



Nova Scotia

ANNUAL REPORT  
of the Board of Trustees  
*for the fiscal year ending  
March 31, 1996*

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 1995 to 31 March 1996 together with a statement of receipts and disbursements.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Russell MacLellan".

Russell MacLellan  
Premier

## **Board of Trustees Public Archives of Nova Scotia**

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Mr. Carman V. Carroll  
Provincial Archivist



Ms. Mary E. King  
Executive Secretary



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## Provincial Archivist's Report

This past year has been one of recovery and change for the Public Archives of Nova Scotia. Our annual budget allocation was increased by \$100,000, which represents much of the annual appropriation cut several years ago. This new funding level has permitted the Public Archives to make some critical changes for the better. The strong support of the Department of Education and Culture has been invaluable to our recovery. Without the Department's assistance and its commitment, this institution would not be able to report on the progress made over this past year.

### INTRODUCTION

Our researchers continue support our institution. They have gone to bat for us and have made their views known on our services. Over the past number of years news about our hours of operation, and services have often had a negative impact on our researchers. Happily this year we have been able to extend our hours of operation, and our revamped public service delivery enables us to offer continually improving public service.

Our staff has come through difficult times. We have all had to review our personal and professional goals and objectives. The institution has changed, some of it by choice, some of it by necessity. We are working with fewer staff than at any time since the early 1980s. And this is occurring when the nature of our work is expanding dramatically. It is a testimony to our staff that we are able to provide our current level of service to the public and government alike. It is often difficult for others to understand our need to adapt to changing circumstances, to do things differently, and to do different things. This institution is fortunate to have dedicated staff.

The last several annual reports provide details about the financial difficulties experienced by the Public Archives over the last five years. This year's allocation was increased by \$100,000 to \$1,424,000, which restores our funding to approximately 1992–93 levels. Furthermore, the Public Archives has been given funding levels for the next four years that provide a measure of financial stability. This also allows us to do some longer-range planning, which is critical if the Public Archives is to get away from the annual cycle of fiscal uncertainty that has engulfed it for some years.

### BUDGET

The announced budget increases in April 1995 provided PANS with the opportunity to make operational changes. Our public hours of operation were extended from 40 to 49 in June 1995. Part-time staff were hired to provide all but reference archivist responsibilities for Wednesday evening, Saturday, and Sunday afternoon service. The addition of Wednesday evening and Sunday afternoon public hours has been very well received by researchers as this provides greater research opportunities for those who cannot come during regular business hours. Our total number of researchers increased every month but one in 1995, due in part to the enhanced hours of operations.

Our additional budget resources allowed us to bring back on staff our Preservation Archivist. This position is critical to implementing our Preservation Study and we welcome back Rosemary Barbour. Several term positions have been created to fill some of the needs within the institution. No decisions will be made on the vacant permanent positions until our institutional planning study is completed. The reality is that even with the increase in our budget we will not be able to replace most of the positions lost over the last five years. Tough decisions remain on what we can and cannot do with the human and financial resources available to us.

## **STRATEGIC PLANNING INITIATIVE**

The Public Archives of Nova Scotia has recognized for some time the need for strategic planning, especially given that the resources available to it are not as great and demands on services are increasing. With this in mind we prepared a call for proposals in early 1996 for a facilitator to assist us in strategic planning. The main purposes of the study were as follows: review the Public Archives Act, PANS mandate, and other legislation affecting our operations in order to recommend a new legislative package for the institution; investigate the role of the Archives in the management of government information; review the Archives' management structure, staffing levels, and program funding; study the potential for revenue generation; assess the role of PANS in supporting and assisting the Council of Nova Scotia Archives and the archival community in Nova Scotia; investigate the role of PANS in outreach activities and publishing, such as the *Nova Scotia Historical Review*.



The Public Archives of Nova Scotia selected the firm of Niels Nielsen Management Consulting for the Strategic Planning Initiative (SPI). Mr. Nielsen began in late March 1996 and the final report is expected on 30 September 1996.

In late March 1996 the Government of Nova Scotia announced a re-organization of government departments and responsibilities. Among the changes was the decision to transfer responsibility for Nova Scotia Records Management from the Department of Supply and Services to the Public Archives. This decision is welcomed by the Public Archives of Nova Scotia as there are logical reasons for this move. Interestingly enough, this was one issue PANS identified for review as part of its strategic planning initiative. A number of issues remain to be worked out in order to effect this move but we expect it to become reality in the next year.

## **RE-ORGANIZATION OF GOVERNMENT**

As always we have received much assistance and cooperation in our effort to carry out our mandate and responsibilities. This support runs the range from those who leave a contribution in our donation box to the Department of Education and Culture, which defends our budget, and other government departments that assist us with our automation changes, building upkeep, and the like.

## **SUPPORT FOR OUR PROGRAM**

Many Nova Scotians as well as others outside our province donate valuable archival records and library material to the Public Archives. Our continuing acquisition of important private sector records relating to Nova Scotia is critical if we are enhance our province's documentary record. If these materials had to be purchased it would represent a significant financial outlay well beyond our capacity. To all donors we say thank you. Over the past several years we have tried new strategies to get things done. For example last year the Association of Spinners and Hand-weavers (ASH) completed a preservation project on the Mary Black cloth samples that complement the Black archival material already in our custody. As we did not have the capacity to carry out the work, ASH organized the preservation project and arranged for the necessary funding. We thank ASH and its volunteers for their support in seeing this project to completion.

The availability of several trust funds, specifically Dr. C.B. Fergusson and Gwendolyn Shand, provides us with an opportunity to purchase special archival and library materials which would otherwise not be available to us. We are continually grateful to our benefactors for their consideration.

The Canadian Council of Archives, using funds made available from the National Archives of Canada, provided a grant to begin our prototype repository guide project. The objective is to prepare an institution-wide holdings guide for all series and fonds in our custody. This will greatly enhance researcher access to our holdings as it will be available in electronic form as well.

Through the joint efforts of Nova Scotia Records Management and the Public Archives, and with the commitment of the records management staff in departments, agencies, boards, and commissions, better-quality provincial government archival records are being identified and preserved. The process often appears slow as we try to improve the system while preparing for the influx of electronically generated records and the many new issues facing archivists and records managers. There is no question that significant progress has been made over the past six years.

The new Government Records Act received Royal assent in January 1996 and it provides for a restructured Government Records Committee chaired by the Provincial Archivist. This new legislation provides a critical legislative framework for the creation, use, and disposition of provincial government records.

We believe this institution has turned the corner. The decisions governing our activities are no less daunting than before, but with more secure short- and long-range funding, we are in a much better position to plan and act.



Carman V. Carroll  
Provincial Archivist

23 December 1996

## Manuscripts Division

*Lois Yorke, Darlene Brine, Julie Morris, Wendy Thorpe*

Consistent staffing levels and improved access to computer equipment resulted in a productive year for the Manuscripts Division during 1995–96. Divisional staff completed the usual quota of arrangement and description projects, including those requiring monetary appraisal for income tax purposes (five by the National Archival Appraisal Board and four in-house). Through their participation in various working groups established under the Life Cycle Project, divisional staff also contributed directly to the development of institutional policies and procedures which, when implemented, will enhance the work of the division. Staff also designed and completed several special projects during the year.

The Public Archives received a \$4000 grant in 1995 from the Hannah Institute for the History of Medicine (Archives/Museum Studies Medical History Internship Program) to support major project work involving the Joint Committee on [Medical] Archives Manuscript Collection. This extensive holding—on deposit with the Public Archives since 1980, but virtually inaccessible and unknown—encompasses a broad array of archival material pertaining to the history of the medical profession in Nova Scotia. The scope and content of the collection identify it as unique, and as the premier holding of its type in Eastern Canada.

The nine-week project, designed and supervised by Lois Yorke and Wendy Thorpe, was carried out by a contract employee, Maureen Young, MLIS. The objectives were to finalize and formalize the arrangement, description, restrictions on access, terms governing use and reproduction, and legal/physical custody of the collection. During the project, the holding was formally identified as:

***The Medical Society of Nova Scotia fonds.*** Textual records, published material, sound recordings, moving images and graphic materials. —1790–1981 (predominantly 1853–1981). Fonds includes correspondence, research files, reports, minutes of meetings and conferences, statistics, press clippings, publications, miscellaneous items and ephemera; 12 functional series and 144 sub-series were identified within the 29-m fonds. Finding aid: fonds, series, and selected sub-series descriptions, file lists, partial name/subject index. Access restrictions.

A second special project was designed and supervised by Lois Yorke and Julie Morris in December 1995. Shelley Pratt, a student intern from the Archival Technician Program at Algonquin College, Ottawa, spent two weeks working on the Nova Scotia Institute of Science fonds. The project consisted of sorting and determining preliminary arrangement for two accruals; their integration into the main fonds; and background research to provide information for a RAD (Rules for Archival Description)-compliant fonds-level description.

A third special project was developed by Wendy Thorpe to provide improved access to the Mary E. Black fonds, in anticipation of increased use of this significant multiple-media holding (Black was an internationally known weaver, author, and occupational therapist; her *Key to Weaving* remains the standard text). Retrospective intellectual arrangement and description have resulted in fonds and series descriptions, file lists, and a partial item list.

A preservation reformatting project developed by Julie Morris for the Chipman Family fonds provided unexpected benefits for both collections management and researcher access. The project was originally designed to preserve the more fragile and frequently used sections of this important holding by providing a microfilm copy for research purposes. Retrospective intellectual arrangement and description, undertaken in preparation for filming, provided significant new information regarding provenance, custodial history, and internal relationships within the holding. What was formerly known as the "Chipman Collection," accessed primarily by a name index, has now been identified as:

**Chipman Family fonds.** Textual records and microfilm.—1760–1899. Fonds includes family papers and records; business records; records of the Court of General Sessions and of the Inferior Court of Common Pleas; records for the management and ownership of marshlands and dykes; and militia records. Six series have been identified. (MG 1, Vols. 181-218; PANS mfm. #9203-9206, 9210-9212, 9215 and 10,154; 3.8 m) Finding aid: fonds and series descriptions, file lists, and index.

Over 66 metres of new material (exclusive of microfilm) were accessioned by the division during 1995–96. Some 75 items or aggregate acquisitions were described and added to MG 50 (Genealogical Manuscripts Collection) and to MG 100 (Miscella-



neous Manuscripts Collection). MG 20 (Societies and Organizations) remains the fastest-growing component of the private-sector holdings; women's activities during the 20th century are particularly well-represented in this acquisition area.

The following appendix lists the major and/or significant arrangement and description projects undertaken within the Manuscripts Division during 1995–96:

**Beaverbrook, Lord** (Baron Beaverbrook, William Maxwell Aitken). Microform.—1903–69. Fonds consists of a series of the renowned philanthropist and financier's Canadian correspondence relating to business affairs, prominent persons and general events. (PANS Mfm. #9278-9319; 42 reels.) Finding aid: fonds, series, and sub-series descriptions, file lists.

**Bell, Mary Allison.** Textual records, graphic materials and published material.—1860–1992. Fonds created and accumulated by Professor of Pathology, specializing in the study of diseases of the brain, particularly Alzheimer's; includes family records and histories, student and teaching records, published clinical research papers, scrapbooks, ephemera, photographs, albums, sketches and watercolours. Subjects include: Bell, Rathbun, Allison, Irish, DeWolf and related families; Royal Nova Scotia Yacht Squadron; Maritime Dental Supply Co.; Canadian Red Cross Society; Halifax Ladies' College; Dalhousie Medical School; social life and customs in Halifax and Chester, 1920s–60s. (MG 1, Vols. 3652–3660; 2.55 m and 46 books; graphic and published materials transferred.) Finding aid: fonds and series descriptions, file lists.

**Buchanan, John M.** Textual records, graphic materials, sound recordings, and moving images.—1948–93 (predominantly 1971–90). Fonds created and accumulated by former premier, cabinet minister, Progressive Conservative party leader, Leader of the Opposition, and MLA for Halifax Atlantic; includes political, constituency, and party association files, departmental files, and some personal papers. (MG 2, Vols. 1887–1973, 25.7 m.; sound recordings, moving images, and graphic materials transferred.) Finding aid: fonds, series, and sub-series descriptions, file lists. Access restrictions.

**Campbell, John Malcolm.** Textual records.—1843–1921. Fonds created and accumulated by three generations of lighthouse superintendents on St. Paul's Island (22.5 km off the northerly tip of Cape Breton Island) and Sable Island. Subjects include: lighthouses and lighthouse keepers, shipwrecks, weather, and family history. (MG 1, Vol. 3509; 30 cm [14 vols.].) Finding aid: fonds description, item list.



[**Jessen, Dettlieb Christopher** (1730–1814); attributed]. Textual record.—1750s; 1875. One-page holograph, containing information concerning the Payzant family massacre (1756) and Mi'kmaq raids near Lunenburg (1758), with added notations (1753; 1875). (MG 100, Vol. 263, No. 1.)

**LeBlanc, Guy J.** Textual records, 1 photograph.—1984–92. Fonds created and accumulated by former cabinet minister and MLA for Clare; includes constituency, committee, and departmental files. (MG 2, Vols. 1974–1990, 5 m.) Finding aid: fonds, series, and sub-series descriptions, file lists. Access restrictions.

**MacNeil, Chuck W.** Textual records.—1981–93. Fonds created and accumulated by former cabinet minister and MLA for Guysborough; includes constituency, committee, and departmental files. (MG 2, Vols. 1867–1886, 5.2 m) Finding aid: fonds, series, and sub-series descriptions, file lists. Access restrictions.

**Macneill, Isabel.** Textual records, graphic materials, and sound recordings.—1927–95. Fonds created and accumulated by navy commander, superintendent of correctional institutions (including Kingston Penitentiary for Women), and penal reform activist; includes correspondence, reports, addresses and commentaries, scrapbook, copies of legislation, newspaper clippings, minutes of organizations and newsletters, photographs, and sound tape cassettes. Subjects include: RCN in WWII; war-time and post-war Halifax; social life and customs of Halifax, 1920s–40s; Ajax Club; Women's Royal Canadian Naval Service; correctional institutions; penal reform; young offenders; female offenders; and alcohol and drug addiction. (MG 1, Vols. 3645–3651; 1.35 m; graphic materials and sound recordings transferred.) Finding aid: fonds, series, and sub-series descriptions, file lists. Access restrictions.

**Maher, Thomas.** Textual records.—1856–81. Fonds created and accumulated by Thomas Maher (ca. 1813–82), trader and merchant in Glen Margaret and Dover area; includes account-books, day-books, and fish-books re: fishery in western Halifax County. (MG 3, Vol. 6190; 32 cm [16 vols.]) Finding aid: fonds description, item list.

## Government Archives Division

Margaret Campbell, Barry Cahill, Georges Dupuis, John MacLeod, Anjali Vohra

### Acquisitions

Office of the Premier: 66.0 m.

Department of Health: 35.25 m.

Nova Scotia Securities Commission: 15.3 m.

Industry, Trade and Technology: 15.0 m.

Department of Tourism and Culture: 14.65 m.

### Appraisal, Arrangement, and Description

**City of Halifax.** Appraisal of some 600 metres, comprising our entire holdings of their textual records. Records having evidential value and, in some cases, uniquely high informational value were identified for retention. Approximately 300 m will be destroyed and/or returned to the Halifax Regional Municipality.

**County Courts of Nova Scotia.** Halifax County case files. Appraisal of 86 boxes, with identification of selection criteria which will have general applicability to appraisal of County Court case files.

**Department of Agriculture.** Conducted an appraisal of their records and prepared appraisal reports which will form part of the disposition plans in their STOR (records schedule).

**Nova Scotia Securities Commission.** 15.3 m. Appraisal and inventory completed.

**Department of Tourism and Culture.** 14.5 m. Appraisal completed.

**Department of Advanced Education and Job Training;** 13.5 m. Appraisal completed.

**Department of Education.** Teacher Certification Division; 20 vols. Appraisal completed.

**Department of Education.** 5.65 m. Appraisal completed.

***Supreme Court of Nova Scotia in Cumberland County;*** 4.8 m. Appraisal completed.

***Human Rights Commission Cape Breton Regional Office.*** 3.6 m. Appraisal completed.

## **SPECIAL PROJECTS    Repository Guide**

Project was funded jointly by the Public Archives of Nova Scotia and the Canadian Council of Archives under its Control of Holdings Program. Phase 1 of the project was designed to produce prototype entries for a guide to PANS's archival holdings of the Nova Scotia Government. Two contract employees, Gwen Gorrill and Susan Ozon, were hired to carry out the project. Their work included the intellectual arrangement of the records of government departments, agencies and commissions into fonds and series, and the preparation of descriptive records according to RAD. They prepared 123 descriptive entries at the fonds and series level.

### **Association of Municipal Administrators Records Management Manual**

GAD staff archivists contributed considerably in an advisory capacity to the development of this manual for the classification, scheduling, and management of the records of Nova Scotia municipalities. The division head provided liaison through her membership in the Association of Municipal Administrators Records Management Committee.

### **Information Policy Initiative**

The division head, Margaret Campbell, was one of a team of 20 members from 18 departments whose mandate during a four-month period was to develop an information policy for the Nova Scotia Government. As a member of the Information Management Resources Working Group she drafted policies on Information Resource Preservation, Disaster Planning and Recovery, Vital Records, Security, and Electronic Mail Security.

## Library

Allan C. Dunlop, Lillian Leonard, Anjali Vohra, Troy Wagner

During the 1995–96 reporting period, Newspaper Specialist, Anjali Vohra, resigned on 16 June to accept a position in the Government Archives Division. Ms Vohra had a decade of dedicated service with the Library Division. A competition to fill the vacancy was held and Mr. Troy Wagner was offered a one-year contract, which commenced on 9 August. In February–March 1996, Ms Heidi Lund, a student at the Dalhousie University School of Library and Information Studies completed 100 hours of professional service at PANS as part of her course requirements.

Significant progress continues to be made in reducing the backlog of uncatalogued items. As will be noted in the report of the Preservation Archivist, a number of Nova Scotia newspapers were microfilmed during the reporting period. These included a run of the New Glasgow (Westville) *Free Lance*, 1942–71, and the *Annapolis Royal Spectator*, 1989–95. Through the assistance of the Bermuda Archives, the Library arranged to microfilm a year of *The Nova Scotia Gazette and The Weekly Chronicle*, 1770–71, held at that institution. This represents an important addition to our holdings of pre-1800 newspapers. Also D.H.O. Owen, Registrar, Privy Council Office, London, arranged for the filming of the judgement and evidence in the case of the *Imo* vs. *The Mont Blanc*. This case stemmed from the 1917 Halifax Explosion and decision was rendered in 1920 by the Imperial Privy Council. (Microfiche: G786, #1-19.)

### Statistics

#### Acquisitions

Purchases	137
Donations	207
Government	246
Serials	1,772
<b>Total</b>	<b>2,362*</b>

\* Most serials are already catalogued

Items catalogued	1,298
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### **Inter-Institutional Library Loans (ILL)**

PANS participates in the ILL only to the extent that it will make a limited number of photocopies and forward these copies to the requesting institution. However, our patrons make extensive use of the opportunity to call material in to PANS. In 1995–96, 133 such requests were received and PANS was able to fill 119 of these orders.

### **Exhibitions**

In August 1995, the Chase Exhibition Room was used by the Royal Canadian Golf Association for its display "100 Years of Golf in Canada." In the Lobby area the Halifax-Dartmouth Bridge Commission mounted an exhibit titled "Angus L. Macdonald Bridge: 40th Anniversary" and PANS prepared a display concerning the "Halifax Civil Emergency Corps—World War II."

### **Tours/Research Groups**

In this reporting period PANS hosted some 25 groups for tours or research visits. There were the usual school tours from junior high to university. As well such diverse groups as Japanese exchange students, Nova Scotia Home Economics Association, the Charitable Irish Society, and the New England Genealogical and Historical Society took advantage of the learning experiences PANS can offer.

### **Job Shadow**

Vivian Shotwell, Grade 9, Shambhala Middle School, spent a portion of a day learning what an archives is and does.

## **MICROFILM UNIT**

Rosemary Barbour, Linda Cookson

During the past fiscal year, the Public Archives added 964 reels of positive microfilm and 103 reels of negative microfilm to its holdings. Linda Cookson, micrographer, filmed and inspected 76 reels of 100-ft 35-mm microfilm. One fonds was borrowed for filming (1 reel microfilm); the balance of in-house filming was preservation filming of parts of 12 fonds/collections from PANS holdings requested under the annual solicitation of divisions for preservation priority projects.

Eight acquisitions of new material were received and comprised 889 reels of microfilm. One acquisition was purchased (26 reels), one was borrowed for filming (1 reel) and six were received as donations from the National Archives of Canada (3 acquisitions; 303 reels), Parks Canada (1 acquisition; 517 reels), and the House of Lords, London (1 acquisition; 42 reels).

**Notable accessions during the year include:**

**Lord Beaverbrook Papers.** Series "A" of Lord Beaverbrook Papers consisting of correspondence of Baron Beaverbrook, William Maxwell Aitken, relating specifically to Canadian affairs; 1903–54. PANS mfm. 9278-9319; 42 reels. Finding aid; file list.

**Sir Robert Borden fonds.** Diaries, correspondence, "Private War File" and notes concerning the memoirs of Sir Robert Borden, lawyer, politician, and former prime minister of Canada, 1866–1937; 1866–1937. PANS mfm 16660-16874; 215 reels. Finding aid: file list, subject, and author and chronological indices.

**Haldimand Papers.** Correspondence and records of commands at Trois Rivières, Florida, New York, and Quebec of Lieutenant General Sir Frederick Haldimand and public papers left at Quebec by Sir Guy Carleton; 1756–86. Accrual. PANS mfm 16603-16658, 21483-21489; 63 reels. Finding aid: file list and calendar.

**J.C.B. Olive, Funeral Director and Embalmer, Truro.** Funeral records and ledgers; 1899-1927. PANS mfm 9236; 1 reel. Finding aid: nominal index.

**Parks Canada Microfilm Collection.** Records and papers of Great Britain Admiralty 1, 128, 129, 155; Great Britain Colonial Office 5, 188, 189, 193, 194, 226, 227, 410; Great Britain War Office 1, 17, 30, 34, 97; Canada Department of National Defence, Department of Public Works, Department of Railways and Canals; Great Britain National Maritime Museum Halifax Dockyard records; Haldimand Papers; Tredegar Manuscripts; *Canadian Historical Review*, and theses and publications concerning Eastern Canada and the USA; 1696–1981. PANS mfm 21000-21515; 517 reels. Finding aid: reel list.

Twenty-three purchase orders, for a total of 111 duplicate reels of microfilm, were received and processed during the year yielding a revenue of \$7,215.

**PANS PRESERVATION  
PROGRAM**

Rosemary Barbour

In April 1995, the position of Preservation Archivist was created at the Public Archives. The first activity was a review of the document "Public Archives of Nova Scotia Preservation Study," which had been prepared for the Public Archives under contract in 1994-95. This document was a "preliminary assessment of the impact of creators', custodians', and archives' activities and facilities on the preservation of records scheduled for archival retention and/or donation to the Public Archives of Nova Scotia." A number of recommendations listed in this document were targeted as goals to be achieved in the first year.

An institutional policy statement and general preservation policy were drawn up and presented to Management Committee for comment. Draft procedures for the inspection and handling of original material produced for researchers in search rooms and a draft condition report were circulated to staff for comment. These will be revised and circulated in the new year. Housing supplies used by the archives were evaluated and their location consolidated within a central supply area. Preservation-quality supplies were adopted as an institutional standard.

Two staff training sessions on care and handling were presented by Julia Landry, Council of Nova Scotia Archives conservator, on 26 February and 4 March 1996 to 27 full-time and part-time members of staff. Recommendations from staff were noted and are being or will be addressed in the upcoming year.

Two photocopiers were removed from vaults housing archival material and the use of cleaning solutions in vault areas limited.

Databases for all PANS newspaper negative holdings (3542 entries) and for all library microfilm holdings (842 entries) were compiled. The archives now has a complete reel inventory of its negative microfilm holdings and, when used in conjunction with the library newspaper finding aid, a complete reel inventory of its positive microfilm holdings. These databases will be merged to produce a shelf list of positive microfilm to assist in the physical management of microfilm in the search room.

Work has begun on a comprehensive institutional disaster preparedness and response document and will continue in the new year.

Projects to be initiated in the 1996–97 year include the introduction of a reformatting program for records of high intrinsic value and the institution of a regular dubbing program for the Sound and Moving Image Division. Preservation reformatting will be extended to include photographs, maps, and plans and will include some conservation treatment.



## Sound and Moving Image Division

JoAnn Watson, Barry Smith

### Acquisitions

Rosemary MacAulay fonds

James MacSwain fonds

John M. Buchanan fonds

Marjorie Whitelaw fonds

### Appraisal, Arrangement and Description

#### **Gary Burrill fonds**

Gary Burrill fonds [sound recordings, textual records].—1980–81.—109 sound cassettes and 140 cm textual material.

The fonds consists of sound recordings, correspondence, edited and unedited transcripts of interviews, and other materials gathered in the research and development of the book *Away, Maritimers in Massachusetts, Ontario, and Alberta* (published in 1992). During the years 1980 and 1981, Burrill interviewed approximately 108 people who had left the Maritimes to take up residence in either Massachusetts, Ontario, or Alberta to find employment. The vast majority of the interviews were conducted in 1981 as he travelled to each of the aforementioned places. The exceptions to this were the interviews done with John Johnston and Leo and Marg St. John, which were conducted in 1980 here in the Maritimes. This was done because he had envisioned part of the book dealing with returned exiles but later reconsidered and did not follow through on this idea.

#### **Rosemary MacAulay fonds**

Rosemary MacAulay fonds [moving images].—1986; 1990–94.—14 videocassettes (ca. 27 hours): analog.

This fonds contains videos created by Rosemary MacAulay between 1990 and 1995. Circa 1990, Ms MacAulay and other members of the Nova Scotia Women Artist's Network did a performance piece protesting cuts to women's centres by the federal government. This piece was created by rewriting a few skipping rhymes. In MacAulay's own words "the performance was well received. Even after the performance women from the audience continued to skip. They were having great fun. Skipping, obviously,

was something they all had done.” Later, around that same time, the Centre for Art Tapes offered scholarships to introduce artists to video, audio, and computer technology. MacAulay needed a subject for a project and decided that this would be an ideal way to explore the subject of skipping as well as her interest in video technology.

**Halifax Cablevision fonds.** Choyce Words series

Choyce Words Series accrual.—[moving images].—1994–95.—8 videocassettes (ca. 8 hours): col; 1/2" SVHS.

These videotapes represent the 1994–95 season of Halifax Cablevision’s Choyce Words series, hosted by Lesley Choyce.

**Video Theatre Association collection**

Video Theatre Association fonds.—[moving images].—[ca. 1970–84].—227 videoreels (>137 hrs): b/w, col; 1/2", 3/4" + catalogue, submission, assorted pamphlets, handwritten notes.

Fonds consists of 227 videoreels of the Video Theatre Association for use by the public to view or copy, subject to access. The videoreels cover a variety of subjects from daycare to retirement, unemployment to wages, and video equipment to video techniques.

Shelley Pratt, a student in the Archives Technician Program at Algonquin College, Ontario, spent a portion of her work term in the Sound and Moving Image Division. She produced a description of the Video Theatre Association Collection based upon Rules for Archival Description.

**SPECIAL PROJECTS**

Barry Smith was hired on contract starting June 1995; his duties are divided between working on the PANS’ locations database and working as an archival assistant in the SMI division.

## Graphic Materials Division

Garry Shutlak, Philip Hartling, Gail Judge

Thirty-eight fonds/collections were acquired, appraised, arranged, and described; description of principal acquisitions to follow.

### Principal Acquisitions

**Halifax Civic Emergency Corps**—[graphic material] 1942–45—99 photographs. Accession Number 1995-188.

This file forms part of the H.C.E.C. fonds previously catalogued as MG 20, Vol. 721, No. 40. It consists of photographs by Roy Tidman, of the Halifax Chronicle and Daily Star; David King, the Halifax Herald and Mail; C.V. Maxwell, J.C.M. Hayward, and others. The photographs demonstrate the various corps activities, buildings and fire fighting equipment. It, along with the John F. Rogers collection, 1995–370 adds considerably to our graphic history of Halifax-Dartmouth during World War II.

**Dorothy C. Ward Collection**—[graphic material]. 1932–198—5 photographs, 16 drawings. Accession Number 1996-20

This collection consists of original architectural plans, photographs and specifications for the home of Mrs. Ward, designed for her by Andrew R. Cobb in 1932. The collection also includes alterations to the house in 1945 by C. St. J. Wilson.

**Roland H. Sherwood fonds**—[graphic material] 1909–81 (primarily 1950–81)—667 photographs: 616 negatives, 49 photographs, 2 slides. Accession Number 1996-127

Dr. Sherwood was a news writer and photographer for the *Pictou Advocate*. The fonds consists of photographs of Sherwood and other individuals, Pictou County buildings and activities, monuments in Pictou, Cumberland, and Guysborough counties, ships, and other maritime activities.

**Edith Reid fonds**—[graphic material] ca.1904–22, 102 items. Accession Number 1996–78

Edith Reid from New York state vacationed in Chester during the first two decades of this century. The fonds includes images of Chester, Lunenburg, Blandford, Tancook Island, Yarmouth, Pubnico, and Clementsport. Of particular interest is a rare photograph of a Mi'kmaq group with baskets, in front of a wigwam, Chester, ca. 1910.

**Ellen Wainwright fonds**—[graphic material] 1916–ca.1940 (predominantly 1916–ca.1921)—250 photographs: two albums (248 images), two loose photographs. Accession Number 1996-101

Ellen (O'Brien) Wainwright attended Edgehill School for Girls, Windsor. Her albums include images of fellow students and school activities. There are photographs of military personnel and installations, World War I, and various scenes of Kings and Hants County.

### **Arrangement and Description**

During the past year ten fonds/collections (previously accessioned) were made available to the public through our Inventory lists and access guide.

An additional 1,500 images were identified and added to the Notman Collection and an additional 10,000 images previously listed added to the Notman finding aid computer database bringing the number of entries to over 14,000.

Also catalogued and entered into the computer database were 2,400 images from the Georgia Cunningham collection bringing the number of identified images entered to 8,200.

**Conservation**

The Tom Connors Collection of Sports Photographs, 785 items in 27 boxes, were individually enveloped. Each envelope was captioned and the call/location number cited.

Staff reboxed 28 fonds/collections and properly enveloped them during the past fiscal year.

The division also commenced the reboxing and enveloping of the Clara Dennis fonds, which should continue next year.



## Administration Division

Katherine Gagne's secondment to Records Management was extended for the fiscal year 1995–96 as was Lesley Muise's term replacement.

In the summer of 1994 the Department of Natural Resources approached PANS and the Maritime Museum of the Atlantic with a proposal to reduce our energy consumption through a contract with an energy service company. A Request for Proposal was prepared by Natural Resources after a Request for Quotation had selected qualified companies. The contract was signed in late 1995 and work began on the modifications to the building systems in February of 1996. At this time the anticipated length of the contract is seven years, and the anticipated savings at the end of the contract will be approximately \$25,000 per year.

The upgrading of the landscaping took place in the summer of 1995. A two-year tender for security services was called in June and the successful bidder was Eagle Security Limited. A three-year contract for janitorial services was let to D & J Cleaning Services Ltd. in December 1995.

To assist us in the implementation of the Local Area Network, the building was rewired with integrated cable for both data and voice transmission in July 1995. The Administrative Officer attended a Network Administrator Course offered by the Technical University of Nova Scotia in preparation for her duties as administrator of the LAN, once it was installed on-site. With \$45,000 made available from the Department of Supply and Services, we purchased a file server, uninterruptable power supply, six pentium computers, networking software, and other support software.

A request to the Department of Supply and Services led to a contract to upgrade the security system for the building. Access is now via a keypad instead of bypass keys, and several protective devices in the building were replaced.

In 1994, the Minister of Education and Culture brought together several cultural institutions under his responsibility to participate in a cooperative marketing scheme. A marketing campaign, known as the "Culture Crawl" was the result of this cooperative effort. The institutions included the Public Archives of Nova Scotia, the Art Gallery of Nova Scotia, the Nova Scotia Museum of Natural History, the Maritime Museum of the

Atlantic, and the Nova Scotia Centre for Craft and Design. Later in the process the Halifax Citadel was also asked to participate. An application was made to the Cooperative Agreement on Cultural Development for funding, and \$25,000 was received to assist in the marketing efforts. Ads were placed in the 1995 *Doer's and Dreamer's Guide* as a first step in introducing the marketing plan. An insert in the *Chronicle-Herald* was produced in July and distributed to 100,000 subscribers in the Halifax, Bridgewater, Kentville and Truro regions of the province. Advertisers in this insert gave discounts to Culture Crawl participants as an incentive for them to take part. The first year of this program was deemed a modest success, and it was decided to repeat it in 1996.

## Activities

**Carman Carroll** was appointed to a second three-year term to the Canadian Cultural Property Export Review Board. He prepared and delivered workshops on the Monetary Appraisal of Archival Records to the Association of Newfoundland and Labrador Archivists in December 1995 and the Council of Nova Scotia Archives (CNSA) in March 1996. He attended the annual meeting of the Association of Canadian Archivists (ACA) and two meetings of the National/ Provincial/Territorial Archivists. He is a member of the ACA 1998 Local Arrangements Committee (the conference will be held in Halifax).

Mr. Carroll serves as ex-officio member of the Council of Nova Scotia Archives Executive and the CNSA Preservation Committee. He attended the annual CNSA conference. He was a member of the planning committee for the North American Fur Trade Conference held in Halifax. He continued to serve on the Alliance of Libraries, Archivists and Records Managers (ALARM) initiative as well as the Dr. Helen Creighton Foundation. In May 1995 he attended the American Records Managers Association (ARMA) Halifax Chapter Seminar, "Managing Electronic Records." He also attended an Introduction to Windows and a Pre-retirement Planning seminar.

**Allan C. Dunlop, Associate Provincial Archivist**, continued to serve as the PANS representative on the Medical History Museum of Nova Scotia Society and also continued as an Atlantic Representative on the National Archival Appraisal Board. From 29 September to 1 October he attended the Annual Meetings of the Atlantic Association of Historians, held in Sydney and co-hosted by the University College of Cape Breton and Fortress Louisbourg. On 19 February 1996 he addressed the Pictou County Genealogical Society on "The Writings of George Patterson." He once again served as a judge for the Colchester Historical Society heritage contest and attended the awards ceremony in Truro on 22 February. He also attended an Introduction to PCs and DOS and a Pre-retirement Planning seminar.

**Rosemary Barbour, Preservation Archivist**, serves as Chair of the Council of Nova Scotia Archives Preservation Committee, supervisor of the Council of Nova Scotia Archives (CNSA) contract conservator, and member of the Anglican Diocesan Archives Committee. She attended the CNSA spring conference on computer applications in archives (26–28 April 1995), the CNSA workshop on the preservation of audio-visual materials (16–18 August 1995), a CCA workshop on preservation management for archives sponsored by the CNSA (3–4 November 1995), two workshops on



care and handling presented to PANS staff by Julia Landry, CNSA conservator (26 February and 4 March 1996), a disaster drill presented by the Dartmouth Fire Department at Cole Harbour Heritage Farm Museum (4 October 1995), and a basic emergency preparedness course given by Emergency Measures Organization (NS) (20–22 February 1996); she also attended ARMA seminar on Managing Electronic Records and an Introduction to Windows. She also sits on the PANS Arrangement and Description Committee.

**Darlene Brine, Archival Assistant, Manuscripts Division**, attended the Council of Nova Scotia Archives 1995 Conference in Halifax, 26–28 April. She also attended an Introduction to Personal Computers and DOS, 7–8 September; the Care and Handling of Archival Collections Workshop, 26 February 1996; and Understanding Records Management, sponsored by Nova Scotia Records Management, 20 March.

Ms Brine is a member of both the Preservation Committee and the Dr. Phyllis R. Blakeley Award Committee within the Council of Nova Scotia Archives. In-house, she continues as a member of the Acquisition and Accessioning Working Group (Life Cycle Project).

**Barry Cahill, Archivist, Government Archives Division**, in May 1995 attended the ARMA Halifax Chapter Seminar, "Managing Electronic Records." In October he presented a paper at the conference, "Religion, Society and Culture in Atlantic Canada in the 20th Century," at the University of New Brunswick (Fredericton). In December he read a paper at the regular monthly meeting of the Royal Nova Scotia Historical Society. He continues as Editor of the *Nova Scotia Historical Review* and as a member of the in-house working group on Appraisal [Life Cycle Project]. He is a vice-president of the Royal Nova Scotia Historical Society and a member of both the Society of Archivists and the Society of American Archivists.

**Margaret Campbell, Division Head, Government Archives Division**, in May 1995 attended the ARMA Halifax Chapter seminar, "Managing Electronic Records"; she also attended an Introduction to Windows. In December she and Gerald Stone of the National Archives of Canada presented a two-day workshop to the Council of Nova Scotia Archives on describing graphic materials using *Rules for Archival Description* (RAD). She is a member of the Association of Municipal Administrators Records Management Committee and of two joint PANS–Nova Scotia Records Management Committees, the Committee on Archives and Records Management (CARM) and the STOR Development Committee. She continues as chair of the in-house Appraisal Working Group.

**Linda Cookson, Micrographer**, attended a care and handling workshop on 4 March 1996.

**Georges Dupuis, Archival Assistant, Government Archives Division**, is a member of the in-house Accessioning and Acquisition Working Group and Occupational Health and Safety Committee. He is Membership Secretary for the Council of Nova Scotia Archives (CNSA) and was a member of the Local Arrangements Committee for the CNSA Spring Conference 1995. He attended the CNSA Spring Conference, 26–28 April 1995; Introduction to Personal Computers and DOS, 7–8 September 1995; and Care and Handling of Archival Collections Workshop, 4 March 1996.

**Francine Hannam, Secretary**, attended Understanding Records Management; Introduction to STAR and STOR; and Introduction to Windows.

**Philip Hartling, Archivist, Graphic Materials Division**, attended Introduction to PCs and DOS; Introduction to Windows. He is a member of the PANS Public Service Working Group and the Evening and Weekend Operations Committee. He is the Publicity Chair of the Heritage Trust of Nova Scotia.

**Gail Judge, Secretary**, attended one workshop. She is the NSGEU representative for the Clerical and Technical Staff, a member of the PANS Public Service Working Group and the Evening and Weekend Operations Committee. She is Corresponding Secretary of the Genealogical Association of Nova Scotia.

**Mary King, Administrative Officer**, attended Managing Electronic Records Seminar (ARMA), Identifying Functional Requirements for Electronic Record Keeping (Dalhousie School of Library and Information Studies), Novell Netware and Ethernet (TUNS), HTML Authoring (Dalhousie), Introduction to the Internet (Sigma Computers), CNSA spring conference.

Ms King is a member of the following Committees: Management Committee, Union Management Relations Committee, Head, Automation Working Group, STAR for Agencies, Boards and Commissions, ACA '98 Local Arrangements Committee, Weekend and Evenings Operations Committee.

**Lillian Leonard, Library Assistant**, attended the CNSA Spring Conference held 27–28 April 1996 in Halifax. The conference examined the subject of computer applications in archives and she also attended a course Introduction to Windows. She is also a member of the Halifax Library Association.

**John MacLeod, Archivist, Government Archives Division**, attended the annual conference and meeting of the Association of Canadian Archivists held in Regina the week of 16 June 1995. While there he also attended a workshop on the application of *Rules for Archival Description* to moving image and sound materials. He continues to serve as a member of the Automation Working Group of the Life-Cycle Project.

**Julie Morris, Archivist, Manuscripts Division**, attended the CNSA-sponsored Care and Handling of Archival Collections Workshop in March 1996. She also attended a workshop: Introduction to STAR and STOR.

In May 1995 she presented a two-day Advanced Arrangement and Description Workshop, sponsored by the Association of Canadian Archivists, to the Association of Newfoundland and Labrador Archivists, in St. John's.

In-house, Ms Morris continues as a member of the Arrangement and Description Working Group (Life Cycle Project).

**Lesley Muise, Clerk/Typist**, attended Introduction to Windows.

**Tina Parsons, Secretary**, attended Understanding Records Management, Introduction to STAR and STOR, Introduction to Windows.

**Garry Shutlak, Head, Graphic Materials Division**, attended three workshops and gave four presentations; he also attended Introduction to PCs and DOS. He represented PANS on the Heritage Project Inventory and Draft Policy Committee, Halifax Regional Municipality. He is Secretary of the Heritage Trust of Nova Scotia.

**Wendy Thorpe, Archivist, Manuscripts Division**, attended the Care and Handling of Archival Collections Workshop on 4 March 1996, presented by Julia Landry, Conservator with the Council of Nova Scotia Archives. She also participated in the CNSA workshop, Appraisal for Tax Credit, given by Carman Carroll, Provincial Archivist, on 30 March.

In-house, she continues as a member of the Appraisal Working Group, inaugurated in December 1994 to develop and implement institutional policies and procedures for the appraisal function, as recommended by the *Report on the Life Cycle of Recorded Information*.

**Anjali Vohra, Archival Assistant, Government Archives Division**, took a course in Automation and Networking at the School of Library and Information Studies, Dalhousie University, January–April 1996. She also attended the Council of Nova Scotia Archives Spring Conference, 26–28 April 1995; Care and Handling of Archival Collections Workshop, 4 March 1996; and Introduction to Windows, March 1996. She is Membership Secretary of the Royal Nova Scotia Historical Society and Co-chair of the Dalhousie University School of Library and Information Studies Alumni Association. She is also a member of the in-house Arrangement and Description Working Group, the Halifax City Regional Library Focus Group on the Needs of the Library Community, and the Nova Scotia Government Newspapers Network Coordinating Committee.

**Troy Wagner, Newspapers Specialist**, represented the PANS Library at three meetings of the Government Libraries Council.

**JoAnn Watson, Head, Sound and Moving Image**, Management committee of PANS; CNSA Executive Committee, as Treasurer as of 1 April 1995. Coordinator of the PANS' Working Group on Arrangement and Description, part of [phase three] of the Life Cycle of Recorded Information project.



Ms Watson participated in the following seminars and conferences: Managing Electronic Records day-long seminar, Halifax: May FIAF Conference, Los Angeles: April; National Association of Broadcasters Convention, Las Vegas: April; Atlantic Region Audio-Visual Workshop, Halifax: August; Joint FIAT/IASA Conference + Library of Congress Symposium on Emergency Preparedness & Disaster Recovery, Washington: September; Association of Moving Image Archivists Annual Conference, Toronto: October; Preservation Management Workshop, Halifax: November; Identifying Functional Requirements for Electronic Record Keeping Workshop, Halifax: November; Organized the Atlantic Region Audio-Visual Workshop with Carolyn Gimian. The workshop which was held 16–18 August at the Public Archives of Nova Scotia was sponsored by the CNSA, and was directed at professionals working specifically with audio-visual material held in repositories in the Atlantic region.

Two evening Oral History seminars were given, one at St. Mary's University, Halifax, and one in Truro to Dr. Jim Morrison's students.

***Lois Yorke, Head, Manuscripts Division,*** attended the Council of Nova Scotia Archives 1995 Spring Conference, Halifax, 26–28 April. She also attended the Managing Electronic Records seminar in May, sponsored by the Association of Records Managers and Administrators; a training session for Microsoft Windows in July; a two-day workshop on Preservation Management for Archives in November, sponsored by the Association of Canadian Archivists and the CNSA; and in March 1996, CNSA workshops on the Care and Handling of Archival Collections and Appraisal for Tax Credit.

In late May, she assisted in a special Outreach Orientation Session held in Halifax to introduce the Public Archives to participants in the Research Tour to Nova Scotia, sponsored by the New England Historic Genealogical Society, Boston, MA. In August she discussed Irish Resources at the Public Archives, during the Irish Genealogical Seminar sponsored by An Cumann/Feis Nova Scotia, at Saint Mary's University. And in March 1996 she represented the Public Archives at an ALARM (Alliance of Libraries, Archives and Records Management) focus group in Halifax, examining human resource development within the three professions.

During 1995, Ms Yorke completed a two-year term as President, CNSA, and a one-year appointment to the Board of Directors, Canadian Council of Archives; in August she became President of the Genealogical Institute of the Maritimes. She was also appointed to the Canadian Committee on Archival Description, sponsored by the CCA, the ACA and the Bureau of Canadian Archivists. In March 1996 she was named to the interim board of the Nova Scotia Genealogical Network Service, as the Public Archives' representative. 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; and a member of the Advocacy Committee of the Federation of Nova Scotian Heritage.

In-house, Ms Yorke is a member of both the Management and the Evening and Weekend Operations Committees; and is coordinator for the Public Service Working Group (Life Cycle Project). During 1995 she also participated in an ad hoc committee struck to work with Learning Resources and Technology (NS Department of Education and Culture) in the development of two introductory video presentations for the Public Archives.

### ***Nova Scotia Historical Review***

Barry Cahill, Editor; Lois Yorke, Literary Editor

Volume 15, Number 1, published in June 1995, contained nine articles and 163 pages.

Volume 15, Number 2, published in December 1995, contained nine articles and 161 pages; it was the third and last to be printed under the current three-issue tender held by McCurdy Printing (1995) Limited. Quality-control problems affecting some previous issues (binding, inking) were satisfactorily resolved by the Publishing Section of the Department of Supply and Services.

The Department of Education and Culture divested itself of financial responsibility for *NSHR*. This was a watershed, the journal having been supported by an annual subvention from the department of government responsible for culture ever since its inception in 1981. The entire burden had to be assumed by PANS, which provided a line of credit of \$10,000 per annum.

Renewals, taken together with new subscriptions, fell below the 500 level, a continuing decline which does not augur well for the future of the journal. Yet the journal is more popular than ever with submitters of manuscripts. Perhaps because submissions are not subject to external peer review, *NSHR* receives more unsolicited, publishable manuscripts than it can possibly publish in one or even two years.

In addition to the Literary Editor, the paid staff of the journal continued to be Dr. Allen B. Robertson (Book Review Editor), Stephen Crowell (Business Manager) and Francine Hannam (Secretary).

## Public Service Statistics

1 April 1995–31 March 1996

Number of researchers registering at  
first floor security desk

New Registration Cards Issued:	4,615
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Registered Daily Users:	17,926
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# **The Public Archives of Nova Scotia**

**Financial Statements  
for the Year Ended  
March 31, 1996**

## Auditors' Report

October 1, 1996

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, 1996. 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, 1996 in accordance with the accounting principles set out in the notes to the financial statements.

A handwritten signature in cursive script that reads "Coopers & Lybrand".

CHARTERED ACCOUNTANTS

## The Public Archives of Nova Scotia Statement of Surplus

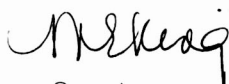
For the year ended March 31,

	1996	1995
<b>Surplus — beginning of year</b>	<b>\$ 66,558</b>	\$39,797
Excess of revenue over expenses (expenses over revenue) for the year	<b>(18,322)</b>	26,761
<b>Surplus — end of year</b>	<b><u>\$ 48,236</u></b>	<b><u>\$66,558</u></b>
<b>Represented by:</b>		
Cash — unrestricted	<b>\$ 48,236</b>	\$65,962
Cash — restricted (note 3)	<u>—</u>	<u>596</u>
	<b><u>\$ 48,236</u></b>	<b><u>\$66,558</u></b>

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,

	1996	1995
<b>Revenue</b>		
Government of Nova Scotia (salaries and benefits)	<b>\$1,069,670</b>	\$1,034,836
Government of Nova Scotia (operating grant)	<b>354,703</b>	291,164
Other funding	<b>12,000</b>	37,046
Sales, publication, etc.	<b>24,853</b>	23,510
Interest	<b>5,198</b>	2,328
	<b>1,466,424</b>	1,388,884
<b>Expenses</b>		
Building maintenance	<b>50,778</b>	41,776
Conferences and seminars	<b>4,105</b>	1,666
Electricity	<b>75,997</b>	74,306
Equipment	<b>27,992</b>	32,932
Equipment repair and maintenance	<b>21,239</b>	28,495
Freight and express	<b>3,308</b>	1,774
General operating expense	<b>61,781</b>	38,347
Heating fuel	<b>17,528</b>	16,021
Membership dues	<b>1,467</b>	1,267
Miscellaneous	<b>2,274</b>	2,326
Other services	<b>43,678</b>	27,165
Postage	<b>5,262</b>	3,091
Printing and stationery	<b>30,504</b>	10,425
Professional services	<b>4,903</b>	4,366
Rentals	<b>1,001</b>	1,001
Salaries and benefits	<b>1,069,670</b>	1,034,836

**Expenses (cont'd.)**

Security	<b>8,180</b>	5,031
Staff training	<b>3,574</b>	1,315
Subscriptions and periodicals	<b>11,559</b>	6,153
Telecommunications	<b>33,712</b>	24,660
Travel	<b>2,236</b>	2,235
Water	<b>4,000</b>	2,935
	<b><u>1,484,746</u></b>	<u>1,362,123</u>

**Excess of revenue over expenses**

(expenses over revenue)  
for the year

<b><u>\$ (18,322)</u></b>	<b><u>\$ 26,761</u></b>
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## **The Public Archives of Nova Scotia Notes to Financial Statements**

**For the year ended March 31, 1996**

### **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, 1996 no amounts remained from the previous year's Capital Grant. No additional Capital Grant funds were received during the year.

### **4. Related party transactions**

The Archives occupies a building at no charge that is owned by the Province of Nova Scotia.