



Nova Scotia

ANNUAL REPORT
of the Board of Trustees

*for the period April 1, 1993
to March 31, 1995*

Public Archives
of Nova Scotia

To His Honour

The Honourable John James Kinley C.D., S.M., D.Eng., P.Eng., FEIC
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 1993 to 31 March 1995 together with a statement of receipts and disbursements.

Respectfully submitted

A handwritten signature in black ink, appearing to read "John Savage". The signature is fluid and cursive, with the first name "John" and last name "Savage" clearly distinguishable.

John Savage
Premier

BOARD OF TRUSTEES 1993-94
PUBLIC ARCHIVES OF NOVA SCOTIA

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A handwritten signature in cursive script, reading "Carman V. Carroll".

Carman V. Carroll
Provincial Archivist

A handwritten signature in cursive script, reading "Mary E. King".

Mary E. King
Executive Secretary

BOARD OF TRUSTEES 1994-95
PUBLIC ARCHIVES OF NOVA SCOTIA

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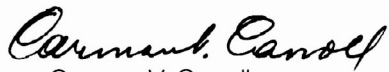
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A handwritten signature in cursive script, reading "Carman V. Carroll".

Carman V. Carroll
Provincial Archivist

A handwritten signature in cursive script, reading "Mary E. King".

Mary E. King
Executive Secretary

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PROVINCIAL ARCHIVIST'S REPORT 1993-95

INTRODUCTION

These past two years have been difficult for the Public Archives of Nova Scotia. Yet, despite severe cutbacks, uncertainty about the future, and changes in all aspects of our operations, the Public Archives has accomplished a great deal over this same period. These accomplishments are a tribute to the dedication and hard work of our staff, the patience and understanding of our researchers, and the support of our Board of Trustees.

The divisional reports provide details on specific activities for the two years covered in this report.

CHANGES IN THE BOARD OF TRUSTEES

There were two changes to the Board of Trustees in this reporting period. The Honourable Lloyd Crouse, Chairman of the Board, completed his term as Lieutenant-Governor in 1994 and the Honourable John James Kinley, the new Lieutenant-Governor, became Chairman of the Archives' Board.

Mr. Donald Maclean completed his three-year term as President of the Royal Nova Scotia Historical Society and member of our Board. Professor Robert Bérard succeeded Mr. Maclean on the Board in 1994.

We thank the Honourable Mr. Crouse and Mr. Maclean for their contribution to the Board of Trustees.

CHANGE IN OUR REPORTING RELATIONSHIP TO GOVERNMENT

The Public Archives of Nova Scotia is a separate agency of the Government of Nova Scotia by virtue of the Public Archives Act. For many years the Public Archives has had a reporting relationship to a government department for budgetary and advisory purposes. The Department of Tourism and Culture was the designated department until government reorganization in 1993-94. The Department of Economic Renewal and Tourism assumed this responsibility; however, in May 1994, with further changes in government organization, the Department of Education and Culture was assigned responsibility. Shortly afterwards, in June 1994, meetings with the Hon. John MacEachern and departmental officials were held to review the tenuous budget situation at the Public Archives. The department recognized that some assistance was required if PANS

were to maintain some semblance of its previous level of service to the public and play its important role in the management of government information. By year's end PANS was authorized to submit a revised budget request using its 1992-93 budget as its new base budget.

The Department of Education and Culture provided other direct assistance to the Public Archives. A new video slide presentation on the Public Archives will be produced with the professional and technical assistance of Education Media Services. There was also financial support from the department in 1994-95 to publish the *Nova Scotia Historical Review* and for a PANS strategic planning study.

BUDGET

While our long-standing struggle to have certain monies built into our budget base appeared to have reached a successful conclusion last year, the final budget approved for PANS in 1993-94 did not include these sums. Efforts to change this situation were not successful and, as a result, our approved annual grant was some 9.2 per cent lower than that of the previous year. The fact that this was not finalized until half-way through the fiscal year had dramatic consequences on all aspects of our operations. In effect we were confronted with an 18 per cent cut to make up in half a year.

The Board of Trustees held several emergency meetings to discuss the ramifications of these cuts. All our surplus funds were used but, unfortunately, cuts in positions, hours of operations, and other services were necessary in order to meet our fiscal bottom line. All casual, contract, and part-time positions were eliminated; vacant permanent positions were not staffed. One consequence was a reorganization of staff positions, including the realignment of staff responsibilities. In April 1994 a number of permanent employees were laid off. This was most unfortunate as we lost dedicated, hardworking employees. In 1990 PANS operated with 29.5 person-years plus six full-time equivalents for part-time staff. By 1994 the full-time number had been reduced to 23 and all part-time positions were eliminated.

With the elimination of permanent and part-time positions we were forced once again to cut our hours of operation. Prior to 1991 the Public Archives was open 85.5 hours per week; in that year hours were cut to 60 per week. In November 1993 our hours were reduced to 40 hours per week. All evening hours and service on Monday were eliminated; Saturday service remained. This reduction in hours of operation was most

unfortunate given the high research use of our facility. Not surprisingly there was much adverse reaction from researchers in Nova Scotia and across the country to this move. Our fees for photocopying, photograph and microfilm reproductions, and other services were increased as a means of generating additional revenue.

OPERATIONAL CHANGES

While some budget reductions were anticipated, PANS experienced a cut significantly larger than most departments and agencies. The management of PANS spent considerable time investigating ways to redesign our activities to fit the new reality. One area that received extensive study attention was public service delivery.

The Public Archives has provided public service to patrons from many access points in the building since it opened in 1980. We recognized that there were now more efficient and effective ways to deliver information to our diverse research community. A public service committee was formed to review all aspects of our public service delivery. There was extensive consultation with staff after which we accepted recommendations for implementation. The changes were significant and resulted in the creation of one main reference service, locating our finding aids in this area, and identifying separate retrieval centres. Our extensive microfilm holdings were consolidated on one floor and placed on self-service. There was a period of adjustment for both staff and researchers and we did some fine tuning to the original plan; however, the new service has worked remarkably well.

BUSINESS ANALYSIS STUDY—LIFE CYCLE PROJECT

The Phase II Report was tabled in November 1993. During this phase of the project PANS staff studied in detail every archival process and function involved in our operations, with particular focus on government records. Connie Michaelis, of Systems and Computer Services, Department of Supply & Services guided this project to fruition. Reuben Ware, Director, Nova Scotia Records Management, supported the Life Cycle Project which is sponsored by NSRM. The in-depth analysis of our operations is a precursor to standardization of our processes and the development of automated systems to handle them. This is an important initiative and one which has involved a great amount of staff time. However, the end result will be consistent procedures for all our operations and a greater capacity to share information internally and externally.

AUTOMATION

Over the reporting period PANS undertook steps to enhance its computer operations. One initiative was the preparation of an automation needs assessment report in 1994. George Warren, Department of Supply and Services, carried out the study. It provides the framework for the development of a Local Area Network (LAN), which will facilitate the sharing of information and equipment in-house. Recommendations will assist us in purchasing new computers, printers, a file server, and other equipment and in rewiring our building to accommodate these changes. PANS has committed a considerable portion of its capital budget to purchase new computers, other equipment, and software over the last several years. Our continuing efforts will facilitate the implementation of the Life Cycle Project recommendations described elsewhere in this report. Training consistent with the needs of each staff position is required and this is ongoing.

EXTERNAL SUPPORT FOR OUR PROGRAM

Our operations continue to benefit from many external sources.

In November 1994 the National Archivist, Dr. Jean-Pierre Wallot, officially opened the National Archives of Canada Decentralized Access Site at the Public Archives. This is the second such distance access site for the National Archives. This CD-ROM system has information about National Archives holdings including prime ministers' papers, manuscript holdings, microform holdings, art transparencies, maps on microfiche, and archival bibliography material. A multi-media presentation, Using Archives, with an interactive video screen is also included in the site. The National Archives also provided PANS with an additional 300 reels of microfilm as part of the arrangement for the site. This will assist many researchers in determining what records at the National Archives might assist them in their research. The system will be upgraded over the years to include more holdings of the National Archives.

The Provincial Conservation Committee, consisting of representatives from the Nova Scotia Museum, Art Gallery of Nova Scotia, the Cultural Affairs Division, and the Public Archives, released the remaining funds in the account to PANS to undertake a preservation study for the institution. Rosemary Barbour was contracted to prepare the study from January to March 1994. This study will be an important factor in the development of a preservation strategy for PANS. We thank our colleagues for their support of our request.

Our archival and library holdings continue to grow, thanks to the generosity of our many donors. The Joseph Howe Family scrapbook was purchased using funds from the Gwendolyn Shand Trust Fund. The Dr. C.B. Fergusson Trust Fund was used to purchase a variety of important manuscripts, microfilm, maps, books, and other original material that otherwise would not have been possible for us to purchase. The Halifax Herald Limited continues to purchase annual microfilm copies of their two daily newspapers for our collection. The Canadian Council of Archives, using funds provided by the National Archives of Canada and the Department of Canadian Heritage, made available resources for a backlog reduction project. Other external programs assisted our operations and these are mentioned in the body of this report. We appreciate all of this support.



Carman V. Carroll
Provincial Archivist
15 September 1995

MANUSCRIPTS DIVISION, 1993–94

Lois Yorke, Darlene Brine, Barry Cahill,
Julie Morris, Tina Parsons

The transfer of Rosemary Barbour to the Government Archives Division, summer 1993, reduced divisional staffing levels and ended divisional responsibility for the PANS Microfilm Unit. Various duties relative to microfilming operations were subsequently re-assigned within the division. Darlene Brine was on maternity leave between April and November 1993, during which time she was replaced by Barry Smith, on contract.

Processing work, particularly for those fonds requiring formal monetary appraisal for tax purposes, continued to dominate divisional activities and priorities. Five large fonds were prepared for examination by the National Archival Appraisal Board. The year saw the completion or implementation of various initiatives undertaken previously: an improved finding aid was introduced for Manuscript Group 8, Family Bibles; and various procedures recommended within Rosemary Barbour's 1992 Conservation Plan for the Manuscripts Division became operational.

Over 42 metres of new material (exclusive of microfilm) were accessioned by the division during 1993–94. Among the more important acquisitions were the personal papers of C.W. Grant, Betty Peterson, and Donald Wetmore; and the corporate records of the Atlantic Film Festival and the Industrial Shipping Co. Ltd., Lunenburg. Over 100 items or aggregate acquisitions were described and added to MG 50, the Genealogical Manuscripts Collection, and to MG 100, the Miscellaneous Manuscripts Collection.

The following appendix lists the major and/or significant arrangement and description projects undertaken within the division during 1993–94:

Alexander Scotch Appeal Case. Textual records [predominant 1825–68]. Alexander William Francis Alexander, Earl of Stirling, appellant, vs. Officers of State for Scotland, respondents: appeal from the Court of Session in Scotland heard before the House of Lords. Documents pertaining to Alexander Humphrys' claim to the dormant Scottish Earldom of Stirling. (MG 1, Vols. 3589-3595; 83 cm.) Finding aid: fonds and series descriptions.

Almon Family. Textual records [1793–1952]. Fonds comprises correspondence of or concerning Mary and Catherine Byles of Boston; and William James Almon, William Bruce Almon, William Johnston Almon,

Thomas Ritchie Almon, Lt. Col. William Bruce Almon and Susannah W.A. Almon, all of Halifax; accrual; originals loaned for filming. (PANS mfm. 807-811; 5 reels.) Finding aid: fonds and series descriptions, file lists.

Grant, Wilkie (1912–91). Textual records [predominant 1950–86]. Fonds comprises client files and administrative records for the Guysborough law practice of Charles Wilkie Grant, Q.C.; some personal papers. (MG 1, Vols. 3395-3456; 14 m.) Finding aid: fonds, series, and sub-series descriptions, container list. Access restrictions.

Halliburton Family Letters (1829–44) exchanged among members of the immediate family of Chief Justice Sir Brenton Halliburton; accrual. (MG 1, Vol. 334-A; 14 items.) Finding aid: file description, item list.

Major, Marjorie. Textual records and graphic material [1930s–1991]. Fonds created and accumulated by Halifax author, journalist and educator; includes correspondence, research notes, draft manuscripts, scrapbooks, publications, photographs, etc.; accrual. (MG 1, Vols. 3340-3344; 70 cm.; graphic material transferred.) Finding aid: fonds description, file list.

National Archives of Canada. Textual records [1761–1891]. British Military and Naval Records, Series C: card index to records in NAC RG 8, I, Series C; and records of Nova Scotia Command; accrual. (PANS mfm. 812-900; 89 reels.) Finding aid: file lists.

Peterson, Betty. Textual records [1981–93]. Fonds created and accumulated by Halifax feminist and social activist; includes correspondence, reports, research notes, newspaper articles, petitions, periodicals, minutes, etc. for subjects such as the peace movement, social justice, the environment, women's and native issues, and the Voice of Women. (MG 1, Vols. 3468-3476; 1.71 m.) Finding aid: fonds and series descriptions, file lists.

Wetmore, Donald (1907–92). Textual records and graphic material.—[predominantly 1925–90.] Fonds created and accumulated by Nova Scotian author, playwright, and educator; includes correspondence, scripts for broadcasts, plays, and musical productions, minutes of societies and organizations, photographs, memorabilia, publications, etc. (MG 1, Vols. 3388-3392; 1 m.) Finding aid: fonds and series descriptions, file lists.

Nova Scotia Historical Review [1993–94]

Barry Cahill, Editor; Lois K. Yorke, Literary Editor

Volume 13, Number 1 (176 p.) was published in June 1993 and Volume 13, Number 2 (143 p.) in December 1993.

Renewals, together with new subscribers, account for about 600 subscriptions, both institutional and personal. The *Review* is listed in the major international periodicals directories, while direct retail sales of current or back issues are modest but constant. Unfortunately, no royalties have yet accrued from sales of the microfiche edition published by Micromedia Limited of Toronto. Historian Dr. Allen B. Robertson completed his fifth year as Book Review Editor; Francine Hannam is Secretary/Word Processing Technician; and Stephen Crowell is Business Manager—thus making up the staff of five.

MANUSCRIPTS DIVISION, 1994-95

Lois Yorke, Darlene Brine,
Julie Morris, Wendy Thorpe

Continuing difficulties relative to staffing levels within the Manuscripts Division have made 1994-95 a particular challenge. Effective 1 April 1994, Barry Cahill was transferred to the Government Archives Division; Wendy Thorpe, returning from extended leave, replaced him on a part-time basis until September, when she assumed full-time responsibilities within the division. The centralization of secretarial support within the institution also led to Tina Parsons being assigned to Administration Division.

As a result, divisional activities have been confined almost entirely to the processing of acquisitions, both new and backlogged. The development of divisional policies and procedures has been subsumed by staff participation in the various Life Cycle Working Groups, where it is anticipated that these needs will be addressed at the institutional level.

The only special project undertaken by the division during 1994-95 was a three-week work placement in May: Maureen Young, a student from the Dalhousie University School of Library and Information Studies, worked under Wendy Thorpe on the appraisal and arrangement of the Atlantic Canada Institute fonds.

The most significant new acquisition within the division during 1994-95 was the purchase of the Sydenham Howe scrapbook. This item makes up the tail-end of the Howe Family fonds and is linked integrally to all other institutional holdings for Joseph Howe and his family. Its archival value is exceptional, adding as it does to knowledge of Howe, his activities, and his circle, provincially, nationally, and internationally.

The scrapbook presents various conservation and preservation management challenges, due chiefly to its format, its condition, and the lack of physical/intellectual control over its contents, all of them valuable. A professional assessment regarding physical stabilization was obtained from Julia Landry, Conservator with the Council of Nova Scotia Archives. Further work has not been possible, however, because of reduced staffing levels within the division; the scrapbook remains generally unavailable.

Over 78 metres of new material (exclusive of microfilm) were accessioned by the division during 1994-95. Among the more important

acquisitions were the personal papers of the Easson Family, Marion Robertson, and Vince MacLean; the records of the Registered Nurses Association of Nova Scotia; and the Parks Canada Microfilm Collection. Some 80 items or aggregate acquisitions were described and added to MG 50, the Genealogical Manuscripts Collection, and to MG 100, the Miscellaneous Manuscripts Collection.

The following appendix lists the major and/or significant arrangement and description projects undertaken within the division during 1994–95:

Atlantic Canada Institute. Textual records and graphic material [1971–88]. Fonds created and accumulated during development of a non-credit, non-profit summer education program dedicated to fostering an awareness of the history and cultural diversity of the Atlantic Provinces; includes minutes, reports, correspondence, subject files, committee files, etc. (MG 20, Vols. 3329-3337; 2.7 m.; graphic material transferred.) Finding aid: fonds and series descriptions, file lists.

Canadian Club of Halifax. Textual records [1912–92]. Fonds includes minutes, correspondence, subject files, etc., for activities such as promotion of Canadian citizenship and of Canada's relations with the Commonwealth, the USA, the UN, and NATO; accrual. (MG 20, Vol. 1362; 23 cm.) Finding aid: fonds and series descriptions, file lists.

Easson Family. Textual records, cartographic and graphic materials [1734–1894; 1924]. Fonds created and accumulated by four generations of the John Easson family, Annapolis Royal; includes business correspondence, invoices, receipts, promissory notes, land conveyances, etc. Subjects include commercial relations between Annapolis Royal, New England, Halifax, and Louisbourg; relations with the French and Mi'kmaq; maintenance of dykes and aboiteaux; social life and customs; etc. (MG 1, Vol. 3478; 23 cm; cartographic and graphic materials transferred.) Finding aid: fonds description, item list, partial surname index.

Halifax-Dartmouth and District Labour Council. Textual records. [1930–93]. Fonds includes minutes, constitutions and by-laws, members' records, correspondence, subject files, briefs and submissions, etc. (MG 20, Vols. 3151-3152; 3385-3401; 2.6 m.) Finding aid: fonds and series descriptions, file lists.

Leefe, John G. Textual records [1978–93]. Fonds created and accumulated by Queens County MLA, cabinet minister, educator, and author; includes correspondence, constituency files, subject files, committee

files, publications, some personal papers, etc. (MG 1, Vols. 1693-1758; 16 m.) Finding aid: fonds description, file list. Access restrictions.

MacLean, Vince J. Textual records, moving image, and graphic material [1964–92]. Fonds created and accumulated by Cape Breton South MLA, cabinet minister and Leader of the Opposition; includes correspondence, House of Assembly files, committee files, election campaigns, leadership conventions, some personal papers, etc. (MG 1, Vols. 1759-1862; 31 m.; moving image and graphic material transferred.) Finding aid: fonds, series and sub-series descriptions, file lists. Access restrictions.

Registered Nurses Association of Nova Scotia. Textual records, graphic material and one sound recording [1909–90]. Fonds includes minutes, reports, by-laws and constitutions, registration records, correspondence, subject and operational files, briefs, submissions and government presentations, financial records, historical data, etc.; accrual. (MG 20, Vols. 3351-3376; 4.4 m.; graphic material and sound recording transferred.) Finding aid: fonds and series descriptions, file lists.

Robertson, Marion. Textual records and graphic material [1780–1993]. Fonds created and accumulated by Shelburne County historian and author; includes correspondence, research files, publications, photographs, documentary art, 18th and 19th century original documents, etc. Subjects include Shelburne, Loyalists, ships, folklore, the Mi'kmaq, etc. (MG 1, Vols. 3610-3643; 5.4 m; graphic material and publications transferred.) Finding aid: fonds, series and sub-series descriptions, some file lists. Access restrictions.

Schmitt-Heckman-Burgess Bible. *Biblia das ist Die gantze heil Schrifft Alten und Neuen Testaments* (Wittenberg: Balthazar Christoph Wustens [?], 1664). German Bible of Johann Michael Schmitt, with contemporary notes (in German with English translation), giving family history and events in the Palatinate and Nova Scotia, 1687–1806; oldest Bible in PANS holdings. (MG 8, Vol. 66; 15 cm.) Finding aid: item description.

Whitelaw, Marjory. Textual records and sound recordings [1941–93]. Fonds created and accumulated by Nova Scotian broadcaster, researcher and author; includes correspondence, draft manuscripts, radio transcripts, interview and research notes, etc. Subjects include CBC London, Toronto, and Halifax, African culture and politics, the Scots, the Maritimes, women, etc. (MG 1, Vols. 3602-3609; 1.6 m; sound recordings transferred.) Finding aid: fonds and series descriptions, file and item lists. Access and copyright restrictions.

Nova Scotia Historical Review [1994–95]

Barry Cahill, Editor; Lois K. Yorke, Literary Editor

Volume 14, Number 1 (207 p.) was published in August 1994; and Volume 14, Number 2 (186 p.) in December 1994. The lateness of the June 1994 issue was due to extreme uncertainty as to the journal's future, resulting from the dissolution of the N.S. Department of Tourism and Culture and the subsequent loss of the operating grant for the Review. Thanks to the intervention of the Minister of Education, however, medium-term financial responsibility for the Review was assumed by the department.

Renewals and new subscribers account for about 600 subscriptions, both institutional and personal. The *Review* is listed in the major North American periodicals directories, while direct retail sales of current or back issues are modest but constant. Unfortunately, no royalties have yet accrued from sales of the microfiche edition published by Micromedia Limited of Toronto. The *Review* performs a service to academic and other book publishers not only through reviewing, but also through advertising new books. The *Review* has also begun to perform a service to the academic history profession by advertising on a regular basis both the Canadian Historical Association and *Acadiensis*, journal of the history of the Atlantic region.

The balance of the staff complement consists of Dr. Allen B. Robertson, Book Review Editor; Francine Hannam, Secretary/Word Processing Technician; and Stephen Crowell, Business Manager.

Production of the *Review* is carried out by the Publishing Section of the Department of Supply and Services. The editors value highly the excellent working relationship which has existed with Publishing over nearly fifteen years.

GOVERNMENT ARCHIVES DIVISION, 1993-94

Margaret Campbell, Kent Haworth,
Barry Cahill, Georges Dupuis, John MacLeod
Margaret McBride, Wendy Thorpe

Acquisitions

Department of Industry, Trade and Technology; 30.3 m.
Department of Transportation and Communications; 19.8 m.
Public Utilities Board; 14.4 m.
Human Rights Commission; 9.0 m.
Lunenburg County and Supreme Court; 8.4 m.

Appraisal, arrangement and description

Nova Scotia Public Utilities Board fonds. Appraisal completed.
Nova Scotia Department of Government Services fonds. Appraisal of several series completed.
Nova Scotia Sanitorium fonds. Appraisal completed.
Public Archives of Nova Scotia fonds. Inventory completed.
Halifax School for the Deaf fonds. Inventory completed.
Town of Joggins fonds. Inventory completed.
Federal census returns for Nova Scotia Collection. Inventory completed.
Halifax City fonds. Inventory of textual records completed.

Conservation

Record Group 1 (earliest government records relating to Nova Scotia, which were collected by the first Record Commissioner, T.B. Akins). Five volumes of documents were placed individually in archival-quality folders and boxes.

Special projects

Pictou County Court records—Canadian Council of Archives backlog reduction grant. During the four-month project, 78 boxes were processed. Work included flattening, rehousing, arrangement, and preparation of file lists. Inventory for Supreme Court records completed and for County and Inferior Court records partially completed.

Digby court and municipal records—Provincial Employment Program, 1993. During the 15-week project the records were arranged and rehoused, a conservation assessment completed, and a preliminary inventory and file lists prepared.

GOVERNMENT ARCHIVES DIVISION, 1994–95

Margaret Campbell, Barry Cahill, Georges Dupuis
John MacLeod, Margaret McBride

Acquisitions

Department of Community Services; 20.1 m.
Department of Industry, Trade and Technology; 13.5 m.
Department of Mines and Energy; 12.0 m.
Public Utilities Board; 9.5 m.
Department of Attorney General; 8.1 m.

Appraisal, arrangement and description

Office of the Ombudsman, Registry of Deeds (Municipal Affairs), Workers Compensation Appeal Board. Archival appraisals were conducted and disposition plans prepared for inclusion in their records schedules (Standard for Operational Records [STOR]).

Nova Scotia Department of Trade, Industry and Technology funds. Appraisal and inventory completed.

Municipality of the District of Digby funds. Inventory completed.

Supreme Court of Nova Scotia in Digby County funds. Inventory completed.

Nova Scotia County Court funds. Inventory completed (series descriptions for Digby County records only).

Nova Scotia Human Rights Commission funds. Appraisal completed.

Nova Scotia Department of Mines and Energy funds. Appraisal completed.

Nova Scotia Department of Education funds. Inventory updated.

Nova Scotia Department of Municipal Affairs funds. Inventory updated.

Conservation

Halifax City assessment records, 1883–1974. Unbound records were placed in appropriate storage boxes and those dating from 1969 to 1974

were microfilmed in anticipation of heavy public demand resulting from the end of the federal tax exemption for the first \$100,000 of capital gains.

Record Group 1 (earliest government records relating to Nova Scotia, which were collected by the first Records Commissioner, T.B. Akins). Five volumes of documents were placed individually in archival-quality folders and boxes.

Special projects

Records of the Office of the Premier. Project included: a pre-acquisition appraisal of 72 boxes of records from the John Buchanan-Roger Bacon era; an appraisal of the current records of the Office of the Premier; and preparation of a plan for the disposition of all records scheduled AR (archival appraisal) in the records schedule (STOR) of the Office of the Premier.

Introduction to Records Management (RM 1)—archival component. This half-day course, given by Nova Scotia Records Management (NSRM), includes a component given by Government Archives Division (GAD) staff to introduce archival concepts and the services which the Public Archives provides to government. The Archives presentation, including the course outline and overhead transparencies, was completely revised and presented a number of times by GAD archivists.

Standard for Administrative Records (STAR). GAD staff had substantial input into all aspects of this NSRM publication, scheduled for final approval by the Documents Committee early in the 1995–96 fiscal year. As certain aspects of the document, such as the disposition plans, glossary, and records schedules supplement, had significant archival implications, considerable effort, in the form of reports, meetings with NSRM, and last-minute editorial input, was required to ensure that archival principles were respected and archival interests protected.

LIBRARY, 1993–94

Allan Dunlop, Rebecca Aresenault,
Lillian Leonard, Milly Riley, Anjali Vohra

The 1993–94 reporting period was a difficult one for the Library operation. Budgetary cutbacks resulted in a reduction in the Library budget and the lay-off of two contract employees in December 1993. To offset these reductions a number of steps were taken, including

- introducing a numeric cataloguing system until a full-time librarian is in place
- establishing an open shelf reference area on the third floor, which contains many high-use publications
- introducing an electronic catalogue for duplicate library holdings.

Two major projects undertaken in the reporting period were the cataloguing of a large backlog of serials and miscellaneous titles and the cataloguing of approximately 400 government publications and annual reports.

The microfilming of unique Nova Scotian newspapers continues to be a priority of the newspaper section. Much of the in-house microfilming program has been restricted to material that we have borrowed from other institutions. The major collections filmed during this reporting period were the *Yarmouth Courier* (1845–48), loaned by the Argyle Township Court House and Archives; and the *Oxford Journal* (1986–92).

During this period 119 microfilms were purchased or exchanged and 34 were filmed in-house for a total of 153 new films.

Requests for inter-institutional loans remained high with 131 patron requests for 229 items; 64 in-coming requests were redirected.

Statistics**Acquisitions—1993–94**

Purchases	266
Donations	1,979
NS Government	<u>1,164</u>
Total	3,409
Items catalogued	614

MICROFILM UNIT (1993-94)

Rosemary Barbour, Linda Cookson

The most conspicuous change to microfilm service seen during the past year was the transfer of all PANS microform to the second floor in November 1993. All non-restricted library, manuscript, and government records microfilm is now accessible on open-shelf service. Approximately 7000 additional reels of microfilm have been transferred to self-service this year.

A microfilm database, started in July 1992, has been completed and contains information concerning the source, retrieval number, and condition of each of PANS' approximately 10,000 non-newspaper microfilm holdings. Microfilm of newspapers filmed by the PANS since 1992 are included in the database.

Work continues on the integration of the separate microfilm finding aids into existing finding aids of divisional holdings.

During this year, Linda Cookson, micrographer, filmed and inspected 95 reels of 100-foot 35 mm microfilm. Eight fonds/collections were borrowed and filmed on 20 reels; over half was filmed for conservation reasons. All filming of PANS' own holdings (the remaining 75 reels) was done for conservation reasons.

In addition, the Genealogical Society of Utah donated 61 reels, the National Archives of Canada Diffusion Program provided 89 reels, and PANS purchased 5 reels of microfilmed materials.

Library staff continued to film the Cape Breton Newspaper Card Index. Eleven additional reels of 16 mm film have been filmed during this fiscal year.

Duplication requests received during the fiscal year were down to 16 per cent of those received last year. Forty-eight reels of microfilm were duplicated for purchase orders received by the PANS. The sale of these films produced an income of \$1,705.

Major acquisitions now available in microform, and excluding PANS holdings filmed, include the following items.

Material Borrowed for Microfilming

PANS 1994-026. Pictou County Supreme Court judgement books; 1807-76. PANS mfm 924-927; 4 reels. Finding aid: file list.

Almon family fonds. Papers of or concerning Mary and Catherine Byles of Boston, William James Almon, William Bruce Almon, William Johnston Almon, Thomas Ritchie Almon, Lt. Col. William Bruce Almon and Susannah W. A. Almon of Halifax; 1793–1952. Accrual. PANS mfm 807-811; 5 reels. Finding aid: file list.

Hants Journal (Windsor); 1883-85. PANS mfm 8707; 1 reel. Finding aid: newspaper finding aid.

Progress Enterprise (Lunenburg); 1933–61. PANS mfm 8722-8735; 14 reels. Finding aid: newspaper finding aid.

Microfilm Purchased

Neith (Saint John, N.B.); 1903–04. PANS mfm 3887; 1 reel. Finding aid: library card catalogue.

Saint John Gazette (Saint John, N.B.); 1784–1807. PANS mfm 8699-8702; 4 reels. Finding aid: newspaper finding aid.

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

Genealogical Society of Utah. Cape Breton County Registry of Deeds, 1786–1901, Guysborough County Registry of Deeds, 1850–1946. Accrual. PANS mfm 20619-20621, 20654-20659; 9 reels. Finding aid: file list.

Genealogical Society of Utah. Cape Breton County Court of Probate, 1890–1959, Colchester County Court of Probate, 1899–1918, Guysborough County Court of Probate, 1843–1934, Guysborough County Registry of Deeds, 1815–1911, Inverness County Court of Probate, 1825–1990, Richmond County Court of Probate, 1818–1919, Richmond County Registry of Deeds, 1821–1902, Victoria County Court of Probate, 1851–1966. Accrual. 52 reels. Accessioned.

National Archives of Canada. British Military and Naval records. Series C. Alphabetical index to National Archives of Canada British Military and Naval records, records relating to Royal Engineers and Nova Scotia Command; 1761–1891. PANS mfm 812-900; 89 reels. Accrual. Finding aid: file list.

LIBRARY, 1994–95

Allan Dunlop, Lillian Leonard, Anjali Vohra

Despite staff vacancies in the Library, significant progress was made in reducing the amount of uncatalogued materials. The backlog of serials has now been eliminated and a significant section of government publications has been identified for cataloguing. The open shelf area for high-use publications has proven popular with users and has reduced demand on staff time. Many small publications have been placed in Vertical Files and await cataloguing. Lillian Leonard has been able to carry out some minor conservation work with the library holdings and many items have been wrapped pending microfilming or appropriate preservation treatment. Many loose issues of journals and serials have been boxed, providing better storage conditions and freeing much-needed shelving.

The newspaper division had a very active year. Titles microfilmed included the *Tiny Tattler* (1933–43), from the Boar's Head Cultural Centre, Digby; the *Windsor Tribune* (1866–1955), from the West Hants Historical Society; and the *Spectator* (1933–90), from the Fort Anne Museum, Annapolis Royal. In-house newspapers filmed included the *Vanguard* (1966–93), which will add to the Archives' collection of Yarmouth newspapers. Other collections included the *Southender* (1984–93); the *Westender* (1985–92) and the *Dartmouth Patriot* (1992–93).

During this reporting period 115 microfilms were received through purchases and exchanges, and 137 were filmed in-house, for a total of 252 new films. The division filled 52 incoming inter-institutional requests along with 145 patron requests.

Statistics**Acquisitions—1994–95**

Purchases	154
Donations	390
Government	334
Serials	<u>1,646</u>
Total	2,524
Items catalogued	2,450

Several publishers and authors requested that their books be launched at the Public Archives. On 20 October 1994 there was a reception and book launch for Mary Byers and Margaret McBurney, *Atlantic Hearth—Early Homes and Families of Nova Scotia*; on 16 November 1994 there was a similar ceremony for Janina Konczacki, ed. *Victorian Explorer: The African Diaries of Captain William G. Stairs, 1887–92*.

SOUND AND MOVING IMAGE DIVISION, 1993-94

JoAnn Watson, Margaret McBride

Acquisitions

Scott Snailham collection—[sound recordings]. This is a collection of broadcast recordings produced by CHNS (Radio station: Halifax, N.S.). Dates range from 1936 to 1989, but the bulk of the material was broadcast during the 1940s. Mr. Snailham obtained the original discs from CHNS and offered 1/4" duplicates to the Public Archives of Nova Scotia.

Mike Parker fonds. Running the Gauntlet series:

Running the Gauntlet: an oral history of Canadian Merchant Seamen in World War II.—[sound recordings and text]. 1992-93. 86 sound cassettes; 3 duotang binders of partial transcriptions; 2 file folders of relevant articles, clippings, etc.

This series includes taped interviews and other research material assembled by Mike Parker during the course of his research for his book *Running the Gauntlet*. There are 55 interviews conducted by Parker with Canadian men who served as merchant seamen during World War II. The interviewees discuss their personal experiences as merchant seamen including the ships they served on, convoys, conditions on board the vessels, cargo, dangers encountered at sea, capture, internment and release, veteran status, benefits acquired, etc. Fifty of the 55 interviews are represented in Parker's book.

Halifax Cablevision fonds. Choyce Words series:

Choyce Words.—[videocassettes]. / Produced by Halifax Cablevision Ltd.—15/06/1992 to 12/05/1993.—15 videocassettes: 3/4 in.; Super VHS.

This series continues "East Coast Authors," which was also produced locally on community television and funded by local sponsors. It was produced by Mary Jo Anderson (Canadian Book Information Centre [CBIC]) and directed by Mike Boyd (Halifax Cablevision Ltd.). As with its predecessor, this series was aired weekly, using a 30-minute commercial-free talk show format and concentrated "on the people and ideas behind the books." However, the focus of this series evolved from the local east coast scene to include features on nationally and internationally acclaimed authors interviewed by host Lesley Choyce. This evolution occurred because Choyce found that "dealing exclusively with local

writer(s) made the show a bit too parochial and limited in scope." By 1987 the series was functioning independently of CBIC, and the focus on "book promotion" diminished. The series was also aired on Dartmouth Cable and 12 other stations in Nova Scotia and Prince Edward Island. Both the N.S. Dept. of Education Media Services and the N.B. Dept. of Education Media Services have duplicated the series. Series consists of 99 videocassettes which contain two programs per tape. These 187 programs represent the complete run of the series "Choyce Words" to date (the end of the ninth season).

Nova Scotia Women's Oral History project collection:

Nova Scotia Women's Oral History Project [sound recordings] / [Produced by] the Provincial Archives of New Brunswick [1989-92] 51 audio-cassettes.

In 1989 writer and broadcaster Marjory Whitelaw undertook a women's oral history project in Nova Scotia. A similar project, the Provincial Archives of New Brunswick's Women's Oral History Project, began in 1988, and was organized by Oral History Archivist Janet Maclellan Toole. Both projects have been assisted by the Council of Maritime Premiers; the Nova Scotia project was encouraged by the N.S. Dept. of Tourism and Culture, the N.S. Cabinet Secretariat, and the Women's Directorate of Nova Scotia. The Provincial Archives of New Brunswick provided transcription, supervision, and fund raising assistance during the course of the project.

Material was held at the Provincial Archives of New Brunswick until transfer to PANS in December 1993.

Marjory Whitelaw conducted 10 interviews with Nova Scotian women between 1989 and 1992. Those interviewed include: Dr. Enid Johnson MacLeod, Edith Comeau Tufts, Evelyn Garbary, Muriel Duckworth, Margaret Meagher, Elizabeth Rand, Dr. Marie Hamilton, Marguerite Zwicker, Elizabeth Ross, Pearlene Oliver. PANS currently holds eight of the ten interviews.

Appraisal

Arrangement and Description

Conservation/Special projects

The Sound and Moving Image division was successful in obtaining a CEIC Section 25 Unemployment Insurance grant which ran from March to August 1993. The division used this grant to hire three individuals to

conduct a physical inspection of the film collection with a two-fold objective: to identify immediate conservation needs and to provide data to form the basis of a long-term preventive maintenance program. During the course of the project, condition reports were completed for each film in the collection, mixed elements were separated, and a large portion of the film collection was re-housed in inert plastic cans.

SOUND AND MOVING IMAGE DIVISION, 1994-95

JoAnn Watson

Acquisitions

Karen Oxley fonds [sound recordings, moving images, graphic materials] [1961-1982]; [predominant 1963-74]. 160 sound tape reels; 1 black and white film reel; 48 black and white photographs; 108 colour photographs.

The fonds consists of production, rehearsal, and dubbed audio tapes, a black and white film reel, and photographs relating to her musical career and is arranged in nine series: Birt's Bandstand (1961); Collected photographs [1964-74]; demos, performances and collected music (1961-82); interviews and commentary (1965-73); Let's Go [1967]; Music Hop—Frank's Bandstand [1964-67]; Promos [1971-74]; Transcriptions [1973] and Singalong Jubilee (1962-[1973]) which are representative of her involvement with specific programs and activities during her professional music career.

Black River Productions fonds [moving images] [1975-93] 18 film reels (08:45:00) and other moving image documents; 16 mm and Super 8 mm + one-sheets, 6 posters.

This fonds contains films created by Neal Livingstone between the years 1969 to 1993. It has been divided into three series: *Experimental works*: films made between 1969 to 1980, prior to and during his membership with the Atlantic Filmmaker's Cooperative; *Environmental issues*, a series of films dealing with forestry practices and alternative energy (1978 to ca. 1984) and *Documentary portraits*, a series of film portraits which profile unconventional people and their pursuits (1987-92). It also includes the documentary "Both Sides of the Wire."

Vince MacLean fonds (1944-) [multiple media] [1970-92] 19 m. textual material, 11 videocassettes: snd, col; 1/2 in.; 3/4in.

The fonds consists of constituency files reflecting Vince MacLean's activities as MLA of Cape Breton South, Leader of the Liberal Party of Nova Scotia and Leader of the Opposition; videocassettes of the Cable Ten Dartmouth program, MacLean's Nova Scotia, 1990-92, and accompanying interview notes, 1988-91; videocassettes of Cable Ten Dartmouth, In Touch with Nova Scotia, and footage of the 1990 Liberal Association annual meeting and 1992 Liberal Leadership convention.

Missing Piece Productions fonds. [moving images and text]; [ca. 1987–ca. 1990]; 93 film rolls; 1 video reel; 1 videocassette and 17 data files: snd.; col.; 35 mm; 16 mm; 1 in. videoreel; 1 1/2 in. VHS.

The fonds consists of printing elements, scripts and production files for "Midday Sun" and the French version "L'ombre du soleil."

Halifax Cablevision fonds. Choyce Words series: Choyce Words [videocassettes]. Produced by Halifax Cablevision Ltd. [04/10/1993 to 04/04/1994]; 12 videocassettes: Super VHS.

Series consists of 111 videocassettes which contain two programs per tape. These 211 programs represent the complete run of the series "Choyce Words" to date.

Conservation

During the previous year's conservation project a number of films from the CBHT Television collection which had been identified as suffering from vinegar syndrome were segregated from the rest of the collection and held in isolation. During this fiscal year CBC was able to duplicate the deteriorated film to new stock. The "infected" film was destroyed.

Special Projects

Funds were received from the CBC which enabled the Sound & Moving Image division to hire Rosemary Barbour for a number of months. During that time Ms. Barbour completed the arrangement and description of the Karen Oxley fonds, prepared a draft fonds level description for CBHT, CBH and the CBC Maritime Region, and consolidated the finding aids for the CBHT Television and CBH Radio collections.

PHOTOGRAPHS AND DOCUMENTARY ART DIVISION

Margaret Campbell, Eric Boutilier-Brown,
Philip Hartling, Gail Judge

Seventeen fonds and collections were accessioned in 1993–94; descriptions of the principal acquisitions follow.

Photographic copy prints of the images used in the Public Archives exhibition "*The Canadian Illustrated News* looks at Nova Scotia" were produced by the photo-technician, Eric Boutilier-Brown. He also matted and framed the photographs and dry mounted the captions.

In addition to her regular typing, public service, and processing of photo reproduction orders, secretary Gail Judge typed the revised finding aid for the Bob Brooks fonds.

Principal Acquisitions 1993–94***Bob Brooks fonds.***

Accession number 1993-468

The fonds includes photographs, slides, negatives, and transparencies of Nova Scotia's regions and counties; Earl Bailly; World Trade and Convention Centre's official opening; Scottish heritage and International Gathering of the Clans; National Figure Skating Championship; countries and other topics such as festivals, crafts, buildings, and transportation, 1954–91 (1.5 m). The material is an accrual to existing fonds of prominent Nova Scotian photojournalist, Bob Brooks.

W. Peter Sherwood Collection.

Accession number 1993-506

The collection consists of 33 black and white photographs, primarily of stage sets for Canadian Broadcasting Corporation productions in Halifax, ca.1958 (3 cm). Sherwood was the scenic artistic crewleader for the CBC.

Society of Graphic Designers of Canada, Atlantic Chapter.

Accession number 1993-541

The Atlantic Chapter sponsored the "Time 4D Sign" juried competition in 1990. The judges considered 700 entries from more than 90 graphic designers and art directors who work in Atlantic Canada. The varied

entries include annual reports, advertisements, application forms, brochures, book and magazine covers, catalogues, invitations, menus, manuals, maps, posters, programmes, stamps, stationery, symbols and logotypes, T-shirts and videos, ca. 1985–90 (2.11 m and 30 1/2-inch video cassettes).

Fred Trask fonds.

Accession number 1994–69

The fonds includes graphic material (paintings, sketches, photographs, slides, and negatives) and textual records (personal papers, business records, and publications) of noted folk artist Fred Trask, 1964–91 (86 cm and 15 large paintings and a portrait).

Photo lab

Public Orders: 225 copy negatives; 64, 4 in. x 5 in.; 188, 5 in. x 7 in.; 462, 8 in. x 10 in.; and 22, 11 in. x 14 in. copy prints were produced.

In-House Orders: 356 copy negatives and 217 5 in. x 7 in. copy prints were produced.

MAPS AND ARCHITECTURE DIVISION, 1993-94

Garry Shutlak, Gail Judge

Seventy-two fonds and collections were accessioned in 1993-94; 65 were single item fonds or collections, descriptions of the principal acquisitions follow. During the same period, 74 maps or plans were cleaned, encapsulated, and conserved.

Mr. Carl Getto was employed through the Provincial Employment Program to work on the Building Inspection Division, Planning and Development Department, City of Halifax. After 15 weeks of employment Mr. Getto had catalogued 976 sets of drawings of which 367 items were disposed of.

In addition to her normal typing and public service duties, Gail Judge, secretary typed finding aids for the Carman L. Langille and L.P. Carrigan fonds.

Principal Acquisitions***Carman L. Langille Architectural fonds.***

Accession number 1993-234

Includes photographs and negatives, personal diaries, a business diary of C.A. Fowler, correspondence and a number of masonry engineering and architectural books as well as 73 projects. Mr. Langille was a journeyman architect whose entire career was spent working for other firms. What makes this fonds so exciting is that many of the projects give us new information regarding the firms of Herbert E. Gates and C.A. Fowler & Co.

L.P. Carrigan Ltd. (Architectural) fonds.

Accession number 1993-377

This drafting firm was founded in 1950 offering consulting service specializing in residential and small commercial drafting. The firm has designed 1320 residential drafting projects and 47 small commercial projects, 1960-86. Further accruals are expected.

GRAPHIC MATERIALS DIVISION, 1994-95

Garry Shutlak, Philip Hartling

Gail Judge

Fifty-six fonds and collections were acquired, appraised, arranged, and described; descriptions of the principal acquisitions follow.

In addition to her regular typing and public service duties, Gail Judge, the secretary updated the shelf lists and produced 14 architectural finding aids and two graphic finding aids.

Principal Acquisitions***Halifax Harbour Clean Up, Inc.***

Accession number 1995-38

This multiple-media fonds consisting of maps, architectural drawings, photographs, slides, audio, and video cassettes covers the history of Halifax Harbour Clean Up Inc. 1989-94. Additional accruals of textual records are anticipated.

Arthur Bloomfield Dawson fonds.

Accession number 1994-280

This large fonds consists of textual records and graphic material (207 lantern slides, 886 nitrate negatives, 908 photographs, and 15 post-cards). Included are scenes of Halifax during World War I, wartime cartoons, mountain climbing in the Canadian Rocky Mountains, YMCA boys' camp sites and activities, the aftermath of the Halifax Explosion, and the Halifax Rotary Club's annual picnic at Cow Bay, ca.1900-38 (69 cm.). Series 2 is a numbered lantern slide show of mountain climbing expeditions. Dawson was the physical director of the YMCA in Halifax and a supervisor of playgrounds on the Central Commons, Halifax. His photographs reflect his work and interests.

E.E.B. Nichols fonds.

Accession number 1995-20

Rev. Nichols' fonds includes 20 carte-de-visites and ambrotypes of Trinity Anglican Church and the public school, Liverpool, and Church of England clerics, primarily in Nova Scotia but also in New Brunswick and Newfoundland, predominantly 1860s and 1870s (5 cm).

Arthur McKay collection.

Accession number 1995-60

These 16 copy prints show German prisoners-of-war in the Amherst internment camp during World War I. The photographs capture a variety of activities: prisoners in theatrical costumes, performing in a band, engaged in sports, and working in the Amherst area, ca. 1914–ca. 1918 (1 cm).

Eveleen L. Burns collection.

Accession number 1995-85

The collection includes textual records (school records, research notes and publications) and graphic material, 1923–70 (8 cm of graphic material). The 58 loose photographs and one photo album are of Roman Catholic clerics, ecclesiastical events, and St. Mary's (Boys') School, Halifax. The collection is probably this institution's best photographic collection of Roman Catholic clergy in the Halifax Archdiocese. Eveleen Burns was a teacher and principal at St. Mary's Boys' School, Halifax, and her brothers were priests.

PUBLIC PROGRAMS 1993–95

Philip Hartling

Tours 1993–94

Thirty tours, totalling 643 individuals, toured the Public Archives in 1993–94. They included two elementary, four junior high, two high school, two community college and nine university classes, and eleven other educational centres or programs (Young Adults Career Centre, Choices, Micmac Learning Centre, Elderhostel, Nova Tech. Training Academy, George Dixon Centre and Henson College).

On 28–29 April 1993, the Public Archives participated in Duncan MacMillan High School's job shadow program. Sheet Harbour student Jennifer Coady was introduced to various activities at the Public Archives. Fifty students from Queen Elizabeth High School, Halifax, undertook an archaeological and historical research project of one Halifax site utilizing maps, insurance plans and photographs.

EXHIBITIONS, 1993–94**Chase Exhibition Room**

"A Vision of Regeneration" Reconstruction after the Halifax Explosion, 1917–21, 13 November 1992–31 August 1993.

The Canadian Illustrated News looks at Nova Scotia, 29 October 1993–7 June 1994.

Lobby

Finding Our Voices: Quotations by Nova Scotian women, October 1993–6 June 1994.

Tours 1994–95

Tour	Group	Number of Individuals
1	Elementary (Grade 6)	25
1	Eastern Shore Fishers Adjustment	6
1	Camp Hill Hospital	10
1	Cunard Centre	16
2	Elderhostel	<u>100</u>
		157 people

EXHIBITIONS, 1994-95

Chase Exhibition Room

The Canadian Illustrated News looks at Nova Scotia, 29 October 1993–7 June 1994.

Robert Chambers: Legacy of a Heckler, 22 June 1994–17 September 1994.

Atlantic Hearth: Early Homes and Families of Nova Scotia, 19 October 1994–30 June 1995.

Lobby

Finding Our Voices: Quotations by Nova Scotian women, October 1993–6 June 1994.

Mary Black, 6 June 1994–30 September 1994.

ADMINISTRATION, 1993-94

During the summer of 1993 four staff were hired under the Provincial Employment Program and were supervised by the Administration Division. Carl Getto worked with the Maps and Plans Division processing the City of Halifax fonds backlog of blueprint material. Tom Henderson worked with the Manuscripts Division annotating the MG microfilm lists for finding aids and other manuscript projects. Ginny Clark inspected the microfilm collection, annotated shelf cards, prepared a finding aid for the Royalty collection, cardexed periodicals, and performed other Library projects. Pamela Marche accessioned the Digby Court records, including cleaning, organizing, and labelling documents.

A number of unusual events kept the Administration Division busy during 1993-94. An exceptionally late budget process that reduced our funding meant that in November we had to implement a number of drastic changes in the Archives' operation. This had a direct impact on administration staff as we reduced our security coverage at the Registration Desk to Saturday only, leaving Monday through Friday with full-time clerical staff offering coverage. We also reduced our open hours of operation from 60 to 40 per week, closing to the public on Monday and eliminating all evening open hours. This reduced our part-time staff considerably.

In November we also rearranged our reference areas so that all references for textual material were located on the third floor and all microform equipment was located on the second floor with all open-shelf material. New signage was put in place to assist our researchers and a new voice mail system was installed to give basic information to callers. Voice mail was also obtained for division heads, necessary because of staff reductions. In December three term employees were terminated because of a lack of funding.

Building air quality tests uncovered a fungal problem in the Conservation Lab area of the building which was eventually cleared up. The two air handling units were cleaned after the air quality tests, and it was discovered that new pans were needed for both units because both were nearly rusted away. New filters were recommended after the air quality testing and were installed in March.

ADMINISTRATION, 1994-95

In April 1994 all part-time staff were laid off, requiring full-time control desk assistant and archivist staff to work Saturday shifts. We hired one part-time staff person to photocopy researcher orders for seven hours per week. One archivist and one half-time photographic technician were laid off. The reproduction of photographic materials was taken over on a contract basis using PANS' photo lab by the photographic technician, who continued to be employed by the Council of Nova Scotia Archives.

We received a SEED project through the sponsorship of the Genealogical Association of Nova Scotia. Cynthia Brooks assisted at the Registration Desk and performed data entry for most of the summer period. Ginny Clark was hired under the Provincial Employment Program to assist in retrieval on the second and third floors during the busy summer period.

A reorganization of staff meant that Tina Parsons, lately of the Manuscripts Division, now reported to the Administrative Officer, and that now two clerks performed word-processing and data entry for Manuscripts, Government Archives, and Administration Divisions as well as Sound & Moving Image and Maps and Photographs Divisions when their clerical staff person was working as a control desk assistant. Katherine Gagne, Clerk-Typist, took a secondment with Nova Scotia Records Management for six months as a Records Analyst Assistant and was replaced by a term employee, Lesley Muise. The duties of this position were rewritten so that Lesley spent four days per week at the Registration Desk handling registration and phone enquiries and handling most invoicing as well as some correspondence. Francine Hannam continued to work one day per week on the Registration Desk, keeping the registration database up-to-date.

A report by the Department of Supply and Services Computer Services Division in October of 1994 recommended that PANS comply with the Information Architecture Structure of the Nova Scotia Government. In March 1995 eight computers were purchased in preparation for installing a Local Area Network (LAN) for PANS, as recommended by this report. New software was also purchased for the new computers and additional software and memory was purchased for the three that PANS already owned. The Automation Working Group made several recommendations regarding the location of the LAN nodes and the training of staff in the use of computers.

ACTIVITIES 1993 TO 1995

Carman Carroll, Provincial Archivist, attended the 1993 annual meeting of the Association of Canadian Archivists held in St. John's and provided the commentary for the papers at one of the sessions. He was a member of the ACA program committee for its 1994 annual conference in Ottawa. At both of these conferences he attended the regular meetings of the National/Provincial/Territorial Archivists.

He continues to serve as an *ex-officio* member of the Council of Nova Scotia Archives' executive and continues as a member of the Canadian Cultural Property Export Review Board. Mr. Carroll represents the Canadian Council of Archives on the federal Task Force on the Preservation and Enhanced Use of Canada's Audio-Visual Heritage, which was set up in late 1993. He represents the National/Provincial/Territorial Archivists on the Alliance of Libraries, Archives and Records Management (ALARM) which is preparing a national human resources strategy for this sector. ALARM is sponsored by the Department of Human Resources Development Canada (HRDC).

Other presentations included: a paper on archives and copyright given to the annual conference of the Council of Nova Scotia Archives, April 1993; the International Institute for Conservation-Canadian Group [IIC-CG] on archival conservation; the Genealogical Association of Nova Scotia on the Public Archives; the Dalhousie Art Gallery where he opened an exhibition on "Nova Scotian Pictures: Art in Nova Scotia, 1940-1966"; and a paper entitled "Archives and the Changing Face of Information" to the Conference on Global Efficiency, Regional Integrity, and Cultural Identity in Atlantic Canada in November 1994.

Allan C. Dunlop, Associate Provincial Archivist, attended the annual meeting of the Genealogical Institute of the Maritimes in Amherst on 24 April. In August he was appointed PANS representative on the Board of the Medical History Museum of Nova Scotia. He delivered the annual Phyllis Ruth Blakeley Memorial Lecture to the Royal Nova Scotia Historical Society on 22 September; the talk was entitled "Simon Hugh Holmes Revisited." On 30 September, he was in Fredericton for meetings of the Association of Atlantic Historians. He also attended the third Planters Studies Conference entitled "Family and Community"; the conference was held in Wolfville, 30 September-3 October 1993. On 19 November he presented a paper at a symposium held at Mount Allison University on the subject of the contribution of Presbyterianism to Atlantic Canada. The paper was entitled "George Patterson—Presbyterian Propagandist."

Mr. Dunlop was appointed historian in January 1995 for the Nova Scotia Golf Association.

Rosemary Barbour, Preservation Archivist, continued 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. She attended the CCA Special Conservation Strategy meeting in Ottawa on 16–17 April 1993 and presented a short talk entitled "Acquisition through Copying and the Receipt of Microforms" at the 1993 spring conference of the Council of Nova Scotia Archives. She attended the National Archives of Canada Micrographics Management and Technology course in Fredericton in May 1993, two Nova Scotia Records Management courses, the ACA Advanced Level Arrangement and Description and ACA Advanced Level Preservation Management courses.

Darlene M. Brine, Archival Assistant, Manuscripts Division, was on maternity leave from April to November 1993. On her return, she attended in-house training for the retrieval and use of graphic and cartographic materials, as part of the institutional move to centralized reference. She also attended a Workshop on Arrangement and Description (Rules for Archival Description [RAD]), 5–6 February 1994, sponsored by the Association of Canadian Archivists and the Council of Nova Scotia Archives. Ms Brine continues as a member of the CNSA's Conservation Committee.

Ms Brine attended the Council of Nova Scotia Archives Spring Conference in Halifax, 27–29 April 1994, and served as a member of the Council's Dr. Phyllis R. Blakeley Award Committee for 1994–95. Ms Brine continues as a member of the CNSA Conservation Committee.

Eric Boutilier-Brown, attended the IIC-CG held in Halifax in 1993–94.

Barry Cahill, Archivist, Manuscripts Division, attended in July 1993 the Annual Conference of the Association of Canadian Archivists in St. John's, NF. In August his three-year term as General Editor of *Archivaria* concluded. Mr. Cahill continues to serve as Editor of the *Nova Scotia Historical Review*.

Mr. Cahill moved to the Government Archives Division in 1994–95. He attended the tenth biennial Atlantic Canada Studies Conference at the University of New Brunswick (Fredericton) in May 1994. In November he presented a paper at the Conference on the Contribution of

Presbyterianism to Atlantic Canada, Mount Allison University, Sackville, NB. In March 1995 he presented a paper at the second Atlantic Law in History Workshop, Dalhousie Law School.

Margaret Campbell, Head (in 1993–94), Photographs and Documentary Art, attended the annual conference of the Association of Canadian Archivists at St. John's, in July 1993, where she was co-presenter, with Gerald Stone of the National Archives of Canada, of a one-day workshop on describing graphic materials using Rules for Archival Description (RAD). In October she and Mr. Stone presented a two-day version of the same workshop to the Archives Association of Alberta at Edmonton.

Ms Campbell was named **Head, Government Archives Division**, in 1993. She attended the annual conference of the Association of Canadian Archivists at Ottawa in May 1994. At the conference she was chair and commentator for a session on reintegrating records of different media into one fonds and was co-presenter, with Gerald Stone of the National Archives of Canada, of a one-day workshop on describing graphic materials using *Rules for Archival Description* (RAD). In October she and Mr. Stone gave a two-day version of the same workshop to the Archives Association of Ontario at Toronto.

Georges Dupuis, Archival Assistant, Government Archives Division, attended the Council of Nova Scotia Archives 1993 spring conference, "Acquisition and Access: Legal Implications and Obligations," and "Charting the Course Together: Strategic Planning for the Future," a series of workshops hosted by the Nova Scotia Library Association in October 1993. He is a member of the PANS' Occupational Health and Safety Committee.

Mr. Dupuis attended a two-day workshop on Rules for Archival Description in March 1994; the Council of Nova Scotia Archives 1994 spring conference, "Archives Administration"; and two short records management courses offered by Nova Scotia Records Management. He is a member of PANS' Occupational Health and Safety Committee and the in-house Acquisition and Accessioning Working Group.

Katherine Gagne, Clerk/Typist, attended the seminar "Receptionists' Guide to Front Desk Security" in 1994.

Francine Hannam, Secretary, attended the seminar "Receptionists' Guide to Front Desk Security" in 1994; she also attended Introduction to Windows and Sexual Harassment Prevention.

Philip Hartling, Public Programs Archivist, was the Public Archives' representative and the treasurer for the Black History Month Association. He also served on the Board of Directors and as publicity chairman on the executive of Heritage Trust of Nova Scotia.

Philip Hartling attended the Council of Nova Scotia Archives' spring conference entitled "Acquisition and Access: Legal Implications and Obligations," 21–23 April 1993. He also attended the third Planters Studies Conference entitled "Family and Community" which was held in Wolfville, 30 September to 3 October 1993.

On 25 September 1993, Philip Hartling participated in Heritage Trust of Nova Scotia's "Researching a Building" workshop held at the Public Archives. He spoke on the various types of government records available to researchers undertaking a study of old buildings.

In February 1994, Philip Hartling, Allan Dunlop, and Karen McKay were the judges for the local history and genealogy categories of the Colchester Historical Society's Heritage Awards Program.

Philip Hartling gave a two-hour presentation to Dalhousie University's School of Library and Information Studies' Archives class on 28 March 1994. He spoke on public programs in archives.

In 1995 Philip Hartling became **Public Programs/Photos Archivist**. He continues to serve as the Public Archives' representative for the Black History Month Association and the publicity chairman and member of the board of Directors for Heritage Trust of Nova Scotia.

Philip Hartling served on a committee with Allan Dunlop, Karen McKay, and Allan Marble who judged the published genealogies and local history categories of Colchester Historical Society's annual Heritage Awards Program.

On 3–4 November 1994, Philip Hartling attended a workshop entitled "Managing Built Heritage" and sponsored by the Federation of Nova Scotian Heritage.

Kent Haworth, Acting Head, Government Archives Division, 1993, attended the ACA conference.

Gail Judge, Secretary, in 1993–94, was the Registrar/Corresponding Secretary/Treasurer for the Genealogical Institute of the Maritimes (GIM)

and corresponding Secretary for the Genealogical Association of Nova Scotia (GANS). In 1994–95 she continues to serve as the Corresponding Secretary for the Genealogical Association of Nova Scotia.

Mary King, Administrative Officer, attended the 1993–94 CNSA spring conference. During 1994–95, Ms King attended the following conferences and workshops: CNSA spring conference, Introduction to Windows, Sexual Harassment Prevention, and Human Resource Planning (offered by NSCAD).

John MacLeod, Archivist, Government Archives Division, attended in May 1994 the tenth Atlantic Canada Studies Conference at the University of New Brunswick in Fredericton and the annual conference of the Association of Canadian Archivists in Ottawa.

Margaret McBride, Archival Assistant for Sound and Moving Image. She was the newsletter editor for the Council of Nova Scotia Archives newsletter. Margaret McBride was seconded to Government Archives Division in October 1993 as Archival Assistant and she continued to serve as newsletter editor and membership coordinator for the Council of Nova Scotia Archives.

Julie Morris, Archivist, Manuscripts Division, presented an "Advanced Workshop on Arrangement and Description" in Montreal, Quebec, 5–6 March 1994, as part of the Association of Canadian Archivists' Education Programme Workshop Series being delivered across Canada.

She continued as Chair of the Council of Nova Scotia Archives' Education Committee in 1993–94; and on the Board of Directors of the Church Conservancy Society of Nova Scotia. In October 1993 she presented a workshop at Mahone Bay, on "Archival Sources for Compiling a Church History."

Ms Morris attended the CNSA fall conference in Tatamagouche in September 1994; this was a joint meeting of the three Maritime archives councils. In March 1995 she attended a one-day workshop on "Training for Trainers," offered by the CNSA and the Federation of Nova Scotian Heritage.

Ms Morris presented sessions on "The Archivist and the Profession" and "An Introduction to Archival Arrangement and Description" at the Dalhousie University School of Library and Information Studies, for the

Archives Course given by Bertrum MacDonald. She also participated in the "Atlantic Provinces Subject Headings Authority Feasibility Study," a joint project of the four Atlantic Canada archives councils. Two representatives from each province met in November 1994 (Halifax) and February 1995 (St. John's, NF) to investigate and plan for the possible development of a subject headings authority to be used for standardizing subject access to archival holdings throughout the region.

Ms Morris continues to serve as a member of the CNSA Education Committee; and on the Board of Directors of the Church Conservancy Society of Nova Scotia. In October 1994 she presented a workshop at Antigonish, on "Archival Sources for Compiling a Church History." She is also a member of the PANS Working Group on Arrangement and Description.

Tina Parsons, Secretary, attended the session "Sexual Harassment Prevention."

Garry Shutlak, Head, Maps/Plans/Photos (in 1993-94) and Head, Graphis Materials Division, 1994-95, continues to serve as Secretary of the Heritage Trust of Nova Scotia.

Mr. Shutlak gave two lectures during the year to Architecture 1000, "Doing Architecture Research at PANS."

Garry Shutlak gave a lecture at Elizabeth Sutherland School to several classes on "The *Titanic* and the Halifax Connection" and several other lectures to school and university students on "Researching Buildings at PANS" and "The *Titanic* and the Halifax Connection."

He attended the annual conference of Association of Canadian Map Libraries and Archives at Memorial University, St. John's, Newfoundland, 23-30 July 1993. He also attended the Society for the Study of Architecture in Canada Conference at Quebec City 9-12 June 1994.

Mr. Shutlak participated in Heritage Trust of Nova Scotia "Researching a Building" workshop held at PANS, where he spoke on graphic/cartographic and architectural records available to researchers undertaking a study of old buildings. He also participated in Heritage Trust of Nova Scotia's "Researching a Building" Workshop at Chester Basin. He spoke on types of government records, graphic, cartographic and architectural records available to researchers undertaking the study of old buildings.

Wendy Thorpe, Archivist, Manuscripts Division, was absent from October 1992 until April 1994, when she returned to work on a part-time basis as a Government Records Archivist. After a staff reorganization in June 1994, she was assigned to the Manuscripts Division, having previously worked in that division in the late 1980s. She worked part-time as a Manuscripts Archivist until 6 September 1994, when she assumed full-time duties.

On 29 November she attended a workshop on "Preventing Sexual Harassment," arranged by the Nova Scotia Government for its employees.

Anjali Vohra, Library Assistant attended the Document Delivery Workshop "Building on Strengths" presented by the Nova Scotia Resource Sharing Committee, held at the Bedford Institute of Oceanography, 21–22 April 1994. On 25–26 March 1995 she participated in a Rules for Archival Description workshop.

JoAnn Watson, Head, Sound and Moving Image Division, attended "Fast Rewind: the Archeology of Moving Images" held in Rochester, New York, 22–25 July 1994. She attended the following conferences: Association of Moving Image Archivists (AMIA), Boston, 15–19 November 1994; Joint Technical Symposium "Technology and Our Audio-Visual Heritage," London, England, 27–29 January 1995; Rules for Archival Description, Council of Nova Scotia Archives, Halifax, 25–26 March 1995; Training for Trainers, Council of Nova Scotia Archives, Halifax, 30–31 March 1995.

Lois Yorke, Head, Manuscripts Division, attended the Council of Nova Scotia Archives 1993 Spring Conference, Halifax, 21–23 April (giving a presentation on Donor Agreements) and the Association of Canadian Archivists Annual Conference in St. John's, NF, 21–24 July (giving a paper entitled "'Just a Dump': The Archival Appraisal of Private-Sector Corporate Bodies").

On 6–7 August, she participated in the Planning and Priorities Roundtable sponsored by the Canadian Council of Archives, in Ottawa. In February, Ms Yorke took part in a panel discussion on reference services, for the Archival Studies Class, Dalhousie University School of Library and Information Studies. In March she spoke to the Genealogical Association of Nova Scotia on "Beginning Genealogical Research"; and attended a one-day NSRM-sponsored training session, "Records Management I."

Ms Yorke began a two-year term as President of the Council of Nova Scotia Archives, commencing at the 1993 AGM. She 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; a Councillor for the Royal Nova Scotia Historical Society; Vice-President of the Genealogical Institute of the Maritimes; and a member of the Board of Examiners for the latter.

Ms Yorke in 1994–95 attended the Council of Nova Scotia Archives 1994 Spring Conference, Halifax, 27–29 April (chairing a forum on CNSA priorities in education, conservation, grants, and standards). She attended and gave a paper at the tenth biennial Atlantic Canada Studies conference in Fredericton, 5–7 May; spoke to the Gay and Lesbian Archives Group, Halifax, in June; and presented the MacDonald Memorial Lecture, Heritage Trust of Nova Scotia, in September.

During 1994, Ms Yorke was appointed to the Board of the Canadian Council of Archives, Ottawa (one-year term); and to the Advocacy Committee of the Federation of Nova Scotian Heritage.

PUBLIC SERVICE STATISTICS

In October 1991 the Public Archives instituted a new registration system for all researchers. The following statistics reflect the actual number of researchers signing in at the Public Archives.

From these numbers we also have extracted the total number of new researchers each fiscal year.

In November 1993 the Public Archives reduced its open hours from 60 to 40 per week.

	1994-95	1993-94	1992-93
Number of researchers	16,355	16,750	18,492
New registrants	4,764	4,829	5,305

THE PUBLIC ARCHIVES OF NOVA SCOTIA

**Financial Statements
For the Year Ended
MARCH 31, 1995**

AUDITORS' REPORT

September 5, 1995

**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, 1995. 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, 1995 in accordance with the accounting principles set out in the notes to the financial statements.

A stylized, handwritten signature in black ink that reads "Coopers & Lybrand". The script is fluid and cursive, with the ampersand being particularly prominent.

CHARTERED ACCOUNTANTS

THE PUBLIC ARCHIVES OF NOVA SCOTIA
Statement of Surplus

For the year ended March 31,	1995	1994
Surplus—beginning of year	\$39,797	\$143,780
EXCESS OF REVENUE OVER EXPENSES		
(EXPENSES OVER REVENUE) FOR THE YEAR	26,761	(103,983)
SURPLUS—END OF YEAR	\$66,558	\$39,797
REPRESENTED BY:		
Cash—unrestricted	\$65,962	\$6,279
Cash—restricted (note 3)	596	33,518
	\$66,558	\$39,797

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

Carmen B. Canolf
Provincial Archivist

M. King
Secretary

THE PUBLIC ARCHIVES OF NOVA SCOTIA

Statement of Revenue and Expenses

For the year ended March 31, **1995** 1994

REVENUE

Government of Nova Scotia (salaries and benefits)	\$1,034,836	\$1,155,628
Government of Nova Scotia (operating grant)	291,164	140,672
Government of Nova Scotia (capital grant)	—	36,000
Other funding	37,046	30,720
Sales, publication, etc.	23,510	45,145
Interest	2,328	2,840
	1,388,884	1,411,005

EXPENSES

Building maintenance	41,776	28,140
Conferences and seminars	1,666	4,404
Electricity	74,306	74,782
Equipment	32,932	18,727
Equipment repair and maintenance	28,495	30,079
Freight and express	1,774	2,943
General operating expense	38,347	63,121
Heating fuel	16,021	19,721
Membership dues	1,267	1,357
Miscellaneous	2,326	2,236
Other services	27,165	35,646
Postage	3,091	6,378
Printing and stationery	10,425	12,518
Professional services	4,366	3,428
Rentals	1,001	6,254
Salaries and benefits	1,034,836	1,155,628
Security	5,031	18,929
Staff training	1,315	—
Subscriptions and periodicals	6,153	5,775
Telecommunications	24,660	19,113
Travel	2,235	3,329
Water	2,935	2,480
	1,362,123	1,514,988

EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE) FOR THE YEAR

\$26,761 \$(103,983)

THE PUBLIC ARCHIVES OF NOVA SCOTIA
Notes to Financial Statements

For the year ended March 31, 1995

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. As at March 31, 1995, \$586 (1994—\$33,518) remained from the previous year's Capital Grant. This Grant can be carried over into the next fiscal year.

**THE PUBLIC ARCHIVES
OF NOVA SCOTIA**

**Financial Statements
For the Year Ended
MARCH 31, 1994**

AUDITORS' REPORT

September 1, 1994

**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, 1994. 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, 1994 in accordance with the accounting principles set out in the notes to the financial statements.

Coopers & Lybrand
CHARTERED ACCOUNTANTS

THE PUBLIC ARCHIVES OF NOVA SCOTIA
Statement of Surplus

For the year ended March 31,	1994	1993
Surplus—beginning of year	\$143,780	\$135,894
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE) FOR THE YEAR	(103,983)	7,886
SURPLUS—END OF YEAR	\$39,797	\$143,780
REPRESENTED BY:		
Cash—unrestricted	\$6,279	\$119,451
Cash—restricted (note 3)	33,518	16,245
Grant receivable—Province of Nova Scotia	—	8,084
	\$39,797	\$143,780

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


Provincial Archivist


Secretary

THE PUBLIC ARCHIVES OF NOVA SCOTIA

Statement of Revenue and Expenses

For the year ended March 31,	1994	1993
REVENUE		
Government of Nova Scotia (salaries and benefits)	\$1,155,628	\$1,165,716
Government of Nova Scotia (operating grant)	140,672	258,084
Government of Nova Scotia (capital grant)	36,000	38,000
Other funding	30,720	29,669
Sales, publication, etc.	45,145	43,359
Interest	2,840	5,684
	1,411,005	1,540,512
EXPENSES		
Building maintenance	28,140	25,922
Conferences and seminars	4,404	4,447
Electricity	74,782	72,137
Equipment	18,727	40,475
Equipment repair and maintenance	30,079	23,194
Freight and express	2,943	2,287
General operating expense	63,121	51,312
Heating fuel	19,721	20,562
Membership dues	1,357	(537)
Miscellaneous	2,236	2,569
Other services	35,646	31,706
Postage	6,378	6,025
Printing and stationery	12,518	11,114
Professional services	3,428	1,730
Rentals	6,254	11,708
Salaries and benefits	1,155,628	1,165,716
Security	18,929	25,093
Staff training	-	1,765
Subscriptions and periodicals	5,775	7,887
Telecommunications	19,113	21,288
Travel	3,329	4,072
Water	2,480	2,154
	1,514,988	1,532,626
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE) FOR THE YEAR		
	\$(103,983)	\$7,886

THE PUBLIC ARCHIVES OF NOVA SCOTIA
Notes to Financial Statements

For the year ended March 31, 1994

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. As at March 31, 1994, \$33,518 (1993—\$16,245) remained from the current year's Capital Grant. This Grant can be used over 2 years.
