



“FUTURE EVIDENCE, PAST RECORD”



AABC & ARMA VI 2008 Conference Program

April 24-26, 2008

Harbour Towers Hotel & Suites
435 Quebec Street, Victoria, BC

Under the theme of "Future Evidence, Past Record," AABC sessions will consider whether a representative record of B.C.'s social, geographical and educational history is being acquired for study in times to come, whether particular social groups have been adequately documented during the 150 years since BC became a Crown colony, and how archivists are addressing a broad heritage mission. In addition, speakers and workshop facilitators will address practical issues relating to program funding, media preservation, and metadata in the context of the archival world. ARMA presenters will cover a variety of topics relating to the legal and evidentiary values of records, gauging your records management program, gaining and maintaining executive support, the Canadian standard for Electronic Records as Documentary Evidence, user-friendly classification systems, and related topics.

THURSDAY APRIL 24

Workshop 1 (WS1) 9:00 am to 12:00 pm

Community Heritage Mapping

Documenting Community Heritage Features in Artistically Presented Maps.

The artistic mapping of a community's cherished cultural and natural history locales, by a cross-section of its members, is an approach to heritage preservation which has been successfully fostered in British Columbia by Dr. Briony Penn. She will provide us with an entertaining overview of the Gulf Island communities mapping project which led to the creation of the well-received book entitled *Islands in the Salish Sea: A Community Atlas*. For those who may be interested in establishing community mapping projects in their own regions, or in providing archival support to others doing such mapping, she will address available resources and procedures, potential pitfalls and positive outcomes.

Presenter: Briony Penn

Dr. Briony Penn, a geographer, university instructor, and environmentalist, is well known for her illustrated columns in a Victoria newspaper, her work in establishing The Land Conservancy, and her community activism. She has been an environmental education and museum design consultant, has written and illustrated several books including *A Year on the Wild Side*, and has published articles in several magazines.

Workshop 2 (WS2)

9:00 am to 4:00 pm

Metadata and Archives

Are you wondering what the fuss over metadata is all about? Are you uncertain just how it fits into the archival core functions of arrangement and description? Have you heard of Dublin Core but you're not quite sure how to use it? This one day workshop will place metadata firmly in the context of the archival world and will help you better manage born-digital or digitized records.

This course assumes that participants have a sound understanding of archival theory and functions.

Presenter: Kelly Stewart

Kelly Stewart holds a MAS from UBC and has worked in a variety of archival and records management settings including community archives, First Nations organizations, and municipalities. Since September 2007 she has coordinated the Education and Advisory Services Program for the Archives Association of British Columbia.

Workshop 3 (WS3)

1:00 to 4:00 pm

Documenting Gardens and Landscapes

A gardener at Hatley Park National Historic Site has spent the past several years unearthing the story of Isaburo Kishida, a Yokohama landscaper who arrived in Victoria to develop gardens for an Edwardian amusement park and the estates of Jennie Butchart, F.S. Barnard, and James Dunsmuir. In this workshop by Paul Allison, who uncovered Kishida's background, and Debra Barr, who provided archival research assistance, a free tour of the Japanese garden at Hatley Park will be accompanied by presentations on the "story behind the story" and the scarcity of early records in this field, a reflection on the effect of gardens and landscapes on those who spend time in them, and a discussion of the ways in which archivists can document the grounds of their sponsoring organizations and the experiences of their visitors.

Presenters: Paul Allison and Debra Barr

Paul Allison is a horticultural therapist and garden designer. A gardener at Royal Roads University, which manages Hatley Park, every winter he also lectures on horticultural therapy in Japan. He has held previous positions at Oxford Botanic Garden and other institutions, and he designed the Nitobe Memorial Garden at the Royal Jubilee Hospital in Victoria.

Debra Barr is the Cultural Property Manager working with Robert Bateman's art documentation and other material at the Royal Roads University Foundation. She has appraised and described the archival papers of authors and artists, edited an issue of *Archivaria* and served as program chair for an Association of Canadian Archivists conference.

Note: the venue for this workshop is Royal Roads University. Buses from the conference site to the university will be arranged.

Session 1 (AR1)

9:00 to 10:15 am

The Evolution of Records & Information Management - Its Impact on Evidentiary & Archival Considerations

In this presentation Michael O'Shea will discuss several aspects of traditional RM as well as current and anticipated trends and how they have impacted both evidentiary and archival considerations in Records and Information management programs. He will use a recent Archives of Ontario project as

an example of how all of the requirements can be met in an efficient and non-competitive manner. He will also compare the requirements of Records Management and Archives with respect to several program components and offer some ideas on how Archivists and Records Managers can assist each other.

Presenter: Michael O'Shea

Michael O'Shea has been involved in Records and Information Management consulting for over 20 years. He is the former owner of Arenburg Consultants; he was Director of Consulting Services for TAB/Datafile and has been the General Manager of Recall Canada. He is one of the most respected international experts in traditional and emerging forms of information technology. He is currently President of The Information Professionals. The company provides consulting services to clients at all levels of government and all industry sectors. He has provided consulting services across North America, Europe, Africa and the Middle East. He is also a voting member of the Canadian General Standards Board's committees on Microfilm, Imaging and Electronic Records as Documentary Evidence.

Session 2 (AR2)

10:45 am to 12:00 pm

The Case for Recorded Information Management and Local Governments

Local governments provide a great range of services to the public. These services include: managing paper and electronic records, ensuring access to information while protecting personal privacy and complying with a host of legal and evidentiary requirements. Recorded information management (RIM) is an important part of the delivery of local government services. In this session, learn about the legal and evidentially standards applicable to local governments and how to create a legally valid records retention program specifically suited for the dynamic local government environment. Learn about the use of model bylaws to manage RIM and practical tips for all aspects of records management in local government.

Presenter: Stuart Rennie

Stuart Rennie, Barrister & Solicitor, is a practicing lawyer, librarian and records management consultant. Stuart is a graduate of the School of Library, Archival and Information Studies at the University of British Columbia.

Since 1997, Stuart has provided ongoing consulting and legal advice to the Canadian Bar Association (British Columbia Branch) on a wide variety of legal matters. Stuart also provides legal advice and acts as a liaison with the lawyers of B.C. and the government of B.C. on law reform matters. Stuart also provides records management consulting to a range of clients, including local governments with an emphasis on records retention. Stuart is a member of Sedona Canada. Sedona Canada addresses the disclosure and discovery of electronically stored information in civil litigation in Canada.

Stuart Rennie is a member of ARMA International, the Canadian Bar Association and the Law Society of British Columbia.

Session 3 (AR3)

1:00 to 2:15 pm

Managing Personal Records – 'It starts at the desktop'

"Not another project – I don't have time for this!" Too often, this is the common lament among our peers and colleagues as we introduce our records management project.

Failure to manage the people issues can derail the best project plans. How do we address the "people" part of records management and implement behavioural changes with the overworked office colleagues, who must be our partners in ANY initiatives that we undertake? In other words, how do

we tackle the messy and uncooperative colleagues, for whom our records management program represents just another distraction from their real job? How do we close the gap between the theory of organized records and the day to day practices of our peers? How do we motivate staff to move toward a more organized and productive work environment, and at the same time, accomplish our goal to achieve control over information in all forms? And lastly, how do WE records managers provide a model for our colleagues?

Drawing upon case studies with real organizations, the presenters will identify the key activities that will ease the transition, when records and information management changes are introduced in the workplace. Starting within each staff workspace, the presenters will provide action plans, strategies, and tips and pointers to ensure that staff members will understand the benefits of getting organized, and also have practical activities to facilitate and streamline their work spaces, and their roles, in the information management processes. In addition, they will share some simple tips for organizing records and information at home.

Presenters: Denise Dale & Alexandra (Sandie) Bradley

Denise Dale holds a master's degree in library and information studies. She is Chair of the Librarians at Kwantlen University College and is also responsible for the Institutional Archives. She has taught numerous workshops on organizing personal papers and information. Publications include articles published in magazines such as *MoneySense* and *Reader's Digest*. Denise and co-author Alexandra (Sandie) Bradley have written two books, *At Your Fingertips! A Household Filing System that Works for You* and *At Your Fingertips in the Office: Information Management for the Small Business*.

Alexandra (Sandie) Bradley is a librarian and certified records manager. She is the president of Harwood Information Associates Limited, a records and information management consulting company based in West Vancouver, and has been collaborating with Denise on records management issues since 1999. In addition to operating her consulting practice, she is an educator and trainer in records and information, and has been an adjunct professor since 1983 at the School of Library, Archival and Information Studies, University of British Columbia. She is currently an academic co-investigator for the InterPARES 3 Project at UBC, the multi-year research project to examine the long-term preservation of authentic records created and/or maintained in digital form.

Session 4 (AR4)

2:45 to 4:00 pm

Classifications for Real People: Designing for the End Users

Previously, the records classification system (RCS) was read by only the records managers, analysts and technicians. Now it's potentially in the hands of all of the staff. Don't Panic! This is a good thing.

We, as records experts, need to facilitate this process and the first step is to design an RCS anyone can quickly and easily understand. Making an RCS understandable and usable means reducing obstacles such as format and jargon that block comprehension and filling in the gaps and clarifying the overlaps that create confusion. If your organization functions largely in the digital environment, your classification can be drastically simplified. Do your staff a favour and keep it simple.

Presenter: Ken Oldenburger

Ken has provided records management services for twelve years. The majority of these services have involved designing records classification systems (e.g., Operational Records Classification Systems (ORCS) for the BC government), implementing these systems physically and electronically (i.e., on shared drives/LANs) and providing records management training.

Ken is a founding member of the Vancouver Island Chapter of ARMA (ARMA VI) and is the past president.

Opening Reception

6:30 to 8:30 pm

Location: Government House, 1401 Rockland Avenue
Transportation provided from conference hotel.

FRIDAY APRIL 25**Keynote Speaker**

9:00 to 10:15 am

“Future Evidence, Past Record”**Speaker: Penny Ballentyne**

City Manager of our Capital City, Penny Ballentyne joined the City of Victoria as Chief Administrative Officer in January 2007. Prior to joining the City of Victoria, Penny held senior management positions in both the Yukon and Northwest Territories, including eight years as Deputy Minister in a variety of portfolios including the Worker's Compensation Board, Municipal and Community Affairs and the NorthWest Territories Housing Corporation. Penny has a Bachelor of Science degree and has attended McGill University and the University of Alberta.

Session 5 (AB1)

10:45 am to 12:00 pm

Documents Created by Children

This session will focus on documents by and about BC children which have been preserved throughout the decades. Speakers include one who will explain the context for independent schools in the BC education system 100 years ago, discuss some of the records created within it, using St. Margaret's School (Victoria) as an example, and explain how information can be gleaned about students from those documents that have survived. The other speaker will consider documents created by children, which provide evidence of their own specific points of view. This body of material, while not plentiful, is an under-utilized resource for historical scholarship.

Presenters: Deidre Simmons and Kathryn Bridge

Deidre, a research and archives consultant for twenty-five years, holds a Master's degree in History (archival studies) from the University of Manitoba. In addition, she has published many articles along with two recent books, *Servite in Caritate: The First One Hundred Years of St. Margaret's School 1908-2008*, and *Keepers of the Record: The History of the Hudson's Bay Company Archives*.

Kathryn, an experienced archivist, archives manager and PhD candidate, is the recipient of a Social Sciences and Humanities Council of Canada award in support of her current studies. She is also the author of numerous publications, including *Henry & Self, the Private Life of Sarah Crease, 1826 - 1922*, *By Snowshoe, Buckboard and Steamer: Women of the Frontier*, Sono Nis Press, 1998, *Extraordinary Accounts of Native Life on the West Coast: Words From The Huu-ay-aht Ancestors*, 2004 and *A Passion for Mountains: the Lives of Don and Phyllis Munday*.

Session 6 (AB2)

10:45 am to 12:00 pm

“Electronic Records as Documentary Evidence Standard CAN/CGSB 72.34, 2005”: What this standard means to you and your organization.

Presenter: Vigi Gurushanta, ECMp, ERMm, FICB, MIT

Vigi Gurushanta is an industry expert in the field of Electronic Records Evidentiary Policies, Records Management, Document Management, Imaging, Hybrid Imaging and Micrographic Systems. He is Founder/President of eVIDA Group and Principal of IMERGE Consulting Inc. He served as national President of Canadian Information and Image Management Society (CIIMS), and was elected as a Fellow of CIIMS and of AIIM. He was the Chairman of Canadian General Standards Board (CGSB) Standards Committee on Electronic Records as Documentary Evidence, and Chair of CAC-ISO/TC 171 Committee. He is also member of AIIM Standards Committee on Evidentiary Support and Document Imaging Standards.

Session 7 (AR5)

10:45 am to 12:00 pm

Fundraising/Revenue Generation

Presenter: Jane Buzza, second speaker TBA

Session 8 (AB3)

1:00 pm to 2:15 pm

Documenting Communities

Presenters: Marie-Hélène Robitaille, Stephen Russo and Alissa Cherry

Marie-Hélène Robitaille:

The presence of French Canadians in British Columbia was very important in the establishment of the colony. However the history of French media in British Columbia is fairly recent. It is only with the arrival of French radio 40 years ago and French television more than 30 years ago that franco-columbians have been able to be informed about local, national and international news. This presentation focuses on the presence of French television in BC and the importance of the material that has been accumulated over the years to document the presence of Franco-columbians. As an archivist at Radio-Canada, Marie-Hélène discusses the challenges of working in a non-traditional archives, and the role that the archives plays and could play in the community and by presenting historical footage.

Marie graduated from the UBC MAS program in 1998 after completing a BA in Canadian Studies (UBC '96). She started working at Radio-Canada in 1999 as a radio archivist and also worked as a webmaster and a Associate producer for CBC Radio. In the fall of 2004, a new position for a French TV archivist (Media Librarian) was created and she has occupied this position ever since.

Stephen Russo:

Improving Acquisition and Appraisal Methods

"Getting Edgy in BC's Archive: Memory, Methodology and the Documentary Heritage."

The term 'documentary heritage' has become common among BC's archival community. The AABC's mission, for example, is to develop the profession in order to "preserve and promote greater access to BC's documentary heritage." In this presentation Stephen considers what archivists mean when they refer to a 'documentary heritage'. He argues that archivists prefer to use it over the technically correct term 'archive' when referring to the sum total of a given society's records and he suggests two reasons to explain why archivists prefer to think of their broad social mission in terms of a documentary heritage. Additionally, Stephen addresses the question of whether thinking of BC's archive as part of its 'heritage' might in fact help us to broaden our acquisition and appraisal policies to include 'edgy' documents such as scrapbooks and oral testimony.

Stephen completed his MA in history at the University of Victoria with a focus on property law and gender in mandate Palestine. He is currently in the second year of the joint MAS/MLIS program at SLAIS (UBC) and is particularly interested in the relationships between archives, libraries and cultural policy.

Alissa Cherry:

Putting Protocols into Practice: Implementing the *Protocols for Native American Archival Materials*

In the fall of 2006, the Union of BC Indian Chiefs (UBCIC) passed a resolution adopting the newly developed and distributed *Protocols for Native American Archival Materials*. Since that early endorsement, these *Protocols* have been incorporated into planning, policies, and procedures in the UBCIC Resource Centre. The *Protocols* were developed to clearly outline the 'best professional practices for the culturally responsive care and use of American Indian archival materials held by non-tribal organizations' and can also help to facilitate discussion about sensitive issues across a wide array of institutions, communities, archivists, librarians, and researchers.

Alissa is the Resource Centre Director for the Union of BC Indian Chiefs (UBCIC). She manages a unique library collection and institutional archives that are used primarily for land claims research. Alissa holds a MLIS from UBC and is also certified by the Academy of Certified Archivists. Prior to joining UBCIC in 2006, Alissa worked for the BC Aboriginal Child Care Society, Xwi7xwa Library at UBC, and spent six years managing the Yellowstone Research Library in Yellowstone National Park.

Session 9 (AB4)

1:00 to 2:15 pm

Taking the Mystery out of the NADP Application.

This question/answer session will be facilitated by current and former AABC Grants Committee members and will provide an overview of the National Archival Development Program application process for AABC institutional members. This informal and practical session, packed with ideas and insights, will allow those considering an NADP application to ask questions related to the NADP guidelines and receive informal feedback on future NADP funding proposals. As well the Committee members will discuss some of the issues to consider when applying for NADP funding, explain BC's Provincial Priorities for this year, and discuss a list of 'what not to do'. Now is the time to think about proposals for next year and eliminate the stress of grant writing in December!!

Presenters: Ramona Rose, Christopher Hives, Sylvia Stopforth

Ramona Rose:

Ramona is the Chair of the AABC Grants Committee and a member of the AABC Executive (*Institutional Member at Large*). For the past 3 years Ramona has been a member of the AABC Grants Adjudication Committee that reviews archival institutional applications to the NADP. She will share her thoughts about preparing successful NADP applications from the experience of being both a

reviewer and grant writer. Ramona is the Head of the Northern BC Archives & Special Collections unit at the Geoffrey R. Weller Library, at the University of Northern British Columbia. She has over 20 years experience in heritage collections management in both regional archives and museums.

Christopher Hives:

Christopher has served as University Archivist at the University of British Columbia since 1988. Throughout his career he has participated in the design of grant programs with the CCA and, more recently, the Irving K. Barber Learning Centre BC History Digitization Program and has extensive experience as applicant for a variety of grants

Sylvia Stopforth:

Sylvia Stopforth has served as Archivist and Reference Librarian at Trinity Western University since her graduation from the School of Library, Archival, and Information Studies at UBC in 1995. She is a member of several University committees, and chairs the Library's Disaster Preparedness Committee. An active member of the AABC's Fraser Valley Region, Sylvia has had the opportunity to participate in two AABC Conference Planning Committees, and has served since 2003 on the AABC's Grants Adjudication Committee. She also serves as editor of the Archives & Archivists column of the *British Columbia History* journal, and is always happy to hear from anyone with a story.

Session 10 (AR6)

1:00 to 2:15 pm

How to Gauge the Health of your RIM program

This double session begins with a case study of a records management program review conducted in a large organization and how that review was used to revitalize the RIM program. The review will be used as an example on how to identify your organization's weaknesses and analyze the cost of poor RIM practices. Anyone who needs to gain and maintain Executive level interest may find this process to be the catalyst for change your organization needs. We will also discuss the most important part of attracting Executive level attention: tracking and quantifying your RIM accomplishments and the tasks and risks that remain. The session will also delve into resourcing issues -- when to use in-house staff and when to bring in consultant or contracted staff.

Presented in workshop style with some hands on participation.

Presenter: Ann Cummings

Ann started her government career with the Ministry of Forests in 1981. After working her way through several business areas she tells us she got "collared and dragged" into the newly established ministry records program in 1990. Key functions of her job were records training and ORCS development. Ann has worked as a records analyst, training officer, and FOI analyst before becoming the Ministry Records Officer on a permanent basis. Ann has been actively involved in moving the ministry forward with enterprise/electronic document management and her ministry is one of the provincial leaders in this area.

Ann is a member of ARMA International and a member of the ARMA VI board of directors.

Session 11 (AB5)

2:45 to 4:00 pm

The ICA-AtoM Project

A demonstration of the International Council on Archives' ICA-AtoM open-source archival description software including a discussion on the management of the project and the relevance that it may have for BC archival institutions.

Presenter: Peter Van Garderen

Peter is the system architect and Software Release Manager for the ICA-AtoM project, which he is managing through his New Westminster based consulting firm, Artefactual Systems Inc.. Since 2001 he has been working on archives technology projects with clients such as the City of Vancouver, the World Bank, the Dutch Archives School, and the Government of Alberta. Peter is a graduate of the University of British Columbia's Master of Archival Studies and Software Engineering programs. He began his archival career in 1997 as a product manager for an archives software vendor and as the project coordinator for the InterPARES research on the long-term preservation of electronic records. Peter is also a part-time Doctoral Candidate at the University of Amsterdam where he is researching the use of Web 2.0 technologies in archives access systems.

Banquet

6:30 to 10:00 pm

Location: Harbour Towers Hotel & Suites, 435 Quebec Street

SATURDAY APRIL 26**Plenary**

9:00 am to 12:00 pm

"to be announced"

Speaker: Dr. John Lutz

University of Victoria

AABC

10:00 am to 12:00 pm

Annual General Meeting

Please remember to bring your AGM package.

Workshop 4 (WS4)

1:00 to 4:00 pm

Digital Output: Inkjet and Laser Prints (or Life and Death in the Digital World)

This workshop will provide an overview of current and historic inkjet and laser printer technology. A review of printer inks and paper will focus on product choice and how these choices impact long-term preservation. The workshop will end with a discussion on digital print identification.

Presenter: Rosaleen Hill

conservator

Tour 1 (T1)

1:00 to 2:30 pm

History walking tour (90 mins)

Seek out Victoria's tantalizing history, which is evident all around the conference hotel. John Adams, renowned historian and author, will lead the adventurous on a walking tour that is sure to amaze, inform and intrigue. Learn about First Nations history, gold rush days, extant sites from 1858 including the Windsor hotel, St. Ann's school house, mooring rings and Bastion Square.

Tour 2 (T2)

1:00 to 4:00 pm

Local Archives Bus Tour (3 hours)

Victoria's rich history has given rise to an array of archives, ranging from volunteer run to state of the art institutions. A bus will chauffeur you along Victoria's famous blossom-lined streets to see behind the scenes. A great chance to share experiences with other delegates in an informal environment.

N.B. program subject to change.