



**CANB**

Council of Archives New Brunswick  
Conseil des archives Nouveau-Brunswick

**COUNCIL OF ARCHIVES  
NEW BRUNSWICK  
ANNUAL REPORT 2015-2016**



## Table of Contents

<b>AGENDA-ORDRE DU JOUR .....</b>	<b>3</b>
<b>2015 ANNUAL GENERAL MEETING .....</b>	<b>4</b>
<b>PRESIDENT'S REPORT .....</b>	<b>9</b>
<b>VICE-PRESIDENT'S REPORT .....</b>	<b>12</b>
<b>TREASURER'S REPORT .....</b>	<b>14</b>
<b>ARCHIVES ADVISOR REPORT .....</b>	<b>15</b>
<b>CANB-NB FUNDING GUIDELINES .....</b>	<b>17</b>
<b>CANB-NB FUNDING APPLICATION .....</b>	<b>26</b>
<b>CANB-NB FUNDING SCORING SHEET.....</b>	<b>34</b>



## Agenda-ordre du jour

### 2016 Annual General Meeting-Assemblée générale annuelle 2016

*23 Promenade Dineen Drive, Fredericton, NB  
May 2, 2016 / 2 mai 2016*

1. Welcome and announcements / Accueil et annonces
2. Adoption of the Agenda/ Adoption de l'ordre du jour
3. Approval of the Minutes for the 2015 CANB AGM / Approbation des procès-verbaux de l'AGA du CANB en 2015
4. President's Report / Rapport de la Présidente
5. Treasurer's Report /Rapport de la Trésorière
6. Archives Advisor Report / Rapport de la Conseillère en archivistique
7. Provincial Grant Funding – Updates / Subventions provinciales – mise à jour
8. Federal Grant Funding – Updates / Subventions fédérales – mise à jour
9. Composition of the CANB Executive for 2016-17 / Composition du Conseil d'administration du CANB pour 2016-17
10. Revue of CANB Governance documents / Revue de CANB documents de gouvernance
11. Creation of a CANB volunteer award / Création d'un prix CANB bénévole
12. Other Business / Autres
13. Adjournment / Ajournement



## 2015 Annual General Meeting

June 29, 2015

Present: Anne LeClair (President CANB) ; Raegan Swanson (CANB Archives Advisor) ; Felicity Osepchook (NBM) (Treasurer CANB) ; Fred Farrell (PANB Provincial Archivist) (Ex-officio Member CANB) ; Ava Sturgeon (Grand Manan Archives) (CANB Secretary for minutes) ; Joanna Aiton-Kerr (PANB) (CANB Past President) ; Marilyn Brewer (Girl Guides of Canada – NB Council) ; Dave McInroy (McAdam Historical Restoration Commission) ; Alan MacNutt (Moncton Fire Fighters Historical Society Inc.) ; Janice Cook (PANB) ; Gabrielle Hibbert (student employee) ; Mary-Ellen Badeau (PANB) ; Patty Auld Johnson (UNB Archives) ; Patsy Hale (UNB) ; Josh Green ( Photo) ; Elizabeth Clark

### 1. Welcome and announcements

CANB President, Anne LeClair welcomed members to the 2015 Annual General Meeting. A round table of introductions was done.

### 2. Approval of the agenda - no additions

### 3. Approval of the minutes of the May 23, 2014 AGM minutes

**Motion to approve the minutes as distributed for May 23, 2014: Anne LeClair**  
**Seconded: Dave McInroy. Approved**

### 4. President's Report

Anne LeClair moved from the vice President's chair into the President's position in November when President Amanda Tomé stepped down. The President's report is for November onward. When the Archives Advisor Samantha Reid stepped down Dec. 31, Anne filled many shoes. Anne has been busy answering member questions. She successfully applied for funding for a student employee. After the Archives Advisor left, she greatly assisted in the new job description for the position and assisted in the advertising to fill the Archives Advisor position. She worked at completing many projects needing to be completed before deadlines with limited staff. Samantha was able to complete the calendar before she left (but the distribution was done by Anne).

Next year the goal is to have a new funding project for the Provincial database - ArchivesCANB. The new Archives Advisor Raegan Swanson will be doing site visits and will have more details.

### 5. Treasurer / Secretary's Report - we talked of granting with more details later in minutes.

Felicity reviewed the financial statements.

**Motion to accept the financial statements as presented: Joanna Aiton-Kerr**  
**Seconded by: Raegan Swanson. Approved.**



**The Harold Holland Bursary Fund** - interest is to be given to preservation training activities but has yet to be used as the hope is to grow the fund to the point where the interest would be sufficient to support preservation training or other related activities. We have 46 paying members - probably the most we have ever had.

## 6. Archives Advisor's Report

Raegan Swanson reported on Samantha's activities before she left and what has been accomplished so far.

The subject headings for ArchivesCANB were worked on over the Christmas break.

2015 Calendar was sent out to Members / schools

A 2016 calendar theme will be announced soon. Last year's grant reports are being reviewed and plans are underway for 2015-16.

2 Young Canada Works Employees 2014 - Rianna and Tom - their work will be edited and translated this summer

The Needs Assessment is almost finished, then translated - possibly available in the fall.

Raegan spoke of a Google group of Archives Advisors from across the country that chat often. It is a great contact/ info sharing group.

The CANB Heritage Fair Awards were sent to 17 students this year for best use of primary research.

The theme for Heritage Week next year and comments on the calendar are welcomed.

**Motion to accept the Archives Advisor Report as presented: Dave McInroy**

**Seconded by: Felicity Osepchook. Approved.**

## 7. Provincial Grant Funding

The Provincial Grant has not yet been approved. We have applied for \$90 000 with \$11 000 to \$17 000 for preservation and \$25 000 to \$30 000 for grants. We have asked for additional funds to maintain the ArchivesCANB database, and to have more promotion of our activities, and to support our new members as our membership grows.

### **Anne LeClair and Raegan Swanson reviewed the CANB granting process**

The goal is to have the application and adjudication done in October for grants this year. There will be no cap on grants as in previous years. We are encouraging larger projects and more participants. The categories will remain the same. Training monies are available for on-line courses and we encourage our members to take advantage of these opportunities. There is on-line training from AABC (Archives Association of British Columbia and other providers. The courses cover the basics to specializations. They are good courses but time consuming. The Archives Advisor will assist with any applications. Please ensure you are a member in good standing - pay your membership dues and ensure all reports are up to date. It is critical to keep the Archives advisor informed of the progress of your project so any unforeseen developments can be addressed. Joanna Aiton



Kerr suggested the board should discuss the possibility of cancelling the match requirement portion for equipment purchases.

Fred Farrell encouraged all the archives to apply for the provincial funds to strengthen the archives operations in the province.

## **8. Federal Grant Funding - Updates The Documentary Heritage Communities Program**

Fred Farrell, Provincial Archivist, reported on the new federal funding - The Documentary Heritage Communities Program.

- Fred advised us that the applications are more complicated than our CANB applications and that we need to think carefully about the approach to this funding as there are different criteria. It is HUGELY IMPORTANT to finish the project on time. The time is short so prepare small projects for this year. Finish the project and all the mid-term reports on time. You will create a good reputation and keep your eligibility for years in the future.
- No matching funds are required for this application.
- Institutions may apply for both federal and provincial funding.
- The deadline for the application is September 4, 2015 with the project completion date of the end of March 2016. There is no indication as to how quickly the funds will be allocated after the deadline. The good news is that the next round of grant applications will be available early in 2016 (February) thus allowing the institute to have many more months to plan and complete projects - until March 2017!
- The new program has a different focus - there is no advantage to being in a specific province and small institutions are the focus for these funds. A regional balance is being sought therefore the funds will be distributed evenly across the country. The funds are not available to any level of government funded archives. This is a great opportunity for small and medium sized archives to access funds as the competition will be from other organizations of the same size only.
- There is a two tier division for applying for funds - applications under \$15 000 and applications \$15 000 to \$100 000. The reporting process is different for each level so be careful when applying and pay attention to the adjudication guidelines.
- No matching funds are required.
- 100% of the funds will be allocated at the beginning of the project for projects under \$15,000.
- An( Institution's) financial report (for the previous year) is required.
- A clear and complete project budget is very important.
- Administration costs can be no more than 20% of the project.
- Funding is excluding translation costs.
- A risk analysis will be done to show your institution is capable to complete the project.
- The guidelines may be a little confusing so if you have trouble or questions ask the Archives Advisor. There is also a direct phone number at LAC for asking questions



concerning the application. They are really good at answering questions. The number is in the application.

- The objective is a broad statement of "Increase access to, and awareness of Canada's local documentary institutions and their holdings; and Increase the capacity of local documentary heritage institutions to better sustain and preserve Canada's documentary heritage". This statement covers a wide range of applications as the description is very general. A clear description of your project is very important.
- Collection access means funding for arrangement and description projects.
- Commemoration activities are being looked for that will increase awareness of our documentary heritage so if you can link your project to a commemorative event it will strengthen your application.
- Development of archives through conservation, preservation, and training workshops are all encouraged applications. All aspects of archives except acquisition and operating costs are covered under this new program.
- The outputs (what the project produces) and the outcomes (who do you expect to be affected by the project) and the reasons (why you are doing this project) are very important to include.
- Advertising what your project is and when it will be available to the public are important parts of the application.
- Adding your completed project to ArchivesCANB is very important so request for funds to cover the time to do data entry into the ArchivesCANB database. The time guidelines are not yet on the application so Fred is doing a follow-up on this and an e-mail will go out when they are added.
- A letter of reference to back up your project from someone important in your community (Mayor or local Historical Society) or at the PANB level will help your application. Fred is willing to write letters of support for institutions.
- LAC staff are available to receive early applications. The applications go directly to LAC - they are not screened at the provincial level first.
- The National Archivist has the final decision in funding approval.
- CCA wants to be able to measure your outcomes. They are looking for feedback from your users on the impact of your project. They suggest having researchers complete a survey that can be submitted in the future.

#### **9. CANB Executive for 2014-15 – Election of New Officers**

The following members have offered to serve on the CANB Executive:

President – Anne Le Clair

Vice-President – open for nominations

Secretary – Ava Sturgeon

Treasurer – Felicity Osepchook

Anne asked 3 times for other nominations from the floor, but as none were received, the above members were acclaimed. Anne is going to send e-mails to members in search of a Vice President. We will work with our 4 members if necessary.



## **10. CCA News (Fred Farrell)**

- The CCA has been limping along since NADP ended. Hope is still there for the future. Activities are still happening and their services are still being used. There are new Webinars planned with topics on copyright A-Z. Legislation has just been passed to include audio recordings in the copyright laws.
- "Lunch & Learn" is a communication/interaction webinar type event to encourage communications. These will be free.
- CCA has contracts with LAC for training, development standards, and copyright training for staff at LAC.
- CCA not involved with the new federal funding.
- Goals For Archives - Fred has a link to results of a survey done that is quite an in-depth report on where archives need to go in the future.
- Projects that CCA is working on include standards, review of RAD and an Accessions Standard that currently does not exist.
- Archives Canada has revised its database and will have a soft launch soon. We will be able to see our holdings listed there.
- CCA is the co-ordinating body for Young Canada Works - New Brunswick is not using this program for Archives very much.
- The challenges CCA has faced after NADP is looking for other revenue sources while not competing with other institutions.

## **11. Upcoming events / adjournment**

The Albert County Museum is hosting a CCI workshop on photos. This will be a two day workshop in September. The cost will be around \$50 plus your accommodations.

Meeting adjourned at 11:35.

Minutes recorded and submitted by Ava Sturgeon, Secretary for Minutes.





## President's Report

*Anne LeClair*

Here is my report in which you will find a summary of our activities and achievements for the year just ended. The Executive Committee took this opportunity to review certain procedures in order to clarify the Council's vision. The idea was to identify certain processes that ought to be improved and to update them with best practices. The exercise will continue in the year to come.

The many efforts of each and every one of us helped to ensure the success of this very busy year. I would like to thank the committee members – David, Felicity, and Ava – for their collaboration, without which the CANB would not be able to fulfill its mandate. In addition, I would like to thank Raegan Swanson for her efforts throughout the year and her enthusiasm towards the Council and the members in general. I would also like to thank the Provincial Archives of New Brunswick for its invaluable contribution and many services. This long-standing partnership makes all the difference and is a big help to the Council as it carries out its activities.

### *Direction and Vision*

#### Five-Year Plan

A draft work plan for the Advisor was prepared and will be aligned with a long-term plan for the Council's activities. Discussions took place concerning the choice of recurring themes that could be developed for anniversary years and/or various events taking place at the various levels of government.

#### Guidelines

The review of the guidelines for the CANB-NB Funding Program was completed. Changes and clarifications were made. Please note that these changes are now in effect and apply starting this year.

#### By-laws and Constitution

The committee members will look at reviewing these official documents in the near future.

### *Funding Applications*

#### Young Canada Works (YCW)

The YCW student project enabled student Gabrielle Emma Hibbert to revise the description (RAD) of the fonds of the Council of Archives of New Brunswick, stored at the Provincial Archives of New Brunswick. The entire content of the fonds was placed in acid-free folders and in new boxes. The undescribed material, which dates back to the 1990s, was added to the initial list. The project lasted a total of 11 weeks.

#### Community Museums Assistance Program



The Council received a \$85,000 grant, which was used to fund projects such as the grant provided to members for various projects, development and revitalization of the Council's website, publication of the images calendar, coordination of the introduction to archives workshops, and the multiple visits made by the Advisor to the members. An application has been submitted for this new fiscal year.

#### Documentary Heritage Communities Program (DHCP)

The project submitted by the Council was approved in part and therefore received funding in the amount of \$4,960.00, making it possible to offer the digital documents workshop. Two applications have been prepared for this year, and we are waiting to hear if the project will be approved in whole or in part, or rejected.

#### *Dissemination and Promotion*

##### Images Calendar

There was some discussion about whether or not to continue the annual calendar exercise. The Council is asking its members for feedback on this.

##### AtoM Database

A number of descriptions were entered, and the project is well under way. This work will continue this year.

##### Heritage Week

Once again, the Council participated in this event, organized by the Department of Tourism, Heritage and Culture. The CANB will renew its involvement this year.

##### Needs Assessment

The Executive Committee conducted a full review of the document, and the Advisor then forwarded it to all members. I join the Executive Committee in encouraging you to take time to fill out this important questionnaire.

This is an essential tool for gaining a better understanding of the realities of our membership, realities in the field, challenges encountered every day, and the issues that you, the members, face on a regular basis.

Once the results are compiled, they will be used to prepare an accurate portrait of the situation of archive centres in New Brunswick. The Council believes this exercise should enable us to provide members with practical support, in addition to making our job easier when the time comes to justify more resources for archival processing (acquisition, description, preservation, promotion, and access), and the training necessary for knowledge advancement or any other project related to archives in general.

Reminders will be sent to all members who have not completed the questionnaire. Assistance will be offered if necessary.



### Social media and Newsletter

The Archival Advisor is continuing her efforts to keep the members up to date on news from the provincial and national archival community. The CANB therefore encourages you to participate in, discuss, and share developments concerning your projects and/or other news.



## Vice-President's Report

*David Mawhinney*

I have been asked by the Executive of the Council to give you a brief overview of the governance review process that we have undertaken during the last year.

The Executive with the assistance of the Archives Advisor have been working to establish best practices and procedures to guide the work of the Council now and in the coming years.

Part of this process is the review of the articles of incorporation, the by-laws, and the rules that govern the operation of the Council.

These include:

- The Council's fiscal year, banking, signing authorities, and annual financial statements
- Membership categories and dues
- Meetings of members and the Executive, including notices, quorum and voting
- Preparing descriptions of the roles of each member of the Executive
- The roles and responsibilities of the Archives Advisor
- Defining any standing or ad hoc committees of the Council
- The limitation of liability and indemnification of the Executive
- The approved Rules of Order
- The process of communicating information to the membership

This year we reviewed the membership dues and have made changes in that area. We are also in the process of setting up a schedule of review for various policies and guidelines. For example, you will learn more about the revised grant application and scoring details in our discussions today.

The overall aim is to create a process whereby we establish a calendar of review so that policies are looked at on a 3 to 5 year cycle to ensure that they are meeting the needs of the membership.

The Needs Assessment that many of you have completed is an important cornerstone in this process. We are looking to the membership to provide suggestions and ideas that will help us to respond to your needs.

Part of my own rationale for this is that a number of the policies at my own institution have not been updated in quite a while. I'm hoping to leverage this process to update our own policies at the same time. We will be providing drafts and updates via upcoming issues of the newsletter so you can watch for them.



I have been a member of the Association of Canadian Archivists' Governance Committee for the last three years and we have reviewed things like the:

- Volunteer and member codes of conduct
- Policies on Privacy
- Advocacy
- Communications
- Conflict of interest
- Disaster preparedness
- Financial management
- Professional learning
- Social media
- Records and Archives which addresses the question of where do all our records ultimately go!

All of these policies provide our sponsoring bodies, volunteers or work colleagues, researchers, and other interested individuals with a better understanding of what we believe in and how we conduct our business. These are the cornerstones of any organization.

I would invite any of you who are interested in this process to join us as we draft and circulate policies that can be used by our membership to guide their operations.

As I have already mentioned, another benefit of this is that we will produce a 3 to 5 year calendar that will guide future Executive Committees to know when and what they need to review. This regularizes the work of the Council and ultimately makes us stronger. It also makes the job of the Archives Advisor easier because they know what needs to be addressed in any particular year.

If you have any questions about this process feel free to speak to me or direct your questions to Raegan and watch for updates.



**Treasurer's Report**  
*Felicity Osepchuk*

**Bank of Montreal (Fredericton)**

**Chequing Account**

Opening balance April 1, 2015 **\$29,137.10**

Closing balance March 31, 2016 **\$28,404.27**



## Archives Advisor Report

*Raegan Swanson*

### *Workshops:*

- October 14, 2015: Appraisal, Arrangement & Description Presentation for PANB
- November 23, 2015: AtoM – ArchivesCANB Workshop
- December 4, 2015: CCA RAD Discussion Group
- February 15-16: DHCP Digital Records Workshop
- February 23: Introduction to Archives Presentation (FR) @Tracadie

4 “Base” archival workshops were created to be offered to members by request or as future workshops.

- Introduction to Archives
- Appraisal, Arrangement & Description
- Introduction to Rules for Archival Description
- Introduction to ArchivesCANB (AtoM database)

### *Site visits:*

July 2015: 5 site visits

August 2015: 5 site visits

September 2015: 5 site visits

October 2015: 3 site visits

November 2015: 1 site visit

December 2015: 1 site visit

January 2016: 3 site visits

February 2016: 5 site visits

March 2016: 1 site visit

Total: 29 visits

- |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ New Brunswick Girl Guides</li> <li>➤ McAdam Historical Society</li> <li>➤ Kings County Museum</li> <li>➤ Grand Manan Archives</li> <li>➤ Steeves House</li> <li>➤ Tantramar Heritage Trust</li> <li>➤ City of Saint John</li> <li>➤ Catham Public Library</li> <li>➤ New Brunswick Museum</li> </ul> | <ul style="list-style-type: none"> <li>➤ Mount Allison University</li> <li>➤ Maritime Conference Archives</li> <li>➤ Kings Landing</li> <li>➤ Musée historique de Tracadie</li> <li>➤ University of New Brunswick</li> <li>➤ 8th Hussars</li> <li>➤ Les Filles-de-Marie-de-l’Assomption</li> <li>➤ New Brunswick Military History Museum</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### *Meetings & Conference(s):*

- September 25-27, 2015 – Public Places, Community Spaces: Connecting Nova Scotia’s Archives & Libraries & Museums – Halifax, Nova Scotia
- February 12, 2016 – Culture Plus – Inaugural General Meeting – Saint John, New Brunswick

### *Federal Grant(s):*

The CANB applied for and was granted funds from the Library and Archives Canada Documentary Heritage Communities Program (DHCP) for a total of 4960\$. Grant money was used to host a Digital Records Workshop, including bringing in Jeremy Heil of Queen’s University (Kingston, Ontario) as a speaker and providing travel funds for participants. The workshop was held over 2 days (February 15-16) with a total of 24 participants.



Jeremy Heil was the speaker for day one and William Vin-Doyle and Raegan Swanson were the speakers for day two.

#### *Outreach:*

- October 28-30, 2015 – Moncton – Association Museums New Brunswick Annual Conference & Trade Show
- February 20, 2016 – Saint John Heritage Fair
- Creation of a monthly Newsletter for CANB members
- Merchandise was ordered as prizes for CANB members

#### *CANB Calendar:*

CANB calendars were distributed for 2016. Calendars were sent to NB government officials, secondary schools, CANB members, PANB and distributed by CANB members to their clients/volunteers/staff.

#### *Needs Assessment:*

The Needs assessment was sent to CANB Members on November 9, 2015. The assessment was created in 2014/2015 and is meant to review the state of Archives in New Brunswick. The Needs Assessment has a deadline of March 31, 2016, but submissions will continue to be accepted by CANB until November 30th 2016.

#### *Recruitment:*

67 letters will be sent the week of March 1, 2016 to various museums and historical institutions around New Brunswick that may have archival collections or archival material. The letters list services and benefits of becoming a member of CANB and invite them to become members. This list was created with the assistance of the YCW 2015 summer student.

#### *YCW Summer Student 2015:*

The CANB corporate records were reviewed and organised by 2015 YCW summer student. The student was able to add the material to the previously existing CANB fonds in the PANB collection. The summer student also was involved in the reviewing and editing of the 2014 Thematic Guide.

#### *Website & Social Media:*

CANB is pleased to have a new website in process for its members. The website was designed by Kerry Lawlor, a student from the New Brunswick College of Craft and Design. This new site offers more flexibility to CANB staff and volunteers and has a cleaner interface allowing members to find information more quickly.

A Facebook account was created for CANB and the already established Twitter account was maintained.





## CANB-NB Funding Guidelines

Our mandate is to serve the archival community of the province by providing assistance, training and services, and the distribution of information received from the national institutions.

Based on this mandate, this provincially funded program aims to foster the archival community in the province and to increase access to archival records and steward the conservation and preservation of New Brunswick's documentary heritage.

### Conditions

All funding is subject to the CANB's annual operating grant from the New Brunswick Department of Tourism, Heritage, and Culture.

Archives/organisations must be members in good standing of the Council of Archives of New Brunswick and agree to the terms and conditions of their contract.

The CANB fiscal year for funding is **April 1** to **March 31**. Projects must be completed within the fiscal year of the application.

Funds received from the Council of Archives New Brunswick – government funded program must be used for the approved project and cannot be used for any other purpose.

Members may submit multiple applications.

Funds cannot be used for the creation of records or transcriptions.

Only fonds/collections with less than 5% of restricted material will be considered for funding.

Funding is available for the following purposes:

- Equipment Purchase
- Arrangement and Descriptions
- Preservation and Conservation
- Digitisation and Migration
- Training/Professional Development

A midterm report must be submitted to the CANB by **December 16, 2016**.

A final report must be submitted to the CANB by **April 21, 2017**.

Successful application must notify their local MLA of the support of the CANB grant program. This will help publicise the CANB grant program and assist in securing funding.



All archives/organisations will be held accountable for their projects. Archives/organisations with outstanding reports will not be considered for future projects until all reporting requirements have been completed.

Funding is limited and CANB cannot guarantee application approval. Unfunded applications may be resubmitted in a subsequent year, but cannot be guaranteed.

Any applications that do not have a deed of gift will be not be accepted, unless the material was acquired before 2000.

Projects suited to more than one category should apply under the category that the project most strongly supports. Please outline the budget component appropriate for each of the categories relevant to the application. Please note, applications with activities related to more than one application category must clearly explain how the aspects interconnect to meet adjudication success.

### **Adjudication Process**

Based on identified priorities, there is a 2 tier system, with projects that focus on core function starting with a higher base score. In addition, on a rotating basis, other categories will be bumped up to the higher base score based on 3 year process.

Arrangement and Description and Increased Access to Archival Holdings (ArchiveCANB) will be the priority for 2016-2017.

Adjudication is based on:

1. Archival standards and best practices
2. The impact of the project both for the institution and the public
3. The current needs and priorities of both the institution and CANB
4. The relevance of the project to the application's current or future operations

All projects will be evaluated and scored by the Board of Directors of the Council of Archives New Brunswick. The score sheet is available on the CANB website and it is recommended that it be read carefully before applying.

Funds will be awarded to applications receiving the highest scores until the budgeted amount has been expended.

Successful applicants will be contacted one week after the adjudication meeting.

Conditional applications will be contacted and will have **14 days** to respond to requests made by the CANB board of directors.

Declined applications can be appealed by emailing the CANB Board of Directors within **7 days** of the BOD decision.



## **Application Process**

All applications must include a completed application form with full budget information.

Applications must be submitted to the CANB Archival Advisor by **September 9, 2016**.

Institutional Contributions may include any of the following:

- Cash
- In-Kind supervisory and project planning time
- Equipment and supplies already purchased within the fiscal year

### **❖ Equipment Purchase**

Equipment purchases may include:

- Computers, scanners, cameras, microfilm readers
- Shelving
- Hygrothermagraphs
- Equipment required for preservation or improving access to archival material

Equipment purchases should include two quotes from different vendors. If only one is available, please indicate as such.

All equipment purchase applications related to preservation must demonstrate that the institution has consulted with the Council's Preservation Advisory Service.

Database software is not eligible for funding.

Funding up to 50% is available for all archives/organisations. Those requesting more than 50% must demonstrate a financial need based on their operational budget. Cost sharing can include partner or agency contributions.

Application descriptions must include how the requested equipment will make archival material more accessible and improve the institution's overall development.

### **❖ Arrangement and Descriptions**

Projects under this category may include, but are not limited to:

- Arrangement and description of unprocessed archival holdings. These projects must produce a RAD compliant fonds level description and finding aid which includes an inventory of lower level descriptions.
- Re-description of holdings. This can be included only when the existing description is not RAD-compliant. This pertains to fonds-level description only.



All Arrangement and Description projects must follow the Rules for Archival Description as their basic standard.

All Arrangement and Description projects must include ArchivesCANB data entry as part of the project plan.

Item-level description will not be funded unless the material is graphic, audio-visual or cartographic, or if the material otherwise warrants description to this level. If you intend to do item-level description, please provide a fonds/collection level description with your application.

#### ❖ **Increase access to archival holdings (ArchivesCANB)**

Only projects with RAD compliant fonds/collection descriptions will be considered for data entry.

#### ❖ **Preservation and Conservation**

Projects under this category may include, but are not limited to:

- Purchase of archival-quality supplies, assessments and conservation work through the CANB Co-Op
- Contracting of private archival professionals

All Preservation and Conservation applications must include information regarding the consultation with Preservation Advisory Services. Clearly state what consultation has taken place with the CANB Preservation Officer. Please indicate if a Global Assessment or project assessment has taken place, and when.

It is recommended that these projects have some oversight by a professional conservator.

Any work proposed in the application should demonstrate how it will meet archival preservation standards.

Applicants must demonstrate how the material will be preserved throughout the project and in the longer term.

#### ❖ **Training/Professional Development**

Projects under this category may include, but are not limited to:

- Registration
- Travel
- Meals, accommodation
- Required texts and supplies



Training and Professional Development must take place within the fiscal year.

All information of the training/workshop/webinar must be included in the application, including: instructor, institution, date, location etc.

All applications must clearly describe the value of the training/professional development to the institution and to the individual. Where applicable, training should take place in New Brunswick and if possible be opened to the broader CANB membership.

### ❖ **Digitisation, Reformatting and Migration**

Projects under this category may include, but are not limited to:

- Digitisation of material (photographic or textual)
- Metadata input for digitised records
- Migrating material from one format to another format (audio tape to digital)

Only projects with RAD compliant fonds/collection descriptions will be considered for digitisation.

If the project includes any digitisation, the application must outline the standards that will be used to process the items in question.

Digitisation projects which include a strong preservation component will also be considered. Please include a copy of your preservation plan.

If the project involves reformatting or migration that does not take place at PANB, please provide information about the organization / business which will be undertaking the work.

All digitisation projects must include access copies that will be added to ArchivesCANB.



## Time Guidelines for Arrangement and Description Projects

### Time Allocations for Textual Material

The following guidelines may be used in calculating eligible expenses for projects that focus on the arrangement and description of fonds or collections. Within all categories, except Background research and Finding Aid production, segments of a fonds or collection can use different categories of time allocations for the purpose of calculating the time necessary to complete the activity.

For example: for the initial assessment of 4 metres of material more than one rate can be used to calculate the allowable time for that step. One metre may be more complex than the rest and therefore require the highest allowable time, .05 metres in 7 hours, while the rest, 3 metres only needs the rate of 3 metres in 7 hours. This would provide an allowable total allocation of 21 hours for that phase of the work.

#### ❖ Background research

Maximum 35 hours per project

If more than one fonds/collection is involved there are two options:

- Submit an application for each fonds/collection
- Apply this time limit (5 days) to the entirety of your fonds/collection.

#### ❖ Appraisal

This includes appraisal, selection, physical evaluation, and/or preliminary sorting or consolidation.

Amount	Work needed
<b>0.05m per hour</b>	Material in no order, not in file folders, or folders untitled. No list exists, no file system used or evident, and significant reduction required.
<b>0.15 m per hour</b>	Some file titles or divisions, but heavy weeding to be done to reduce size.
<b>0.2 m per hour</b>	Physical control in place, some sorting/review needed, selection reduces size.
<b>0.4 m per hour</b>	Ledgers, minutes, or a file plan that will be retained.



❖ **Physical processing**

This will include all activities relating to the preservation and housing of the material.

<b>Amount</b>	<b>Work Needed</b>
<b>0.15 m per hour</b>	Significant flattening, removal of staples, replacement of paper clips and/or replacement or addition of file folders and boxes
<b>0.2 m per hour</b>	Re-foldering and re-boxing required, some need for replacement of paper clips and staples.
<b>0.4 m per day</b>	Only some re-boxing/re-foldering required.

❖ **Arrangement**

All activities involving the physical arrangement of the contents.

<b>Amount</b>	<b>Work Needed</b>
<b>0.05 m per hour</b>	No discernable order, significant comparison needed with various parts of fonds/collections to construct files and then order files.
<b>0.15 m per hour</b>	Material is in files but relationship between files is tenuous and hierarchy or series and files is not evident.
<b>0.2 m per hour</b>	Relationship of series or grouping of files is unclear.
<b>0.4 m per hour</b>	Series and lower order is in place, little more involved than verifying file plan (alphabetical, chronological or alpha-numeric system).



#### ❖ Description

This encompasses all aspects of the intellectual process of assigning descriptive elements to the fonds and any other levels in the hierarchy down to the file level.

<b>Amount</b>	<b>Work Needed</b>
<b>0.05 m per hour</b>	Files, sub-series, series and fonds/collection-level descriptions need to be created from scratch. Significant series require RAD descriptions.
<b>0.15 m per hour</b>	Significate work is required for file/series.
<b>0.2 m per hour</b>	Information for file and series descriptions is available or self-evident and it is just a matter of compiling it. Some complexity to series but material arrived with substantial contextual data for description elements and hierarchical structure.
<b>0.4 m per hour</b>	Arrangement is simplistic or straight forward with significant homogeneity within series and uncomplicated relationships between series and sub-series.

#### ❖ Finding Aid Production

Although there may be some anomalies, it is expected that the length of time for finding aid production will be in proportion to the extent of the collection, the level of description, the number of files, and complexity of arrangement. Arrangement, description and physical processing times are based on the extent of documents after appraisal.

<b>Amount</b>	<b>Time</b>
<b>2m or less</b>	7-14 hours
<b>3-5 m</b>	21-28 hours
<b>6-10 m</b>	35-42 hours
<b>11-15 m</b>	49-56 hours





<b>16 m or more</b>	63-70 hours
---------------------	-------------

### Time allocations for other formats of material

#### ❖ Photos

<b>Amount</b>	<b>Action</b>
30 images an hour	Appraisal and selection
7 images an hour	Arrangement
7 images an hour	Description
14 images an hour	Physical Processing

#### ❖ Sound Recordings and Moving Images

<b>Amount</b>	<b>Action</b>
Running time of recordings x4	Appraisal and Selection; Arrangement; Description and Physical Processing

#### ❖ Architectural and Cartographic material

<b>Amount</b>	<b>Action</b>
3.5 items an hour	Appraisal and Selection
7 items an hour	Arrangement
3 items an hour	Description
3 items an hour	Physical Processing



## CANB-NB Funding Application

### *1. Information: Organisation*

Name of Organisation	
Institution Head	
Phone	
Email	
Street Address	
Community/Town	
Postal Code	
Website	

### *1.2 Number of Staff:*

Full-Time Paid Employees \_\_\_\_\_  
Part-Time Paid Employees \_\_\_\_\_  
Project Employees \_\_\_\_\_  
Volunteers \_\_\_\_\_

### *1.3 Mission/Vision statement of your archives or organisation:*

--



*1.4 Has your institution had a site visit from the Archives Advisor in the last 12 months?*

- Yes
- No
- Future visit has been scheduled

*1.5 Have you attended the CANB Workshop regarding the new guidelines and funding application?*

- Yes
- No

*1.6 Has your institution completed and submitted the 2015-2016 Needs Assessments?*

- Yes
- No

*1.7 Was this application reviewed by or discussed with the Archival Advisor?*

- Yes
- No



## 2. Type of Project

- Arrangement and Description
- Increase access to archival holdings (ArchivesCANB)
- Preservation & Conservation
- Equipment Purchase
- Training & Professional Development
- Reformatting & Migration

### 2.01 Project Proposal

Project Title	
Proposed Start Date	
Proposed Completion Date	
Project Manager	

*2.02 Describe the records involved in this project: fonds/collection name, source of acquisition, dates, physical extent of material (expressed in cm/m). Please include what percentage of the fonds/collection consists of original documents versus copies?*

--

*2.03 Do you have a deed of gift for the records?*

- Yes
- No
- Acquired before 2000

*2.04 In the deed of gift, was the copyright transferred to your organisation.*

- Yes
- No

*2.05 In your deed of gift, were other rights (display, exhibition, migration, and or public distribution) transferred to your organisation?*



- Yes
- No

*2.06 Are there any restriction on these records?*

- Yes
- No

If Yes, to what extent is the collection restricted and for how long, and why?

*2.07 Is there a finding aid or description already available for the records? Please provide a sample (2-5 pages)*

- Yes
- No

If Yes, is it RAD compliant and to what extent?

*2.06 Describe the project.*

- What is the purpose of the project?
- Who is the target audience?
- Where are the records stored?
- What is the significance of the records? Please provide context.
- What will the project contribute to your archive/organisation, researchers and to the province?
- Who are your project partners?
- To what level will the project be described (fonds, series, file, item)?

*2.07 Please provide a job description for the person(s) undertaking the work.*



*2.08 What if any part of the collection cannot be digitised in-house?*

*2.09 Do you recommend this fonds/collection level description for translation? Why?*

*3. Budget & Timeline*

*3.1 Using the Time Guidelines for Arrangement and Description Projects please provide a full timeline for your project. Note that not all categories need to be applied for:*

<b>Action</b>	<b>Cost</b>	<b>Total</b>
Equipment		
Preservation		
Conservation		
Training & Professional Development		
Reformatting		
Migration		

\* Arrangement and description next page



Action	Hours	Rate of Pay	Total Cost
Background Research			
Textual Material Appraisal			
Textual Material Physical Processing			
Textual Material Arrangement			
Textual Material Description			
Textual Material Finding Aid Production			
Photo Appraisal and Selection			
Photo Arrangement			
Photo Description			
Photo Physical Processing			
Sound Recording and Moving Image Appraisal and Selection			
Sound Recording and Moving Image Arrangement, Description, Physical Processing			
Architectural and Cartographic Appraisal and Selection			
Architectural and Cartographic Arrangement			
Architectural and Cartographic Description			
Architectural and Cartographic Physical Processing			



Description	Amount Requested	Applicants contribution In-Kind	Applicants contribution Cash	TOTAL
Arrangement and Description				
Equipment				
Preservation/Conservation				
Training & Professional Development				
Reformatting & Migration				
MERC				
Partner Contribution (if applicable)				
<b>TOTAL AMOUNT OF PROJECT</b>				
<b>TOTAL AMOUNT REQUESTED</b>				





*3.2 For reformatting and conservation projects, are you working with a third-party outside of PANB? If so, has consultation taken place with PANB Conservation Services? Please provide a quote for all services.*

*3.3 If you are purchasing equipment, please attach two quotes.*



## CANB-NB Funding Scoring Sheet

Project Title:

Institution:

Type of Project:

- Arrangement and Description
- Increase access to archival holdings (ArchivesCANB)
- Preservation & Conservation
- Training & Professional Development
- Digitisation, Reformatting & Migration
- Equipment Purchase

Weak	Fair	Good	Strong	Very Strong
1	2	3	4	5

### Section 1: Type of Project

	Score Awarded	Score
Arrangement and Description		10
ArchivesCANB - Increase access to archival holdings		10
Preservation & Conservation		10
Training & Professional Development		5
Digitisation, Reformatting & Migration		5
Equipment Purchase		5
<b>Total</b>		

### Section 2: Objective

- ❖ Increase access to New Brunswick's archival heritage.
- ❖ Conservation and Preservation of New Brunswick's archival heritage.
- ❖ Increase capacity of archival institutions to preserve New Brunswick's archival heritage.

Score Awarded	Possible Score
	5

Please use this section to explain the scoring awarded to this project:

---



---



---



### Section 3: Relevance of the Project

Degree to which the project responds to a demonstrated need:

- ❖ For the development or maintenance of strategic capacity in the archival community.
- ❖ In the audience for whom the project is undertaken.

Score Awarded	Possible Score
	5

Please use this section to explain the scoring awarded to this project:

---



---



---

### Section 4: Project Planning

	Score Awarded	Possible Score
Degree to which the project is clearly defined and proposes a sound archival approach and purpose.		5
Timelines are realistic and attainable.		5
Cost estimates are complete, reasonable, and sufficiently justified.		5
<b>TOTAL SCORE</b>		15

Please use this section to explain the scoring awarded to this project:

---



---



---

### Scoring Summary

	Awarded Score	Possible Score
Section 1: Type of Project		10
Section 2: Objective		5
Section 3: Relevance of the project		5
Section 4: Project Planning		15
<b>TOTAL</b>		35