, and not those of any specific funds administered by The Public Archives of Nova Scotia.

**3. Significant accounting policies**

The expenses are stated on a cash basis and therefore accrued liabilities for expenses are not recognized in these financial statements.

Capital expenditures are charged to expenses as incurred.